



Construction Time Limit Review and Extension Request Form

Permit No: _____

Permit Description: _____

Permit Expiration Date: _____

Last Extensions Approved by: ☐ Building Official

☐ **City Council**

Expiration Dates for Previous Extensions: _____

Signature: _____

Business name (if applicable): _____

Email: _____

- **Completed application form and petition letter**
- **Documentation of original permit**
- **Documentation of project delays**
- **Original inspection record**
- **Planned timeline for project completion**

Email completed form to:
Building@losaltoshills.ca.gov

Director Approval :

Date _____

Signature _____

Municipal Code Requirements for Construction Time Limit and Extension of Time Limit

8-10.04 Construction completion time limit guidelines.

New Dwellings and Remodels with Additions. Except where a longer time period is approved pursuant to Section [8-10.05](#), the maximum time for completion of approved new dwellings or remodels with additions, following issuance of the building permit, shall not exceed the following time limits listed in Table 1:

TABLE 1
New Dwellings and Remodels with Additions

Estimated Value of Project (\$)	Construction Time Limit
\$0-\$250,000	18 Month
\$250,001 to \$500,000	24 Months
\$500,001 to \$1,000,000	30 Months
\$1,000,001 and over	36 Months

All Other Construction Projects. Except where a longer time period is approved pursuant to Section 8-10.05, the maximum time for completion of all other applicable construction projects (e.g., remodels, alterations, modifications, repairs, new construction of accessory structures, etc.), following issuance of the building permit, shall not exceed the following time limits listed in Table 2:

TABLE 2 All Other Construction Projects:

Estimated Value of Project (\$)	Construction Time Limit
\$0-\$100,000	12 Month
\$100,001 to \$250,000	18 Months
\$250,001 to \$500,000	24 Months
\$500,001 and over	30 Months

The construction time limit period shall commence on the date the building permit is issued. Every building permit issued by the Town under the provisions of the building code shall expire and automatically become null and void upon reaching the construction time limit unless a time extension is granted under Section [8-10.05](#). Said time extension shall be granted prior to the expiration of the building permit. [8-10.05](#) Extension of construction time limit. In the event a project has not passed a final inspection in the allotted time period as prescribed by Table 1 or Table 2 under Section [8-10.04](#), the applicant/owner may be entitled to up to two (2), six (6) month extensions to complete the work. An application for an extension of the construction time limit shall be submitted at least fourteen (14) days prior to the expiration of the time limit period and shall be accompanied by a written explanation of the reasons for the requested extension and a fee, as established by City Council resolution. If the Building Official, upon review of the application, grants an extension, the additional six (6) month extension period shall start from the date of the original time limit expiration or the most recent extension expiration date. A construction completion deposit shall be required pursuant to Section [8-10.06](#) prior to the granting of the time extension. Time limits shall not be increased through the issuance of subsequent building permits for the same project or for modifications to the original permit unless authorized by the City Council.