

Building Permit Expiration Waiver Form

General Requirements

Section 106-3F of the Village of Elm Grove Code of Ordinance mandates that all legally issued building permits expire two years after issuance from the Building Inspector. Section 106-3F of the Village of Elm Grove Code of Ordinance (see the opposite side of this sheet) also requires that expired permits be renewed in a specific manner. This renewal process includes certain extension fees for projects that are not completed within the two year timeframe. Said fees have been established by resolution of the Village Board of Trustees and are as follows:

- An extension payment in the amount of one half of the original building permit fee shall be made to the Village for each three (3) months (one quarter) after the expiration of the original permit that the structure continues to be in violation of this chapter. This fee shall apply to the subsequent three quarters up until one calendar year after the expiration date of the original building permit.
- For each three months (one quarter) after the first calendar year that the structure continues to be in violation, up until two years after the first permit extension is granted, full payment of the original permit fee shall be made to the Village on a quarterly basis. At the termination of two years, twice the amount of the original permit fee shall be made to the Village on a quarterly basis.

Additional Requirements for New Home Construction

If your permit is for new home construction, it is important to note that Section 106-3F of Village Code requires all landscaping and driveway installation activities to be completed within six months after certificate of occupancy is issued or permit completion, whichever occurs first. See the back side of this form for additional detail.

Property Owner's Signature

Date

Section 106-3 – Building Permit

- F. Time for completion. After a building permit for construction or alteration of a building has been issued, the building or structure shall be completed according to the approved plans within 24 months.
- (1) Grading, driveways and parking surfaces for all residential, commercial and industrial sites shall be completed according to the approved plans and the provisions of this code within six months after the occupancy permit has been issued or permit completion, whichever occurs first.
 - (2) The landscaping of any building or premises within the Village of Elm Grove shall be completed within six months after the occupancy permit has been issued or permit completion, whichever occurs first.
 - (3) Every permit issued by the Building Inspector under the provisions of this code shall expire by limitation and become null and void if the building and work authorized by such permit are not commenced within 60 days from the date of such permit or if the building and work authorized by such permit are not completed within 24 months from the date of the issuance of said permit. For purpose of this chapter, permit completion shall mean complete enclosure of the exterior of the structure (including but not necessarily limited to the complete installation of siding material, windows, roofing and primary ingress/egress features). Upon expiration of any legally issued building permit, the owner shall make application for a permit extension, and the Building Inspector shall issue a permit extension upon complete payment of the proper fee as determined by resolution of the Board of Trustees. All fees are nonrefundable.
 - (4) Failure of any builder or property owner to request the final inspections within 10 working days of completion shall result in a penalty charged to the permit holder in an amount equal to the original permit fee, paid prior to the final inspection.