

SERVICE NOTICE

Reinstatement Fees: Abandoned Applications, Expired Permits and Applications, Amended Plans

Abandoned applications, expired permits and applications are not valid after their expiration date. You may be required to re-file or pay a reinstatement fee to complete after expiration. Amended plans that changes the scope of the application may require a new application and new fees.

Abandoned Applications

Where no permit has been issued, an application for approval of construction documents or for a permit is deemed to have been abandoned 12 months after the date of submission, unless such application has been diligently prosecuted, which means that some action* has been taken by the applicant after rejection in whole or in part. (AC §§28-104.2.3, 28-105.7)

The Department may also deem an application for approval of construction documents incomplete 90 days after the Department has notified the applicant that the application is incomplete. (AC §§28-104.2.3)

Expired Permits

A permit will expire where work has not commenced for within 12 months from date of permit issuance or for a period of 12 months after issuance of the initial permit. (AC §28-105.9)

Commissioner Discretion for Extension

The Commissioner may grant an extension of time for additional 12-month periods for both applications for construction document approval and for permits. (AC §§28-104.2.3, 28-105.7)

Reinstatement of Abandoned Applications and Expired Permits

Abandoned applications and expired permits may be reinstated or required to be refiled with the associated fee as outlined below pursuant to AC § 28-112.2.

Applications Prior to Permit

Abandoned applications in disapproved or approved status with no Code or zoning changes since application was filed.	Full filing fee at the rate in effect on the date of reinstatement
Abandoned applications in disapproved or approved status with Code or zoning changes since application was filed.	Refile job application and pay full filing fee

After Permit Issued

Work has not commenced within 1 year of permit issuance (Permit Expires)	Full filing fee at the rate in effect on the date of reinstatement.
Work suspended or abandoned for 1 year (Permit Expires), but work is partially complete.	Based on the full filing fee in effect on the date of reinstatement, the percentage of the fee equal to the percentage of work remaining as determined by the DOB inspector, plus the renewal fee.
Permit expired more than 2 years ago; work complete but without signoffs	\$130 Reinstatement Fee
Permit expired more than 2 years ago; Code or Zoning change after permit issuance.	Re-File job application and pay full filing fee.

**Actions include inspection action; PAA filing(s); active temporary Certificates of Occupancy (TCO); and active hearings at the Board of Standards and Appeals (BSA) or City Planning Commission (CPC).*

Amended Plans

Where there is a change in the scope of work of an application that substantially changes the scope of the application, a new application may be required, and the requisite associated filing fees paid. The Department may allow the applicant to continue the original application for administrative purposes, provided that all associated fees for the proposed scope of work are paid as if a new application was filed for such work.