



Permit Extension Request Form

For Building Permit Applications and Issued Building Permits:

Job Address: _____ Building Permit #: _____

Owner/Contractor/Applicant Information:

Name: _____ Date: _____

Address: _____

Contact Phone Number: _____

Email Address: _____

BUILDING PERMIT APPLICATION TIME EXTENSION: (Permits prior to being issued)

Building permit applications will expire 180 days after the application date. Upon request made prior to the application expiration, the building official may grant an extension not to exceed 180 days.

Please explain in detail below the reason for the application delay:

BUILDING PERMIT TIME EXTENSION: (Issued permits)

Building Permits will expire 180 days after the issued date (12 months for new single-family homes or addition/remodels) or 180 days after the date of the last recorded and approved inspection. Upon request made prior to the building permit expiration, the building official may grant an extension not to exceed 180 days.

Please explain in detail below the reason for the project delay:

Time extension approved: YES NO

Permit expiration date: _____ New expiration date: _____

Building Official Signature: _____ Date: _____