



Building Application / Permit Extension Request

PLEASE NOTE: There is a \$113.19 non-refundable extension request fee that will be due at time of request submittal

Project Information

Project Address:
Permit Number:
Date of Application:
Applicant Name:
Applicant Email:
Property Owner's Name:
Property Owner's Email:

Please check one of the following:

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

Date of last documented activity: _____ - _____ - _____

Reason for extension request: _____

D Plan Check: Section 105.3.2 notes: "An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions at a time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated."

D Permit: Section 105.5 notes: "Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be in writing and justifiable cause demonstrated."

Applicant Signature: _____ Date: _____

Building Division use only

<input type="checkbox"/> Extension approved until:	<input type="checkbox"/> Extension denied	
Approved by:	Date:	
<input type="checkbox"/> 1 st extension	<input type="checkbox"/> 2 nd extension	<input type="checkbox"/> 3 rd extension
Comments:		
Contact notified by:	Date:	

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