



Permit Handout
City of Grand Rapids
Building Safety Division
218-326-7601
www.cityofgrandrapidsmn.com

ADDENDUM TO

Permit # _____

Address _____

Date _____

EXPIRATION

Permits **expire** 180 days after issuance if no work is started. Permits also expire 180 days after work is suspended or abandoned once work has started. An inspection must be made within 180 days of permit issuance to validate the start of any work. Subsequent inspections must be made at not more than 180 day time periods to validate that work is in progress. If the start of work will be delayed or suspended for more than 180 days, you may request an extension to complete the work. The request must be in writing and state the reason for the delay. Once expired, a new permit is required to complete any work.

INSPECTIONS

An inspection record card is issued with each permit identifying required inspections. Please call at least 24 hours in advance to schedule your inspection. You will be asked for the permit number, address, and type of inspection needed. This information and the number to call are on the permit card. The permit card must be posted in a conspicuous location prior to the start of work. Work may not proceed beyond the point indicated in each successive inspection until the work is approved. An inspector will sign the permit card as approved or post or mail a correction order if violations are found. A re-inspection is necessary whenever a correction order is issued and must be scheduled. Re-inspection fees may be charged when multiple re-inspections are necessary.

ACCESS

It is the permit holder's responsibility to insure that all regulated work remains accessible and exposed for inspection purposes until approved. The City of Grand Rapids is not liable for expenses entailed in the removal or replacement of any material required to allow inspection. The person requesting the inspection must provide access to and a means for inspection of the work.

ADULTS PRESENT

Building Safety Division staff members will not enter any occupied dwelling unless there is a responsible adult, 18 years or older, present. There are no exceptions to this rule.

ADDRESSES

Addresses must be posted on all buildings in accordance with building and fire codes and city ordinances. Failure to have addresses posted risks the possibility that an inspection will not be made.

REFUNDS

All requests for cancellations of permits and refunds of fees must be in writing. Requests for refunds must include a copy of the original permit and the reason for the refund. The request must come from the person or firm that paid the original fees. **Any request for refunds must be made within 180 days of the date when the fee was paid or the request will not be considered. Surcharge fees will not be refunded once they are paid. See Fee Refunds handout for more information.**