



Garden Spot of Colorado

807 Mountain Avenue | PO Box 1229 | Berthoud, CO 80513 | O: 970.532.2643 | F: 970.532.0640 | Berthoud.org

Building Permit Extension Policy

This policy outlines the procedures for extending and reactivating building permits.

Permit Activity Period

A building permit remains active for **180 days** from the most recent activity associated with the permit. Qualifying activities include:

- Application submission
- Acceptance date
- Review dates
- Payment date
- Permit issuance
- Inspection completed

Permit Extensions

- **First Extension:**
A **180-day extension** is available **at no cost** if requested **before** the permit expires.
- **Subsequent Extensions:**
 - Each additional extension will incur a **\$100 administrative fee**.
 - The permit will be placed **on hold** until the fee is paid.
 - If the third extension expires, a new permit will need to be applied for
- **Unpaid Permits:**
If the permit fee has **not yet been paid** and an extension is requested **after the first free extension**; the **\$100 administrative fee** must be paid **in addition to** the original permit fee before the permit can be issued.



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Permit Reactivation After Expiration

Once a permit is issued, the 180-day activity period begins. If no activity occurs and the permit expires, the following reactivation rules apply:

1. 0–180 Days After Expiration:

- The first reactivation request is **free**.
- If the permit expires again, a **fee will be required** for any further reactivations.

2. 181 Days to 1 Year After Expiration:

- **50% of the original permit fee** is required for reactivation.
- (Per IRC Section 105.5)
- If a new building code is adopted, then a review fee will apply

3. Over 1 Year After Expiration:

- A **new permit application** is required.
- **New review and permit fees** will apply.
- **Taxes will not be reapplied** if paid on the original permit.

Expiration Notifications

Automated reminders are sent as a **courtesy** prior to permit expiration. However, it is the **permit holder's responsibility** to track expiration dates and request extensions or reactivations as needed.