EXTEND OR RENEW A BUILDING PERMIT

To Extend an Active Building Permit

A permit is considered expired if no inspections have occurred within 180 days from permit issuance or 180 days from the last inspection.

To keep a permit active beyond the 180-day expiration timeline, the applicant may request a one-time extension before the permit expires. Such request shall be made by the permittee in writing and addressed to the Building Inspection Superintendent of the City of Sunnyvale, P.O. Box 3707, Sunnyvale, California 94088-3707. The extension will add an additional 180 days to the original expiration date.

To Renew an Expired Building Permit

A permit is considered expired if no inspections have occurred on a project for over 180 days from permit issuance date or 180 days from the last inspection of any permits associated with the project. To determine the status of an existing permit, visit the E-OneStop at www.e-onestop.net and click on permit history.

Renewal fees are required when an expired permit is renewed. If the expiration date of the permit is within one year of the renewal date, the renewal fees are equal to half of the original permit fees. If the expiration date of the permit is greater than one year from the renewal date, the renewal fees are equal to full permit fees originally calculated.

Required Plans

If plans were required for the original permit, such approved plans are also required in order to renew the expired permit.

The permittee shall provide three sets of plans which were approved and issued as part of the original permit. One of the set of plans shall be the original "Job Copy" plans and the other two sets and be duplicate copies of these plans. If the "Job Copy" plans are not available, the permittee shall prepare a duplicate set of plans for review and approval. In this case, additional plan checking fees may be required.