

# PERMIT EXPIRATIONS + EXTENSIONS

City of Tukwila - Permit Center  
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Tukwila, WA 98188  
[www.tukwilawa.gov/departments/permit-center/](http://www.tukwilawa.gov/departments/permit-center/)



This document outlines the process and criteria for reviewing and approving permit and application extension requests, based on the Tukwila Municipal Code and Washington State regulations. While it serves as general guidance, unique situations may arise that aren't fully addressed. In such cases, extension requests should be referred to a supervisor for further review and direction.

## Resources:

- [Permit Center](#)
- [Construction Permit Portal](#)
- [Land Use Permit Portal](#)
- [Permit Fees](#)

**Applicant Responsibility:** It is the applicant's responsibility to schedule required inspections and monitor permit expiration dates. Failure to do so may result in additional fees, reapplication, or delays to the project.

## I. APPLICATION EXTENSIONS (NOT YET ISSUED)

### A. Development Permit Applications

#### Expiration:

- Applications expire **180 calendar days** after submittal if:
  - No response is submitted to correction comments; or
  - Required fees are not paid.

#### Extensions:

- **One extension is allowed per application.**
- Extension must be requested in writing before expiration.
- Request must demonstrate justifiable cause.
- No fee is required.
- Incomplete or partial responses do not pause or reset the response timeline.
- Only complete and adequate responses extend the application timeline.
- Staff may approve extensions for active applications; expired applications require supervisor approval.

### B. PW (Right-of-Way) Permit Applications

#### Expiration:

- Applications expire **180 calendar days** after submittal if:
  - No response is submitted to correction comments; or
  - Required fees are not paid.

#### Extensions:

- **One extension is allowed per application.**
- Extension must be requested in writing before expiration.
- Request must demonstrate justifiable cause.
- No fee is required.
- Incomplete or partial responses do not pause or reset the response timeline.
- Only complete and adequate responses extend the application timeline.
- Staff may approve extensions for active applications; expired applications require supervisor approval.

## EXPIRATIONS + EXTENSIONS

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### C. Land Use Permit Applications

#### **Expiration:**

- Applicants have **90 calendar days** to respond to correction letters.

#### **Extensions:**

- **One extension of up to 90 calendar days** may be granted.
- Extension must be requested **in writing before the initial 90-day deadline**.
- Request must demonstrate justifiable cause.
- No fee is required.
- Incomplete or partial responses do not pause or reset the response timeline.
- Extensions requested after the deadline will not be granted.

## II. ISSUED PERMIT EXTENSIONS

### A. Development Permits (Issued)

#### **Expiration:**

- **Permits expire if:**
  - Work does not begin and receive an approved inspection within 180 calendar days of issuance; or
  - More than 180 calendar days pass between approved inspections.

#### **Extensions – Before Expiration:**

- One or more extensions of up to 180 calendar days may be granted.
- Request must be submitted in writing before expiration.
- Must demonstrate justifiable cause.
- Fee is required, as listed in the adopted Fee Resolution (“Permit extension for issued permit – when allowed by code”).

#### **Expired Permits – Final Inspection Only:**

- If the permit expired within the last 90 days and only the final inspection remains:
  - The Building Official may grant a one-time 30-day extension.
  - Requires written request and confirmation that no changes have been made to the plans or scope.
  - Fee is required, as listed in the adopted Fee Resolution (“Expired permit final – includes two inspections”).

**Permits older than three years will not be extended except through valid inspection activity.**

### B. PW (Right-of-Way) Permits (Issued)

#### **Expiration:**

- The expiration date is set at the time of permit issuance.

#### **Extensions – Before Expiration Only:**

- Extensions may be granted only before expiration, at the discretion of the Public Works Director.
- The permit holder must submit a written request, and
- The work must be progressing satisfactorily, as determined by the Director.

**No extensions are allowed after expiration. Once expired, a new permit application is required.**

## EXPIRATIONS + EXTENSIONS

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### C. Land Use Permits (Issued)

#### **General Rule:**

- Land use permits do **not** have formal extension provisions once issued.
- Timelines for completing conditions (e.g., recording a short plat, meeting approval conditions) are defined in the original land use decision or permit conditions.
- **Short plat extensions** were previously allowed but are **no longer available**.
- Applicants must meet all post-approval deadlines as stated in the permit or decision.

## III. INSPECTION ACTIVITY TIMELINE RULES

#### **Construction Permits (Development and PW):**

- Only **approved inspections** recorded in the City's permitting system count as valid activity.
- The following **do not** reset the 180-day expiration timeline:
  - Scheduled but unapproved inspections
  - Failed inspections
  - Work not ready for inspection

#### **Land Use Permits (Monitoring & Compliance):**

- Some land use permits (e.g. Critical Area Review, SEPA mitigation, Shoreline, or land use approvals with conditions) require periodic or one-time monitoring inspections after issuance.
- These inspections do not affect expiration timelines but are used to verify compliance with conditions of approval (e.g. vegetation survival, buffer protection, flood hazard limits, noise monitoring).
- Staff should document land use monitoring inspections in the permit system under the appropriate record, noting inspection outcome, date, and any follow-up actions or compliance concerns.
- Failure to comply with monitoring conditions may trigger enforcement actions or revisions to the land use approval.

## IV. CODE CITATIONS

- TMC 11.08.140 – ROW Permit Renewal  
A ROW permit may be renewed at the discretion of the Director if requested before expiration and the work is progressing satisfactorily.
- TMC 16.04.250(F) – Time Limitation of Development Permit Applications  
Application expires if corrected plans are not resubmitted within 180 days. Expired applications cannot be renewed and require new submittal and fees.
- TMC 16.04.250(G) – Reactivating Expired Development Permits for Final  
One 30-day extension allowed for expired permits needing only a final inspection, if requested within 90 days of expiration.
- IBC/IRC 105.3.2 – Application Expiration  
Applications expire after 180 days unless pursued in good faith. One extension may be granted (IBC: 90 days, IRC: 180 days) with written request and justifiable cause.  
IBC/IRC 105.5 – Permit Expiration  
Permit expires if work does not start or stops for 180 days. Extensions of up to 180 days each may be granted in writing with justifiable cause.