



City of Flagstaff
Building Safety & Code Compliance Section
211 West Aspen Avenue
Flagstaff, Arizona 86001
<https://www.flagstaff.az.gov/494/Building-Safety>

Building Permit Application Time Limitation (Expiration)

The policies regarding time limitation (expiration) of building permit applications are derived from the model building codes adopted and amended by the City of Flagstaff under Title 4 (Building Regulations) of the Flagstaff City Code. The specific building code sections are listed below.

Residential Building Permit Applications

2018 International Residential Code (IRC) R105.3.2:

“Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing unless such application has been pursued in good faith or a permit has been issued. The building official is authorized to grant one or more extensions not exceeding a period of 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.”

Commercial Building Permit Applications

2018 International Building Code (IBC) 105.3.2:

“Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing unless such application has been pursued in good faith or a permit has been issued. The building official is authorized to grant one or more extensions not exceeding a period of 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.”

“Pursued in good faith” is interpreted to mean either 1) a resubmittal of documents in response to Administrative Review or Substantive Review comments or 2) written (email) communication from applicant (or applicant’s representative) to the Building Safety Program clearly stating the applicant’s intention in pursuing the application.

Note: Regardless of the date of communication, the date of filing of the application is the date used to determine the time limitation.

Please call the Building Permit Technician/Building Plan Reviewer listed on the Administrative or Substantive Review comment letter if you have any questions regarding the time limitation on your building permit application.