

Permit Extension Policy

When does my permit expire?

A building permit will expire if work has not begun within 180 days from the date the permit was issued, and this must be verified by City inspection. **Once work has begun, progress must be verified by City inspection.** At a minimum, a progress inspection must be completed every 180 days.

Land Use permits have different expiration timelines that will be listed in the Decision of the Land Use Permit.

Can I extend my permit?

If a permit has not yet expired, a permittee may apply for an extension of the permit if, for good and satisfactory reasons, they are unable to commence work or continue work within the time required. The request for extension may be made in writing to Planning & Development Services prior to the expiration of the permit. The department may extend the time for action for up to 180 days. Permits may be extended more than once at the department's discretion.

Building Permit Extensions Policy

If you wish to extend a permit, please send a request in writing to our office at Planning & Development Services, 747 Market St. Rm. 345, Tacoma WA, 98402 or via email at:

- Sue Coffman, Building Official, sue.coffman@cityoftacoma.org for all Building, Plumbing and Mechanical permits
- Chris Seaman, Tacoma Fire Department Engineer, cseaman@cityoftacoma.org for all Fire Protection System permits
- Jim Harteau, Construction Inspection Supervisor, jharteau@cityoftacoma.org for all Site Development, Right-of-Way and Utility Connection permits

The extension request must include the following items:

1. Associated permit numbers
2. Reason for the extension
3. Date that the work will commence
4. Date that the work will be completed by

Land Use permits cannot be extended. If a Land Use permit has expired, a new application will be required.



Note: This Tip Sheet does not substitute for codes and regulations.

The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

More information: City of Tacoma, Planning and Development Services | www.tacomapermits.org (253) 591-5030

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.