



26 Corte Madera Ave., Mill Valley, CA 94941
Phone: (415) 388-4033, building@cityofmillvalley.gov

Wood-Frame Target Story Seismic Retrofit Program Request for Extension of Compliance Deadlines

This application is being provided in accordance with [Mill Valley Municipal Code Chapter 14.36 Mandatory Seismic Retrofit of Certain Residential Buildings](#). Section 14.36.010 states that the owner of each subject building (or the owner's authorized agent) may apply for a six-month extension of one or more deadlines. The screening form should already be completed and submitted prior to this form so that there is already a Tier assigned to the subject building. This extension application must be submitted with supporting documentation in order to be considered for an extension of any of the three deadlines stated on the compliance tier. **Submit the completed Extension Request Form as a PDF attachment to building@cityofmillvalley.gov with "Request for Extension" in the subject line. Please note that there is a non-refundable fee of \$185 that needs to be paid in order to process the request.**

SECTION 1 – Building Information

Parcel Number: _____

Street Address: _____

Building Identifier(s): _____
(If there is only one building on this parcel, leave the Building Identifiers blank. Otherwise, see Instructions.)

Owner(s): _____

SECTION 2 – Administrative Information

Owner telephone

Owner email address

Owner mailing address

Authorized agent (optional)

Agent telephone

Agent email address

Agent mailing address

SECTION 3 – Compliance Status

The following table shows the program's current compliance deadlines without any extensions, which vary by Compliance Tier. **In the first column, indicate your assigned Compliance Tier based upon the Screening Form.**

(If you do not know your Compliance Tier or haven't completed the screening, please refer to our Wood-Frame Target Story Seismic Retrofit resource page.)

Note: An extension is **not** required for the initial screening deadline, just submit as soon as possible.

Wood-Frame Target Story Seismic Retrofit Program: Extension Request

Parcel Number: _____

Figure 2.1

Compliance Tier	1. Screening	2.1. Retrofit Permit	2.2. Retrofit Construction	3. Final Affidavit
Tier 1 ☐	Dec 15, 2024	Dec 15, 2025	Dec 15, 2026	Dec 15, 2026
Tier 2 ☐	Dec 15, 2024	Dec 15, 2027	Dec 15, 2028	Dec 15, 2028
Tier 3 ☐	Dec 15, 2024	Dec 15, 2028	Dec 15, 2029	Dec 15, 2029

1. Have you been granted any extension before this one? _____

If not, please leave blank as your deadlines are above in figure 2.1.

If yes, **please use the table below to detail the new deadlines dictated by the previous extensions.**

	Step 1	Step 2	Step 3	Step 4
Compliance deadlines based on prior extensions:	December 15th 2024			

2. **Using the original deadlines or previous extensions, please indicate your projected compliance status for each step. Check only one box per column.** This is a requirement in order to process your extension request. If you do not know your current deadlines, please reach out to the building department via email at building@cityofmillvalley.gov.

<u>Owner's Compliance Status</u>	Step 1. Screening	Step 2.1 Permit	Step 2.2 Construction	Step 3. Final Affidavit
<i>Already Complied</i>	☐	☐	☐	N/A
<i>Expect to comply with current deadline</i>	N/A	☐	☐	☐
<i>Requesting 6-month extension of current deadline to comply</i>	N/A	☐	☐	☐

SECTION 4 – Basis for Extension Request

Wood-Frame Target Story Seismic Retrofit Program: Extension Request

Parcel Number: _____

Please select the reason below as a basis for your request. Please remember that you will have to submit supporting documentation in regard to your reason for requesting this extension. Your documentation should clearly show its relation to your request reason. The more information provided, the easier it will be to grant your extension.

Note: The reasons listed here are directly related to the terms outlined in Section 14.36.010.E of the Mill Valley Municipal Code. There are no other acceptable reasons for requesting an extension.

Request Reasons	
1. A financial hardship in relation to the cost of required work	☐
2. Preventing or minimizing the displacement of a tenant.	☐
3. A temporary price increase or extreme shortage of construction materials or labor.	☐

Provide a short description of the reason(s) selected for this extension request.

SECTION 5 – Owner/Agent Affidavit

Under penalty of perjury, I certify that this information is true and correct to the best of my knowledge.

☐ Owner

☐ Agent

Signature

Date

FOR BUILDING DEPARTMENT USE ONLY

Wood-Frame Target Story Seismic Retrofit Program: Extension Request

Parcel Number: _____

☐ The form appears incomplete, or more information is needed regarding:

☐ SECTION 1: Building Information

☐ SECTION 2: Administrative Information

☐ SECTION 3: Compliance Status

☐ SECTION 4: Basis for Extension Request

☐ Form appears complete and information is assumed correct based on Owner Affidavit.

☐ Request is granted, with extended compliance deadlines below.

☐ Request is denied.

Building Department reviewer: _____

Date: _____

	Step 2.1 Permit	Step 2.2 Construction	Step 3 Final Affidavit
Extended compliance deadlines for this building:			