City of Tacoma
Planning and Development Services
Site and Building Division

Memorandum

TO: Site and Building Division Staff
FROM: Corey Newton, P.E., Site and Building Division Manager
CC: Peter Huffman, Planning and Development Services Director
SUBJECT: Permit Expiration Policy Update – Division Policy
DATE: July 23, 2025

Overview

Tacoma Municipal Code (TMC) Title 2 outlines that applications for construction permits and construction permits expire 180 days after the date of application, completion of plan review cycle, or permit issuance unless the applications have been pursued in good faith, a permit has been issued or work has commenced. TMC Title 2 additionally states that construction permits will expire if work is suspended or abandoned for a period of 180 days. The Building Official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. Extensions must be requested in writing and justifiable cause demonstrated.

There is one exception:

- Right-of-way Construction Permits may be set to expire after 30- or 90-days, dependent on the specific permit type.

Applicability

This policy shall apply to all permits administered under TMC Title 2 Building and Development Code and TMC Chapter 3.02 Fire Prevention Code.

Policy

Permit extensions will not be authorized more than the periods identified previously, and will be administered in accordance with the following:

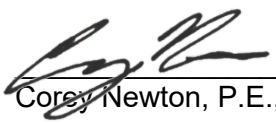
1) Applications for permits that have not been issued:
   - Extensions will be granted upon request provided that the Development Codes, including the Tacoma Building Code, Public Works Design Manual, Stormwater Manual, Land Use Code, or any other policy or ordinance enforced by the City to which the project is designed, have not been changed or updated.
     - Exception: A single 180-day extension may be granted across a code update at the discretion of the designated code authority.
   - Permit fees will not be vested. The applicant will be responsible for the permit fees in effect at the time of permit issuance. Plan review fees will be honored at the rate of initial submittal provided they have already been paid in full.
   - Applications associated with projects that have outstanding invoices for work performed by the City, such as plan review on a site development or work order, will not be granted extensions until outstanding invoices are resolved.
   - The Building Official may apply additional conditions as necessary to extend permit applications where possible. Any conditions must be provided to the applicant in writing.
   - Projects associated with code enforcement cases may only be extended with the approval of the Building Official.

2) Permits that have been issued where construction has not started:
   - Extensions will be granted upon request provided that the Development Codes, including the Tacoma Building Code, Public Works Design Manual, Stormwater Manual, Land Use Code, or any other policy or ordinance enforced by the City to which the project is designed, have not been changed or updated.
     - Exception: A single 180-day extension may be granted across a code update at the discretion of the designated code authority.
   - Permit fees will not be vested. Permit fees will be reinvoiced at the time of the permit extension request. The applicant will be responsible for the difference between the fees in effect at the time of the request and the permit fees already paid. Plan review fees will not be reinvoiced.
     - Exception: A single 180-day extension may be granted without reinvoicing to current fees.
   - Permits associated with projects that have outstanding invoices for work performed by the City, such as plan review on a site development or work order, will not be granted extensions until outstanding invoices are resolved.
   - The Building Official may apply additional conditions as necessary to extend permits where possible. Any conditions must be provided to the applicant in writing.
   - Projects associated with code enforcement cases may only be extended with the approval of the Building Official.

3) Permits that have been issued where construction has started, and the site does not pose a hazard:
   - Extensions will be granted automatically for permits where work has occurred and a passing inspection on the permit is recorded.
   - Extensions will be granted upon request for permits associated with a project where work has occurred and a passing inspection on the project is recorded. For example; the mechanical, plumbing, and fire protection permits associated with a project may be extended provided the building permit has received a passing progress inspection.
   - Extensions will be granted upon request provided that the Development Codes, including the Tacoma Building Code, Public Works Design Manual, Stormwater Manual, Land Use Code, or any other policy or ordinance enforced by the City to which the project is designed, have not been changed or updated.
     - Exception: Additional 180-day extensions may be granted across a code update at the discretion of the designated code authority.
   - The Building Official may apply additional conditions as necessary to extend permits where possible. Any conditions must be provided to the applicant in writing.
   - Projects associated with code enforcement cases may only be extended with the approval of the Building Official.

For all permits, multiple extensions may be granted in accordance with this policy. For all permit extensions, excluding those granted automatically with passing progress inspections, fees may be charged in accordance with the Planning and Development Services Fee Schedule. This policy does not limit the powers granted to the Building Official by Tacoma Building Code Section 105.

For questions, please contact the Planning and Development Services Department via email at permits@cityoftacoma.org or phone at 253-591-5030.



7/23/2025

Corey Newton, P.E., Site and Building Division Manager Date