



PERMIT APPLICATION EXTENSION REQUEST

a building permit application expires one year after the date the permit application was filed and paid. one six-month extension may be granted by the building officer subject to a timely extension request.

SITE ADDRESS _____ PROJECT NO. _____ DATE _____

| | | |
|--|--|-----------------------|
| Applicant (primary contact) | Name _____ | Phone _____ |
| | Address _____ | Unit _____ City _____ |
| | Email (where final determination should be sent) _____ | State _____ Zip _____ |

APPLICATION SUBMITTAL REQUIREMENTS

- | | |
|---|--|
| <input type="checkbox"/> Application Completed application with responses to all three questions and applicant signature. | <input type="checkbox"/> Payment of Fees Payment of fees required upon submittal of application. |
|---|--|

PROJECT INFORMATION

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Have any changes been made, or will any changes be made, to the scope of the original project description, plans, or specifications, as a result of this requested extension other than as required by City plan check reviewers? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have any pertinent laws or ordinances (e.g. Building Code, Zoning Ordinance) been amended subsequent to the original filing date of the plan check application that would cause the project to be inconsistent with such amended provisions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Detail below how circumstances beyond the control of the applicant have delayed the progress of the plan check and have prevented a permit from being issued within the authorized time period (attach additional sheets if necessary). | | |

I certify that I have filled out this application completely and state that the above information is correct and accurate.

Applicant Signature _____ Date _____

STAFF USE ONLY

| | | |
|------------------------------|--|---|
| CITY PLANNING | All approvals granted for the project, pursuant to the Zoning Ordinance, are still valid and have not expired: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> | Planner Name _____ Planner Signature _____ Date _____ |
| BUILDING & SAFETY | Permit extension request is: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> | Original permit application expiration date _____ Sign _____ New permit application expiration date _____ Date _____ |
| PERMIT SPECIALIST | Date received _____ Amount paid _____ | Routed by _____ |