



City of Seguin  
Planning and Codes Department  
108 E. Mountain St., Seguin, Texas 78155  
Mailing Address: 205 N. River St., Seguin, Texas 78155  
Permits Main Line: 830-401-2435  
City's website: [www.seguintexas.gov](http://www.seguintexas.gov)  
Permit's email: [permits@seguintexas.gov](mailto:permits@seguintexas.gov)

## Permit Extension Request Form

I hereby request an extension of time for permit # \_\_\_\_\_ for a period of \_\_\_\_\_ days to complete the scope of work described in the permit. The reason for the extension request is as follows:

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

Permit Issue Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Permit Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Property Address: \_\_\_\_\_

Description of work: \_\_\_\_\_

I certify that under penalty of perjury that I am the owner or authorized agent of the owner of this property and I understand that the will expire if the work covered under the permit is suspended, abandoned, or if no regular inspections are completed within time period.

Owner Name (print) \_\_\_\_\_ Owner Address \_\_\_\_\_ Owner Telephone (\_\_\_\_)\_\_\_\_-\_\_\_\_

Contractor Business Name (print) \_\_\_\_\_ Contractor Address \_\_\_\_\_ Contractor Telephone (\_\_\_\_)\_\_\_\_-\_\_\_\_

Email Address for Homeowner \_\_\_\_\_

Email Address for Contractor \_\_\_\_\_

Signature of Permit Holder \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Office Use Only

Permit Extension: Approved ☐ Denied ☐

Notes: \_\_\_\_\_  
\_\_\_\_\_

Last Inspection Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Revised Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Authorized by \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_