



*City Of Raleigh*

*North Carolina*

## **POLICY MEMO**

**Inspection Division  
Planning & Development Department  
One Exchange Plaza, Suite 500  
Raleigh, NC 27602**

January 23, 2015

### **EXPIRATION OF PERMITS:**

#### **North Carolina General Statutes:**

§ 160A-418. Time limitations on validity of permits. A permit issued pursuant to G.S. 160A-417 shall expire by limitation six months, or any lesser time fixed by ordinance of the city council, after the date of issuance if the work authorized by the permit has not been commenced. If after commencement the work is discontinued for a period of 12 months, the permit therefor shall immediately expire. No work authorized by any permit that has expired shall thereafter be performed until a new permit has been secured.

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**Work Commenced** – In order for the permitted work to be considered “commenced”, a substantial portion of the construction or other work, specifically authorized by the permit, must begin within six (6) months of the issuance of the permit, and must be verified by a City of Raleigh Code Official. Failure to have work verified will result in permit expiration.

Projects with multiple stand-alone permits must have work commenced on each permit to avoid expiration of the individual permit. If work on any permit issued in a group of permits (or under a master permit) has commenced, the validity of all permits in that group runs with the validity of any unexpired permit in the group. Work on a separate group of permits (or under a separate master permit) in a project site must have work commenced on permits under that group (or under that master permit) to avoid expiration of permits.

**Examples of qualifying work that is considered as “Work Commenced”:**

- Pier or footing trenches excavated, inspected/approved and poured with concrete.
- Rough ground plumbing installed, inspected, and approved.
- For interior electrical renovation permit, the removal of wall finishes and installation of new wiring with a “rough” inspection.
- The installation of a gas-fired heating appliance with inspection.

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**What if the work has commenced but not ready for the first required inspection?** For any work started, but not quite ready for the first normally required inspection (for example: a partial framing or rough on a single family residence remodel where normally the first inspection would be for a complete framing or rough inspection), commencement may be verified by one of two methods prior to expiration:

1. An on-site inspection by a City of Raleigh Code Official. Please note that because this is an extra inspection that is not anticipated and covered by the paid permit fee, the inspection trip will be charged as a re-inspection fee; or

2. An approved letter from an NC Licensed Design Professional describing and documenting the work that was performed and indicating the date observed. The letter must be signed and sealed if by a PE or signed if by an architect, and must be dated before the permit expires. Note: This letter does not constitute approval of the work performed, nor does it authorize the permit holder to proceed with covering any work (for example: pouring a footing or sheetrock of walls) without inspection approval by a City of Raleigh Code Official. Any work found performed and covered without required inspection approval will be in violation and a Stop Work Order will be issued until resolved.

In cases where only minimal work is performed to protect the permit from expiration and the inspector cannot be certain that the work performed will be utilized in the final construction (for example: a single pier footing on a building lot), the inspector will require a letter from an NC Licensed Design Professional describing and documenting the work that was performed, verifying that the work is properly located and will be utilized in the completed project. The letter must be signed and sealed if by a PE or signed if by an architect. The date of the observed work by the design professional and the inspection by a City of Raleigh Code Official must be before the expiration of the permit.

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**Work Continued** – Work must be inspected and verified continued by a City of Raleigh Code Official. A project that has not had work continued (that is specifically authorized by the permit) and verified by an onsite inspection for a period of 12 months or longer will be considered discontinued and the permit will be expired.

### **What if the work has continued but not enough to call for the next normally required inspection?**

For any permitted work commenced and continued, but not ready for the next scheduled inspection, continued work may be verified by one of two methods prior to expiration:

1. An on-site inspection by a City of Raleigh Code Official. Please note that because this is an extra inspection that is not anticipated and covered by the paid permit fee, the inspection trip will be charged as a re-inspection fee; or
2. A letter by an NC Licensed Design Professional prior to permit expiration. The letter must be signed and sealed if by a PE or signed if by an architect. The date of the observed work by the design professional and the inspection by a City of Raleigh Code Official must be prior to the expiration of the permit. The letter by a design professional does not constitute approval of the work performed, nor does it authorize the permit holder to proceed with covering any work. Any work found performed and covered without required inspection approval will be in violation and a Stop Work Order will be issued until resolved. In cases where only minimal continuing work is performed to protect the permit from expiration and the inspector cannot be certain that the work performed will be utilized in the final construction, the inspector will require a letter from an NC Licensed Design Professional that describes and documents the work that was performed and verifies that the work is properly located and will be utilized in the completed project. The letter must be signed and sealed if by a PE or signed if by an architect. The date of the observed work by the design professional and the inspection by a City of Raleigh Code Official must be prior to the expiration date of the permit.

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### **What if there is a court order preventing work to be able to commence or continue?**

If work may not proceed legally due to a court ordered stay or other judicially imposed order, the time periods set out in this policy will be tolled during the period of the stay. Inspectors may ask for a copy of any order for verification of such stay.

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**Appeals** –Appeals regarding permit expirations must be filed within 30 days of the expiration of the permit. Notice of appeal shall be in writing to the Chief Building Official or Fire Marshall, providing evidence of commencement or continuation of work. The decision of the Chief Building Official or Fire Marshall shall be a final, binding, written administrative determination. In the absence of an appeal the expiration shall be final.