



Upload form to permit in CSS Portal.
For Trade Sub Permit or expired Building Permit, email to
buildingpermits@johnscreekga.gov

PERMIT EXTENSION / RENEWAL FORM

		Permit #:	
Job Address:		Suite/Unit/Lot:	
☐ Residential	☐ Commercial	Subdivision:	Date of Extension/Renewal Request:
Project Type: ☐ New Building		☐ Addition	Original Application Date:
☐ Accessory Structure		☐ Alteration	Date Permit Issued:
☐ Deck/Porch/Patio Cover		☐ Pool/Spa	Current Expiration Date:
☐ Other:		☐ Retaining Wall	
Type of Request (mark one): ☐ Extension of a Plan Review – application is abandoned 180 days from initial submittal (max 60-day extension)			
☐ Extension of an Issued Building Permit -- before expiration date			
☐ Renewal of Expired Permit – after expiration date but within 365 days of issuance			
☐ Renewal of TCO – prior to expiration			
Reason for Extension/Renewal Request (attach an additional page if necessary):			

APPLICANT

Applicant is: ☐ General Contractor ☐ Property Owner			
Property Owner's Name:			
Applicant's Name:		Phone:	
Company Name:		E-Mail:	
Address:		Suite #:	
City:	State:	Zip:	

CERTIFICATION

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

Extension/Renewal Fee: \$	Date Paid:	% Completion:
☐ EXTENSION/RENEWAL APPROVED – NEW EXPIRATION DATE:		☐ DENIED
Comments:		

Chief Building Official

Date

GUIDELINES:

Per City Code, issued permits expire 180 days from the date issued or 180 days from the last Building Inspection passed. Permit applications are deemed "abandoned" 180 days from the application date if the permit has not been issued.

Requests may be submitted for:

- **Extension of an Issued Building Permit** – requested before the expiration date
- **Renewal of Expired Building Permit** – after expiration date but within 365 days of issuance
- **Extension of a Building Permit Application** – to extend the period for plan review

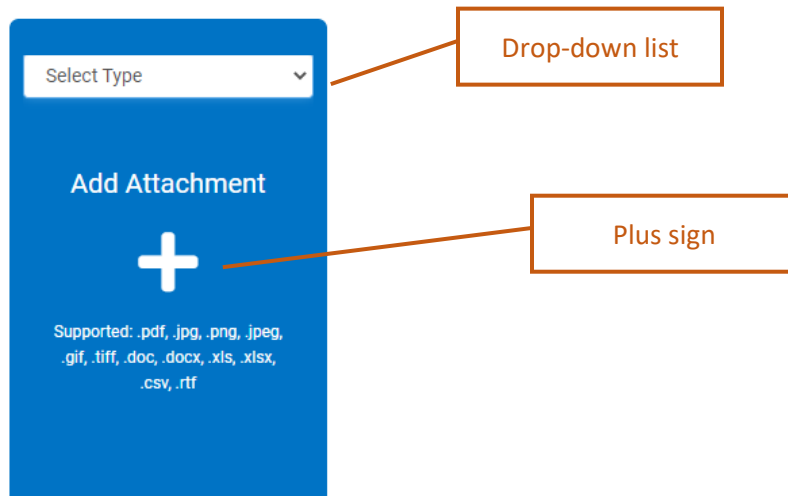
The Building Official will review the request and the reasons for it, as well as the progress of the permit, before determining whether to allow an extension or renewal and for how long. Allow three (3) business days for review of your request.

Additional permit fees will be assessed and are based on the progress of the application or permitted work. The invoice must be paid before the extension or renewal is authorized.

HOW TO REQUEST:

Complete the [Permit Extension/Renewal Application](#) form. Note: vague or incomplete information will delay your request.

Open your permit on the CSS Portal, and click on the Attachments tab. On the Add Attachment card, select "Related Documents" from the drop-down list as the document type. Click the large plus + sign. Select the request form from your computer folder, and open it to upload it. Last, click the blue Submit button.



Note: For trade permits or if your issued building permit has already expired, email the form to buildingpermits@johnscreekga.gov. If the permit is expired, uploading files on the CSS Portal is closed.