



CODE REVIEW COMMITTEE

SACRAMENTO VALLEY ASSOCIATION OF BUILDING OFFICIALS

Committee Chair: Don Little PH: 916-774-5336
 Vice Chair: Bob Stetson PH: 916-781-6600

Code Review Committee Question/Survey for November Results and Committee Supported Responses

Subject: Expired Re-roof Permits

1a. Does your jurisdiction have a process for tracking expired re-roof permits?

YES		NO	
17	85%	3	15%

1b. If yes, does your jurisdiction immediately expire the permit without taking any further action?

YES		NO	
2	10%	16	80%

Comments by Spokespersons

- 1a We track all permits for expiration
- 1b We address them 30 day prior to expiration and then act upon them through the Code Enf process if necessary.

If you take any of the following steps, please indicate what you do first, second or third:

2a. Send a letter to the applicant or property owner?

1		2		3	
9	45%	4	20%	2	10%

2b. Call the applicant?

1		2		3	
4	20%	3	15%	2	10%

2c. Inspect?

1		2		3	
2	10%	1	5%	5	25%

Comments by Spokespersons

- 1b and 2a, b and c...Yes we expire the permit but we follow it up with a notification letter...we do not call the applicant nor do we do inspections on an expired permit
- All property owners and contractors (or both) receive a letter after 150 days without and approved inspection notifying them that they have 30 days to request and receive an extension or get an approved inspection. If that does not get any action, after 180 days they are reviewed and either expired or sent to Code Enforcement on a case by case basis.

Code Review Committee Supported Responses

- Yes, the consensus of the committee is that implementing and maintaining a process for addressing expired permits is preferable to allowing a backlog to accumulate.
- Statistically, communicating with the applicant prior to expiring the permit is the most common method of handling expired re-roof permits.