

## RBD Procedures for Inactive Permits (A Status)

1. Permits inactive for more than 180 days become "A" Status. If a contractor wishes to extend the permit within 365 days of the date it was issued, a ½ permit fee will be charged and the permit will change from "A" to "O" (open) status.
2. The contractor will contact the homeowner to make inspection arrangements to close the "A" status permit. The contractor will request the inspection. (Note: Any trip fees on record for the permit must also be paid prior to inspection.) Inspections may only be requested by the permit holder (See PPRBD Section 16-6-101; B 5, 6 & 7 for contractor responsibilities).
3. If arrangements cannot be made with the homeowner, the contractor must send a certified/registered letter to homeowner stating the inspection must be made to avoid a Certificate of Noncompliance being filed. If the homeowner does not respond within 30 days, the contractor will provide to RBD a copy of the letter and verification of the certified/registered mailing. **Note:** *The registered letter is not acceptable if it sent more than 30 days prior to a permit becoming A Status.*
4. RBD will verify the inactivity and "A" status of the permit; and send a certified letter to the homeowner to inform them that they must arrange for an inspection through the contractor within 30 days to avoid a Certificate of Noncompliance from being filed. Within 30 days, their contractor can call for inspection and pay any associated trip fees on the permit. Optionally, the homeowner or another contractor may purchase another permit for the work in question so that the inspection procedure can be completed. Note: The previous permit will NOT be voided in order to maintain a record of violations for that contractor.

### CNC ACTION

If the homeowner does not respond within 30 days to RBD's certified letter, the Certificate of Noncompliance will be filed and the permit voided. The homeowner will be responsible for paying any trip fees and obtaining a new permit, either personally or through a contractor, to generate inspections. After compliance is verified, the homeowner will pay a \$50 release fee to obtain a compliance letter to file with the El Paso County Clerk and Recorder, and pay the filing fee.

### HABITUAL VIOLATORS

If the Building Official suspects or determines that a contractor has habitually violated the Code by failing to obtain final inspections in a timely manner, the Official will make a complaint against the contractor in accordance with the established complaint procedure.

*This administrative ruling became effective September 1, 2003.*