



PERMIT/PLAN CHECK RENEWAL

City of Rialto Building and Safety

150 S. Palm Ave
Rialto, CA 92376
(909) 820-2505
rialtobuilding@rialto.ca.gov

City of Rialto Municipal Code, Chapter 15.08, Section 15.08.030

Plan Review/Building Permit: Once the application and plan check exceeds the number of days allocated by the California Building Standards, the application and plan check will be deemed expired. If an applicant desires to renew an application and plan check or permit, they must submit a written request or submit a form if one is provided, to the Building Official. The Building Official will review the request and provide the applicant with an answer in writing. If denied, the applicant must submit a new application and plans. The plans must meet the current code cycle at the time that they are submitted. If approved, the applicant must pay a reinstatement fee:

- If less than a year – 25% of the original plan check fee.
- If more than a year – 50% of the original plan check fee.

This is to verify that I, _____, owner/contractor hereby request **Renewal** of the building permit or plan check application for the following project listed below.

Project address: _____

Plan Review/Permit Number: _____ Date Applied/Issued: _____

Reason for Renewal: _____

Signature

Contact Number

Date

Email

INTERNAL USE ONLY

APPROVED: _____ **DENIED:** _____ **NEW EXPIRATION DATE:** _____

DATE STAFF COMPLETED: _____ **COMPLETED BY:** _____

NOTES: _____
