



CITY of YORBA LINDA

COMMUNITY DEVELOPMENT | BUILDING

Subject: Permit Application / Building Permit Extension Request

Effective Date: July 20, 2026

PLEASE NOTE: There is a \$92.00 non-refundable extension request fee that will be due at time of request submittal

Project Information

Project Address:	Permit Number:
Applicant Name:	Applicant Email:
Date of Permit Issuance:	Applicant Phone Number:
Property Owner's Name:	
Property Owner's Email:	

Please check one of the following:

- ☐ Requesting an extension of a permit application ☐ Requesting an extension of a building permit

Date of last documented activity: _____

Reason for extension request: _____

- ☐ **Time Limitation of a Permit (Plan Check) Application:** An application for which no permit is issued within 180 days following the date of application shall automatically expire. The Building Official may extend the application for a period not exceeding 180 days upon written request by the applicant. An application for a permit may only be extended if a written request for extension is received prior to expiration and a non-refundable application fee is paid. Payment of the application fee does not automatically grant an extension. Extensions to a permit application will not be granted after the original application has expired. If the application expires, full plan review fees, as established in the City Council's fee resolution shall be paid.
- ☐ **Time Limitation of an Issued Permit:** Every permit issued shall become invalid unless the work authorized by such permit is commenced within 12 months after its issuance, or if the work authorized by such permit is abandoned for a period of 180 days after the time the work is commenced. A permit may only be extended, with no additional permit fees charged, if a written request for an extension is received prior to the expiration and a non-refundable application fee is paid. The extension request shall clearly explain the reason the permit expired and show the delay was caused by circumstances beyond the applicant's control. If a renewal request is submitted prior to expiration, no additional fees, besides the application fee will be charged. Payment of the application fee does not guarantee an extension. Permits that have been expired for less than one year require a renewal fee equal to 50% of the original permit fee. Permits expired for more than one year require a renewal fee equal to 100% of the original permit fee.
- ☐ **Time Limitation of a Permit issued to remedy a Code Enforcement Notice, Administrative Citation or Unpermitted Construction:** A permit shall become invalid unless the work authorized by such permit is commenced and the first inspection is received within 30 days after its issuance, or as directed in the notice of violation. Said permit shall expire and become null and void 90 days after its issuance if final inspection has not been obtained. The Building Official may extend the permit for a period not exceeding ninety 90 days upon written request by the applicant filed prior to the expiration date of the original permit.

Applicant Signature: _____ Date: _____

--Building Division use only--

☐ Extension Approved Until:	☐ Extension Denied	
Approved by:	Date:	
☐ 1st Extension	☐ 2nd Extension	☐ 3rd Extension
Comments:		
Contact Notified By:	Date:	

