



Central Arizona Fire and Medical Authority  
Prevention Division  
Contractor Guidelines for  
Construction Permit Extensions and  
Expired Construction Permits

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**EFFECTIVE OCTOBER 01, 2021**

**CAFMA WILL STRICTLY ADHERE TO THE FOLLOWING 2018 IFC  
REQUIREMENTS RELATED TO CONSTRUCTION PERMIT EXTENSIONS  
AND EXPIRED CONSTRUCTION PERMITS.**

**Permit Extensions**

Contractors may request a permit extension only for current / valid permits.

**[A]105.3.2 Extensions.**

A permittee holding an unexpired permit shall have the right to apply for an extension of the time within which the permittee will commence work under that permit where work is unable to be commenced within the time required by this section for good and satisfactory reasons. The *fire code official* is authorized to grant, in writing, one or more extensions of the time period of a permit for periods of not more than 180 days each. Such extensions shall be requested by the permit holder in writing and justifiable cause demonstrated.

1. Confirm the permit is still valid and has not expired;
2. Visit our website ([www.cazfire.org](http://www.cazfire.org)) to apply for a permit extension;
  - Select: *Prevention | Inspections, Fees & Permits | Permit Extension Form*
3. Receive notification from CAFMA that your request has been approved or denied

**Expired Permits**

Permits become invalid (expire) 180 days after issuance if no verified work has been completed, or if there has been a lapse of 180 days since the last verified work was completed. Contractors must obtain a new permit if the permit is expired. If no changes have been made, and no changes will be made, the fee for the new permit will be one-half the amount required for a new permit. **However, if changes have been made or will be made to the original construction documents, or if the lapse in work has exceeded one year, the contractor will have to apply for a new permit at the New Submission rate.**

**[A]105.3.1 Expiration.**

An operational permit shall remain in effect until reissued, renewed or revoked, or for such a period of time as specified in the permit. Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. **Before such work recommences, a new permit shall be first obtained and the fee to recommence**



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**work, if any, shall be one-half the amount required for a new permit for such work, provided that changes have not been made and will not be made in the original construction documents for such work, and provided further that such suspension or abandonment has not exceeded one year.** Permits are not transferable and any change in occupancy, operation, tenancy or ownership shall require that a new permit be issued.

1. Confirm the permit is no longer valid and has expired;
2. Submit a completed *Expired Permit Replacement* form and appropriate payment to CAFMA (see sample attached)
3. Receive notification from CAFMA that your permit replacement request has been approved.

Dear Contractor / Local Partner,

Thank you for your continued patience and understanding as we work towards creating more efficient internal processes. CAFMA values your partnership in building a safer community to live and work in.

Please feel free to contact our office if you have any questions regarding these new guidelines. Our Prevention and Admin teams are here to help when you need us.

Sincerely,

Rick Chase  
Fire Marshal



# EXPIRED PERMIT REPLACEMENT

FIRE DATE \_\_\_\_\_ PERMIT NO \_\_\_\_\_

JOB NAME \_\_\_\_\_ SQUARE FEET \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ ROC \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

G.C./SUPERINTENDENT \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL G.C./SUPERINTENDENT \_\_\_\_\_

**[A]105.3.1 EXPIRATION.**

AN OPERATIONAL PERMIT SHALL REMAIN IN EFFECT UNTIL REISSUED, RENEWED OR REVOKED, OR FOR SUCH A PERIOD OF TIME AS SPECIFIED IN THE PERMIT. CONSTRUCTION PERMITS SHALL AUTOMATICALLY BECOME INVALID UNLESS THE WORK AUTHORIZED BY SUCH PERMIT IS COMMENCED WITHIN 180 DAYS AFTER ITS ISSUANCE, OR IF THE WORK AUTHORIZED BY SUCH PERMIT IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AFTER THE TIME THE WORK IS COMMENCED. BEFORE SUCH WORK RECOMMENCES, A NEW PERMIT SHALL BE FIRST OBTAINED AND THE FEE TO RECOMMENCE WORK, IF ANY, SHALL BE ONE-HALF THE AMOUNT REQUIRED FOR A NEW PERMIT FOR SUCH WORK, **PROVIDED THAT CHANGES HAVE NOT BEEN MADE AND WILL NOT BE MADE IN THE ORIGINAL CONSTRUCTION DOCUMENTS FOR SUCH WORK, AND PROVIDED FURTHER THAT SUCH SUSPENSION OR ABANDONMENT HAS NOT EXCEEDED ONE YEAR.** PERMITS ARE NOT TRANSFERABLE AND ANY CHANGE IN OCCUPANCY, OPERATION, TENANCY OR OWNERSHIP SHALL REQUIRE THAT A NEW PERMIT BE ISSUED.

**SYSTEM TYPE:**

- \_\_\_\_\_ Sprinkler – Residential 13D (\$196 plus \$.015 per square foot above 10,000ft) .....\$196
- \_\_\_\_\_ Sprinkler – Commercial 13/13R (\$249 plus \$.015 per square foot above 10,000ft) .....\$249
- \_\_\_\_\_ Fire Alarm .....\$216
- \_\_\_\_\_ Kitchen / Industrial System .....\$113
- \_\_\_\_\_ Fire Main / FDC Underground / Fire Pump .....\$213
- \_\_\_\_\_ Above Ground Fuel Tank / Alternative System .....\$135

AMOUNT PAID \$ \_\_\_\_\_ CHECK \_\_\_\_\_ CC \_\_\_\_\_

ISSUED BY \_\_\_\_\_

DATE \_\_\_\_\_

