EXTENSION ALL BUILDING PERMITS & APPLICATIONS

Building Department
1088 College Ave.
St. Helena, CA 94574
(707) 967-2779

OFFICE USE ONLY
BUILDING PERMIT#: _____
PARENT PL#: _____ **PARENTBD#:** _____
ADMIN FEE RECEIVED: ☐ **YES** ☐ **NO**
CBO SIGNATURE: _____ **DATE:** _____

For additional information, forms & documents please visit us on the web at: Building Forms & Handouts | St Helena, CA (cityofsthelena.gov)

Extensions are granted at the discretion of the Chief Building Official on ***active permits*** provided the applicant has a justifiable cause, and the work will continue within the extended time frame. Extensions are also granted on ***active pending permit*** applications provided the applicant has justifiable cause, and completion of the application will occur within the extended timeframe. Extensions will not be granted for applications on which all departments have completed their review (permits that are ready to be issued).

Please complete the form below and submit it to the Building Department prior to the permit's expiration date. **Applicant shall pay an administrative fee of $77 with this application.** Please use a separate form for each permit extension request or permit application extension request.

PROJECT NAME: _____

PROJECT ADDRESS: _____

PERMIT #: _____

Request for: ☐ **Issued Permit Extension** ☐ **Permit Application Extension**

DATE PERMIT IS DUE TO EXPIRE : _____

REQUESTOR INFORMATION All communication from our office will be made to this person via email.

Name: _____ I AM: ☐ Contractor ☐ Authorized Agent ☐ Owner

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

Please use the space below to provide a justifiable cause for your need of an extension. Be sure to sign and date the form below. You may provide your request via letter along with this form. All requests must be signed.

_____

_____

_____

Signature: _____ **Date:** _____