



CITY OF CORPUS CHRISTI
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 9277 | CORPUS CHRISTI TEXAS 78469-9277



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 006**
Expired Permit Policy

DATE: June 5, 2020

CREATED BY: Development Services Department

Purpose:

To increase the efficiency and consistency of our DSD operations, we are implementing a new policy and procedures to address expired applications, permits, and code enforcement violations. The purpose of the policy and procedures is to ensure that the minimum code requirements that promote the health, safety, and welfare of our citizens are followed. The policy and procedures are designed to ensure the satisfactory completion of work authorized by all City issued permits.

The International Building Code and International Residential Code require the permit holder to notify the City to conduct inspections of the work at key stages of construction to ensure the work meets the minimum standards adopted by the City of Corpus Christi.

Procedures:

Prior to the City issuing a permit, all applications will undergo an administrative review. The review will consist of a historical analysis of the property and the applicants to ascertain if there are any open permits approaching expiration, expired permits, or any pending code enforcement violations.


If no outstanding open or expired applications, permits or violations are identified, the application will be processed. If there are any outstanding applications, permits, or violations for the property or applicants, the following procedures apply:

- The applicant will be required to provide an Expired Permit Acknowledgment form (Exhibit “A”) along with a Permit Closure Plan that addresses how each permit will be closed. The minimum requirements of a Permit Closure Plan include: (a) evidence of reactivation of all expired permits (e.g., payment receipt); and either (b) a proposed timeline to complete the work and required inspections for each expired or open permit, or (c) the reasons the work authorized by the expired permit cannot be completed. The Permit Closure Plan will be reviewed by the Building Official.
 - If the permit closure plan is approved, the permit application will be processed. The applicant shall remedy all deficiencies noted in the approved Permit Closure Plan.
 - Failure to complete the work identified in the approved Permit Closure Plan will result in administrative action against the City of Corpus Christi’s Contractor registration.
 - If the permit closure plan is disapproved, the Building Official will cite the deficiencies, in writing, to the applicant within five (5) business days. A revised Permit Closure Plan will be required to be submitted for an additional review.
- If the applicant does not remedy all deficiencies identified in the permit closure plan, a notice of violation will be issued to the applicant.
 - If the notice of violation is not addressed, the Building Official is authorized to request the legal counsel of the jurisdiction to institute the appropriate proceeding of law, or inequity, to restrain, correct, or abate such violation.
 - The notice of violation may lead to penalties of not less than \$200.00 and not more than \$2,000.00 per violation per day.
- For open permits or violations of mechanical, electrical, or plumbing permits, the Building Official may refer the registered contractor to the City’s Construction Trade Advisory and Appeal Board, the Texas Department of Licensing and Regulation, and/or the Texas State Board of Plumbing Examiners for disciplinary action.
- The Building Official is authorized to revoke the Certificate of Occupancy for the property where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation of the jurisdiction or building code.

Summary

This bulletin is for informational purposes only.

Prepared by: Gene Delauro, Building Official

Reviewed by: Yvette Dodd-Wallace, Policy Administrator 

Authorized by: Al Raymond III, Director, Development Services



Expired Permit Acknowledgment

Development Services Department

2406 Leopard Street, Corpus Christi, TX 78408 | Phone: 361.826.3840 | Fax: 361.826.4375 | PermitRequests@cctexas.com

1. I acknowledge that I have one or more expired permits at the following locations for which no Certificate of Compliance/Occupancy has been approved as required under applicable regulations:

Expired Permit Number/Address: _____

Expired Permit Number/Address: _____

Expired Permit Number/Address: _____

Expired Permit Number/Address: _____

Expired Permit Number/Address: _____

2. The expired permits acknowledged above indicate either: (a) work authorized by the expired permits was never initiated; or (b) work was performed, but did not receive or pass inspections required to obtain a Certificate of Compliance/Occupancy under applicable city regulations.

3. By signing this form, I am requesting the City of Corpus Christi issue new permits conditioned on approval of the attached Permit Closure Plan. In making this request, I acknowledge that I am responsible for the expired permits and for any uninspected work that was performed, including all actions required to remedy any violations resulting from the work.

4. I further acknowledge that a decision by the City of Corpus Christi to issue additional permits, as I am requesting, will not relieve me of my responsibility to correct all violations resulting from the work performed that may exist. Depending on the nature of any such violations, the required corrections may entail substantial expenses and/or structural modifications and may result in code enforcement actions.

Company Name

Authorized Agent

Date