



Bobby Decker  
Building Official  
Construction Enforcement  
6465 Mullins Station Rd., Memphis, TN 38134  
Bobby.decker@shelbycountytg.gov

February 6, 2019

**Policy for extending permits beyond expiration date:**

**To: All Inspectors:**

**As required in the code, once issued, permits will expire six months from the date of issuance if no work is commenced. However, there are times when projects are delayed for one reason or another and in the spirit of cooperation; we will extend a permit beyond the six-month period upon request from the contractor.**

**Beginning immediately, should a contractor request to extend a permit beyond the six-month time period because of project delays, we will grant the extension and we will require the contractor to complete a Permit Extension Request (attached) to assure understanding that once the project is extended past the six-month deadline, it is no longer eligible for a refund of any of the permit costs should the project be cancelled at a later date.**

**Bobby Decker, Building Official  
Office of Construction Code Enforcement**

Bobby Decker  
Building Official  
Construction Enforcement  
6465 Mullins Station Rd., Memphis, TN 38134  
Bobby.decker@shelbycountytg.gov

## Permit Extension Request

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

Reason for extension request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I understand that by signing this request for a permit extension beyond the code allowance of six months with no work progress, this permit will no longer be eligible for a refund should the project ultimately be cancelled per Appendix A, Paragraph 13 of the 2021 International Building Code Amendments which reads in part:**

### Refunds

Permit fees may be refunded in accordance with our refund policy if no work has commenced and a request for refund is submitted to the Building Official in writing by the permittee within 6 months of the date of issuance. The amount of the refund will be 2/3 of the permit fee, but in no case will the amount retained by the Office of Construction Enforcement be less than \$70.

\_\_\_\_\_  
Contractor Representative (Printed)      Contractor Representative (Signature)

Approval: \_\_\_\_\_

Bobby Decker, Building Official  
Office of Construction Code Enforcement