



# CITY OF PINOLE

COMMUNITY DEVELOPMENT DEPARTMENT

## BUILDING DIVISION

2131 Pear Street  
Pinole, CA 94564  
[www.ci.pinole.ca.us](http://www.ci.pinole.ca.us)

Phone: (510) 724-9833  
Questions: [BuildingQuestions@ci.pinole.ca.us](mailto:BuildingQuestions@ci.pinole.ca.us)  
New Minor Permit: [OTC@ci.pinole.ca.us](mailto:OTC@ci.pinole.ca.us)  
New Major Permit: [NewApp@ci.pinole.ca.us](mailto:NewApp@ci.pinole.ca.us)  
Responses/Revisions: [ResubmitRevise@ci.pinole.ca.us](mailto:ResubmitRevise@ci.pinole.ca.us)

## REQUEST TO REACTIVATE EXPIRED BUILDING PERMIT

### BUILDING, ELECTRICAL, PLUMBING, AND MECHANICAL

Every permit issued shall become expired unless the work on the site authorized by such permit is commenced within 12 months after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work commenced. To obtain a new permit and recommence work, this form should be used to request a reactivation of expired building permits.

<b>Jobsite Address:</b>		<b>Today's Date:</b>
<b>Permit Number:</b>  <i>A <b>separate</b> request form is required for <b>each</b> expired permit.</i>		<b>Permit Issue Date:</b>  <b>Permit Expiration Date:</b>
<b>Owner's Information</b> Name: Address: City: Phone Number: Email:	<b>Applicant's Information</b> Name: Address: City: Phone Number: Email:	
Please provide a <b>brief justification</b> for the reactivation request or reason for delay in project:		
Please provide a <b>timeline schedule</b> for completing the permitted work:		

I certify under penalty of perjury that I am the owner or authorized agent of the owner of the subject property, and I hereby request reactivation of the expired building permit. I understand that request for reactivation of my permit will require payment of a non-refundable administrative fee and a supplemental permit fee equal to half the original base building permit fee (for permits expired less than one year) and equal to the original base building permit fee (for permits expired one year and greater).

Signature of Owner/Applicant

Date

## INSTRUCTIONS TO APPLICANT

Email the completed form to [newapp@ci.pinoles.ca.us](mailto:newapp@ci.pinoles.ca.us) with the subject line Building Permit Reactivation. A non-refundable processing fee of \$75.00 will be collected prior to any decision on the request. Previously collected permit fees are also non-refundable. If a permit is reactivated, payment of fees equal to half the original base building permit fee (for permits expired less than one year) and equal to the original base building permit fee (for permits expired one year and greater). You will be notified by email regarding action taken on this request. If you have questions regarding this form, please contact the Building Division at (510) 724-8912.

## FOR OFFICE USE ONLY

**Action on Reactivation Request:**
☐ *Approved*   ☐ *Denied*
**Reactivation Date:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

*(Six months from reactivation date)*

 \_\_\_\_\_  
 Chief Building Official

 \_\_\_\_\_  
 Date

### CONDITIONS

- ➔ Payment of supplemental permit fees in the amount of \$\_\_\_\_\_ are required to be made prior to the first inspection covered by this reactivation.
- ➔ Within 180 days from date of reactivation (i.e., prior to \_\_\_\_\_) applicant must arrange for an inspection of the work covered by the permit.
- ➔ No more than 180 days may elapse between inspections, or the permit will lapse, and a new permit will be required to be secured before construction may continue.
- ➔ Work done between inspections must be substantial enough in nature to allow a determination that progress is being made toward the completion of the project. (i.e., applicant may not call in for inspection simply to satisfy the requirements pertaining to frequency of inspections.)
- ➔ Applicants must obtain separate extensions from other departments for related permits and approvals (planning, engineering, community services, public works, fire prevention, etc.).

**Original Base Building Permit Fee: \$**\_\_\_\_\_

**Processing Fee: \$75.00**
**Permit Expired**
**Reactivation Fee**

 Less Than One  
Year

**50% of Original Base  
Building Permit Fee\***

 More Than One  
Year

 100% of Original Base  
Building Permit Fee\*

☐ Credit Card   ☐ Cash   ☐ Check # \_\_\_\_\_

Receipt # \_\_\_\_\_

Date: \_\_\_\_\_

**Reactivation Fee: \$**\_\_\_\_\_

☐ Credit Card   ☐ Cash   ☐ Check # \_\_\_\_\_

Receipt # \_\_\_\_\_

Date: \_\_\_\_\_

\*If all inspections have been performed and approved up to but not including final inspection, the minimum reactivation fee shall be \$ 180.00 + permit processing fee.