



**TOWN OF JEROME, ARIZONA**  
POST OFFICE BOX 335, JEROME, ARIZONA 86331  
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Founded 1876

Incorporated 1899

### REQUEST FOR EXTENSION OF A BUILDING PERMIT

Building codes adopted by the Town of Jerome allow an extension on a building permit as long as there is a request for an extension. The extension shall be in writing prior to permit expiration and with justifiable cause demonstrated. The extension, if granted, can be for a period of up to 180 days (6 months).

An approved inspection is required prior to the end of the extension period. Failure to obtain a required inspection and approval before the end of the extension period will result in the permit being expired without further notice to the applicant.

An extension does not release the permittee from obtaining required inspections and no work that requires an inspection is to be covered up. Permits may not be extended more than once. In some instances, an 'extension inspection' will need to be performed to detail the work performed to date. If this is required, you will be contacted to arrange a date for inspection.

**PLEASE NOTE:** Submittal of this application does not grant an extension. This application will be returned to you within 2 weeks from submittal with the determination of this division entered on the back of this form.

PARCEL NUMBER (APN): \_\_\_\_\_ BUILDING PERMIT #: \_\_\_\_\_

PERSON REQUESTING EXTENSION: ☐ OWNER ☐ APPLICANT ☐ AGENT ☐ OTHER

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

REASON FOR EXTENSION: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT/PERMITTEE

\_\_\_\_\_  
DATE

**FOR OFFICE USE ONLY:**

Date Request Received: \_\_\_\_\_ Date Determination Mailed: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_

|                           |                                                  |                                     |                                      |
|---------------------------|--------------------------------------------------|-------------------------------------|--------------------------------------|
| <b>Permit Issued For:</b> | <input type="checkbox"/> Single Family Residence | <input type="checkbox"/> Commercial | <input type="checkbox"/> Other _____ |
|---------------------------|--------------------------------------------------|-------------------------------------|--------------------------------------|

|                                                  |                                                                                                                                           |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEES:</b><br><br><b>AMOUNT PAID:</b> \$ _____ | <input type="checkbox"/> CASH<br><input type="checkbox"/> CHECK<br><input type="checkbox"/> MONEY ORDER<br><input type="checkbox"/> OTHER |
| <b>Last Inspection Date:</b>                     | <b>Type Of Inspection:</b><br><br>Corrections Required: _____ Yes _____ No                                                                |

**INSPECTOR'S COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_

**DETERMINATION OF DIVISION FOR REQUEST FOR EXTENSION**

\_\_\_\_\_ **APPROVED**

**REQUIRED INSPECTION AND APPROVAL REQUIRED BY:** \_\_\_\_\_  
Failure to obtain required inspection and approval by the date specified will result in the expiration of the permit without further notice to the applicant.

\_\_\_\_\_ **DENIED**

**REQUIRED INSPECTION AND APPROVAL REQUIRED BY:** \_\_\_\_\_  
Failure to obtain required inspection and approval by the date specified will result in the expiration of the permit without further notice to the applicant.

**Reason for denial of the request for extension:**

\_\_\_\_\_  
\_\_\_\_\_

**Date of Determination:** \_\_\_\_\_

**Determination made by:** \_\_\_\_\_

**Title:** Senior Building Inspector