



## BUILDING PERMIT EXTENSION REQUEST FORM

Use this form to request an extension to the expiration date of a permit. The completed form should be uploaded via the Attachments screen in the [Customer Self-Service Portal](#).

### ▶ PROJECT INFORMATION

PROJECT ADDRESS	BUILDING PERMIT NUMBER

### ▶ REQUESTOR INFORMATION

REQUESTOR NAME	COMPANY (IF APPLICABLE)
RELATIONSHIP TO PROJECT	
PHONE NUMBER	EMAIL ADDRESS

### ▶ EXTENSION INFORMATION

TYPE OF EXTENSION REQUEST		
Revision - Resubmit	Non-Inspection	3-Year Expiration Reached
SPECIFIC REASON FOR HARDSHIP		

**Revision – Resubmit:** Permits in Revision – Resubmit are granted 180 days to submit corrections from the date the Reviewer Comments are generated. One extension can be requested for an additional 180 days.

**Non-Inspection:** Once a permit is issued, a progress inspection is required every 180 days. If construction has not started after 180 days, one extension can be requested for non-inspection.

**3-Year Expiration:** If there were progress inspections performed but the project is not completed by the end of the 3-year life of the permit, one extension of 180 days can be requested. *Note: At that time, if the project is not completed, the permit will be voided, and a reinstatement permit must be applied for to finish the remainder of the project. The reinstatement permit will also be subjected to a reinstatement fee.*

### ▶ ACKNOWLEDGEMENT

#### SIGNATURE OF REQUESTOR

I certify that I, the requestor, am authorized on behalf of the owner or owner's representative of the property address above to request a permit extension for this project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date