



Permit Extension Request

Required Submittals:

1. Written request from property owner (letter or permit Extension Request Form).
2. Additional fees may be required upon approval.

Extensions for building permits that have or are about to expire are reviewed on an individual basis based on the type of permit and circumstances for the request. A permit may be extended up to a maximum of 180 days.

Requests for an extension must be submitted in writing by the owner and include the permit number, address, reason for request, current level of completion, and the date that the project will be completed.

Permit number: _____ Permit address: _____

Type of project being done: _____

Reason for the request: _____

Current level of completion: _____

Date that the project will be completed: _____

Permit Holder/Owner Name: _____ Phone number: _____

Signature: _____ Date: _____

For Office Use Only

Received by: _____ Date: _____ Via: _____

____ Approved Extended to: _____ Date: _____

____ Denied By: _____

Action required by applicant: _____

Contact us at (815) 784-2327