



Building & Safety

Request for Permit Extension

Job Address:	Permit #:
Owners Name:	Project description:
Applicants Name:	Permit issued date:
Applicants Phone #: Applicants E-mail:	Date and type of last documented inspection:
Date of last plan check activity:	Project expiration date:
(Please attach a copy of the Permit and the Inspection Record (Signed Job Card and any Correction Notices))	
Reason for Extension Request:	
Proposed completion date:	
Applicants Signature:	Date:
<i>This section for Building & Safety use only:</i>	
In order to ensure a timely completion of this project the following conditions and progress benchmarks must be met in order to maintain a valid extension of this permit:	
<i>Extension processing fee must be paid when submitting application.</i> Extension processing fee: \$111 · Paid date:	<i>Deposit Account must have sufficient funds to complete project.</i> Deposit Acct Balance: · Verified by:
☐ Extension Approved to: _____ (New Expiration Date)	
· Extension Denied	
Signed: _____ Brian Gumpert, Interim Building Official	Date: _____

Copy to:
1. Building & Safety File
2. Permit Applicant

Form Updated:2/3/2025