



City of Peoria Fire-Medical Department

8401 West Monroe Street, Peoria, Arizona 85345
Phone: 623-773-7279 Fax: 623-773-7295

Permit Extension Fire Prevention Division Policy and Procedures

Purpose: To provide written policy and procedures to accept, review and renew expired permits for construction activities.

Policy: The scope of this policy is to provide regulations and guidance on extending expired permits related to construction activities. The requirements and limitations on extending permits are derived from sections 105.3.1 and 105.3.2 of the 2018 edition of the *International Fire Code*. The policy and procedures apply to the following conditions.

1. Permit extension prior to expiration.
2. Permit extension less than 180 days from the original expiration date.
3. Permit extension after 180 days from the original expiration date.

Procedures: The following are the internal procedures for the Peoria Fire-Medical Department; Fire Prevention Division to extend expired permits.

Not Expired

When permits have not yet reached the 180 day expiration date and the customer wishes to extend the permit.

1. Customer must submit the Permit Extension Request Form.
2. Permit can be extended 180 days without a fee.
3. The expiration date in the ASI table will need to be extended 180 days.
4. Verify status is PERMIT ISSUED, and print permit.
5. Attach completed form to documents.

Expired Less Than 180 Days from Original Expiration Date

When a permit has been EXPIRED in the workflow; to renew the permit and put the permit back into the inspection status.

1. Customer must submit the Permit Extension Request Form.
 - a. IF APPROVED go to workflow
 - Click on Supervisor



- Click on Close
 - Change task active to YES
 - Change task completed to NO
 - Go back to Workflow
 - Click on Close
 - Update status to Renewal Approved
2. Fees will need to be assessed based on one-half of the Fire Department permit fee.
 3. Once the fees are paid, act on the workflow with status of Issued Renewal.
 4. The expiration date in the ASI table will need to be extended 180 days from the original expiration date once issued.
 5. Verify status is PERMIT ISSUED, and print permit.
 6. Whether the form is approved or denied; attach completed form to documents.

Expired Longer Than 180 Days from Original Expiration Date

1. Customer must submit the Permit Extension Request Form.
 - a. IF APPROVED
 - Set up new permit and use the appropriate, matching permit type
 - Add new permit fee
 - Add comments in both permit descriptions
2. Act on Workflow - Add comments with old permit number and drop to issued.
3. Verify status is PERMIT ISSUED and print permit.
4. Whether the form is approved or denied; attach completed form to documents.

