County *of* Napa
Building Division

A Tradition of Stewardship
A Commitment to Service

PERMIT REINSTATEMENT REQUEST

For Expired Permits Only

Except as provided in subsection (C) below, every permit issued by the building official under the provisions of this code shall expire, without further action by the building official, if the building or work authorized by such permit is not commenced within one calendar year from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced, or if no inspection has been requested or performed for a period of one hundred eighty days. Before such work can be recommenced, the permit shall be reinstated with a fee determined by the building official based on the amount and nature of permit activities remaining at the time the permit expired, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further that such suspension or abandonment has not exceeded two years. Building permits that have been expired for over two years shall be considered null and void. A new permit must be obtained to complete any remaining work if a permit was deemed null and void.

PROPERTY DESCRIPTION:

APN# ☐☐☐-☐☐☐-☐☐☐

Street Address:

Suite/Unit #: City: Zip:

Building Permit #: ☐☐☐☐-☐☐☐☐☐-☐☐☐

Was this application the result of a Code Violation? Yes ☐ No ☐

Date permit expired:

APPLICANT:

Name: I am the: Owner ☐ Authorized Agent ☐ Contractor ☐

Mailing Address: City: State: Zip:

Phone: Fax: Email:

Please use the space below to provide an explanation for your request for the Permit Reinstatement. Be sure to sign and date the form below. **Your request will not be accepted without a signature and date.**

EXPLANATION:

Please email the completed Permit Reinstatement Request form to building@countyofnapa.org or upload to the building permit in the Online Permit Center. Only the primary contact of record for the building permit is able to upload the form to the building permit number. Contact us at the noted email or at 707-253-4417 with any questions.

Signature: **Date:**

FOR OFFICE USE	Inspection Supervisor Approval: Code Enforcement Approval: Permit Extended for: Permit Tech. Processing Request: Determination Date:	Payment Received Date: New exp date:

Rev. 08/20/2025

EXPLANATION CONT.

BE SURE TO SIGN & DATE THE REVERSE SIDE OF THIS FORM