



THE CITY OF ASPEN



## MEMORANDUM OF POLICY

### Building Codes

FROM: Stephen Kanipe, City of Aspen Chief Building Official  
Tony Fusaro, Pitkin County Chief Building Official

DATE: June 19, 2002

APPROVED: Stephen Kanipe  
Tony Fusaro

DATE: February 18, 2004

SUBJECT: **Expired Plan Review Extension Request Fee**

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(l) Section 105.3.2, Ordinance of 2004 adopting International Codes

An application for any proposed work shall be deemed to have been abandoned six (6) months after 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 an extension not exceeding six (6) months. The extension shall be requested in writing and justifiable cause demonstrated.

*No application may be extended more than once.*

*Processing an extension request for an expired plan review will require a \$100 administrative fee payment to compensate for staff time that includes; researching the data base to determine if the extension can be granted; reviewing the address file for correspondence relating to conditions of permit issuance; generating the extension letter; updating the data base; and, mailing the letter to the applicant.*

(m) Section 105.5:

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 12 months after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is not authorized to grant an extension.