



Permit Extension or Reactivation Request Form



Redmond
WASHINGTON

redmond.gov/BuildingPermits

Use this form to request a permit extension or the reactivation of an expired permit.

Requesting: ☐ Permit Extension

☐ Permit Reactivation

Date: _____

Name: _____

Company: _____

Email: _____ Phone: _____

Permit Number(s): _____

Reason for Request:

EXTENSION AND REACTIVATION POLICIES

For Building and Trade Permit Extensions: Permits that are not expired may have the permit expiration date extended up to 365 days, at a fee equal to one half the prevailing hourly rate + technology surcharge fee.

For Fire Permit Extensions: Permits that are not expired may have the permit expiration date extended up to 365 days, at a fee equal to one half the prevailing hourly rate + technology surcharge fee.

For All Permit Reactivations: Permits shall automatically become invalid unless the authorized work commences within 365 days or if the work is suspended or abandoned for 365 days after work has commenced. Before work can recommence, a new permit shall first be obtained at a fee equal to one-half the new permit fee amount, provided no changes will be made in the original construction documents and provided that such expiration, suspension or abandonment has not exceeded 365 days. Permits cannot be reactivated across code cycle changes.

BUILDING OWNER OR AUTHORIZED AGENT

I hereby certify that I have read and examined this form and know the same to be true and correct, and I am authorized to make this request.

Print Name: _____ Date: _____

Signature: _____

Office Use Only:

Date: _____

Permit Status: _____

Current Expiration Date: _____

Permit Technician: _____

Last Inspection Date: _____

Issue Date: _____

New Expiration Date: _____

Plan Reviewer: _____