



***CITY OF TACOMA***  
*Planning and Development Services Department*  
***POLICY STATEMENT***

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**March 5, 2019**

**Subject:** Building Permit Expirations and Extensions

In accordance with the Tacoma Building Code, every permit issued shall become invalid unless work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such a permit is suspended or abandoned for a period of 180 day after the time the work is commenced. The Building Official is authorized to grant one or more permit extensions for periods not more than 180 days each.

Extension requests shall be submitted for consideration to [permitplandesk@cityoftacoma.org](mailto:permitplandesk@cityoftacoma.org) with justifiable cause demonstrated.

**Policy:**

Permit extensions shall be no more than 180 days. Permits that have been expired more than 2 years may not be eligible for extensions and must apply for a new permit. It shall be the policy of Planning and Development Services Department to allow extensions of building permits in accordance with the following:

1. If an extension is requested and a permit has not yet expired (an inspection has occurred within 6 months or if has been no more than 6 months since the permit was issued).
2. If an extension is requested and the permit has expired, the applicant must pay for an inspection with the City of Tacoma to evaluate the progress of the work under the expired permit. If upon inspection, the permit can be extended in accordance with the conditions upon which it was issued. The Building Official may waive the requirement for an inspection if he/she determines it is not needed.
3. Additional extensions beyond 180 days will be considered by the Building Official on an individual basis if there is justifiable cause.

Sue Coffman, Building Official, P.E., CBO  
Planning and Development Services Department  
City of Tacoma