



City of Flagstaff
Building Safety Program
211 West Aspen Avenue
Flagstaff, Arizona 86001
www.flagstaff.az.gov

Building Permit Expiration

The policies regarding expiration of **issued** building permits 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 Permits

2018 International Residential Code (IRC) R105.5, as amended by City of Flagstaff:

“Expiration. Every Residential Building Permit issued shall become invalid unless the work authorized by such permit is completed within 365 days from the issuance date of the building permit. The Building Official is authorized to grant, when request for extension is received in writing, one extension not to exceed 180 days. The extension shall demonstrate cause such as financial, weather delays, material delivery, etc. The permit may be extended for an additional 365 days by paying one half the original permit fee (not including the plan review fee), thereby allowing a maximum time of completing the project to 910 days. Failure to obtain a Certificate of Occupancy within 910 days shall result in a report being recorded with the Coconino County Recorder’s Office for incomplete work or no final inspection report of the project.

All residential Over-the-Counter Permits for plumbing, mechanical, electrical, and re-roofing shall be valid for a maximum period of 180 days.”

Commercial Building Permits

2018 International Building Code (IBC) 105.5, as amended by the City of Flagstaff:

“Expiration. All Commercial Building Permits for new construction, remodels, additions, and alterations shall be valid for a maximum period of 730 days. One extension shall be granted for an additional 365 days when requested in writing and justifiable cause is demonstrated. After the one-time extension has expired, the next additional extension will require the applicant to pay one-half the original building permit fee (not including the plan review fee) for an additional 365-day extension. Permits not passing final inspection over 1095 days will be expired and the applicant must submit for a new permit and pay all associated fees.

All commercial Over-the-Counter Permits for plumbing, mechanical, electrical, and re-roofing shall be valid for a maximum period of 180 days.”

Note: A permit’s expiration is determined from the permit’s “issue date” (not to be confused with the date an applicant is contacted for permit pick-up). The “issue date” is listed on the top right corner of the permit. Please call the Building Safety Program at 928.213.2627 if you have any questions regarding the expiration of your building permit.