

# Building Permit Timeline

Per SDMC §129.0211

## Application Deemed Complete

Upon receipt of an application, DSD reviews content for basic requirements. When the application is deemed complete, the “clock” for completing the full permit process starts.

## First 180 Day Extension

The Chief Building Official is authorized to provide a one-time 180-day extension for the permit process upon determining that the need is due to circumstances beyond the applicant’s control.

To be eligible for an extension, the applicant must show that they proceeded in good faith, including timely responses to requests for corrections or missing information.

## Permit Utilization

Once the permit is issued, there are timelines for utilization of the permit. Construction must start within a year of permit issuance. To maintain the permit, construction must continue with a valid inspection scheduled at least every 180 days.

365 Days

180 Days

180 Days

365 Days

2 Yrs from Issuance  
(single family home/duplex)  
4 Yrs from Issuance  
(all other projects)

## Application Expiration

Most project applications expire if they are not approved after a year, and the file is closed. To proceed with the project, a new application must be submitted.

## Second 180 Day Extension

If the application did not expire before June 1, 2023, the Chief Building Official can approve a second 180-day extension for the permit process, upon determining that the need is due to circumstances beyond the applicant’s control. (effective 10-18-23)

Permit Issuance

## Construction Completion

A Building Permit for work on a single family home or duplex expires two years after issuance. Building Permits for all other projects expire four years after issuance.