

**EXTENSION REQUEST FORM
FOR BUILDING APPLICATIONS AND PERMITS**



PROJECT INFORMATION

PROPERTY LOCATION (STREET ADDRESS): _____ PLAN CHECK/PERMIT NUMBER: _____

PERMIT APPLICANT'S INFORMATION

APPLICANT'S NAME/COMPANY: _____ PHONE #: _____

MAILING ADDRESS: _____ CITY/STATE/ZIP _____

BUILDING APPLICATION/PERMIT EXTENSION REQUEST

BUILDING PERMIT APPLICATIONS: Generally, approved Plan Review applications are valid for 180 from the date of the application. Within this time frame you may obtain a building permit or, if you run out of time, you may submit a written request for an extension. The request must explain what circumstances have prevented the building permit from being obtained. (If the permit has not been obtained or an extension requested within 180 days from the date of the application, the plan review may expire.)

BUILDING PERMITS: Generally, issued building permits are valid if the building or work authorized by a permit is started within 180 days from the date of permit issuance or, if after the work has started, the building or work authorized by the permit is not suspended or abandoned for a period in excess of 180 days. If you run out of time, you may submit a written request for an extension to avoid the permit from expiring. The request must explain what circumstances have prevented action from being taken.

1. Please check one of the following:

☐ I am requesting an extension for my building permit plan review application.

☐ I am requesting an extension for my building permit.

2. Please explain in detail what circumstances have transpired to prevent action from being taken on your project:

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ RELATIONSHIP TO PROJECT: ☐ APPLICANT ☐ AGENT

OFFICIAL USE ONLY

Date Request Received: _____ Plan Check/Permit Number: _____

Extension: ☐ Granted/Length of extension: _____ ☐ Not Granted/Comments: _____

Signature: _____ Date: _____