



**Community  
Development  
Agency**

**BUILDING DEPARTMENT**  
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## Permit Extension/Renewal Request

- 1<sup>st</sup> extension  
 2<sup>nd</sup> extension  
 Renewal (half processing fee, half plan check/inspection fee)

Permit #: \_\_\_\_\_ APN: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PERMIT TYPE: \_\_\_\_\_

Provide reason for delay:  Financial  Waiting on professional

Other (explain): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When do you expect to take action?  
(i.e. resubmit plans, schedule inspection, complete project)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Expiration date	
_____ New expiration date	
Code case: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fee paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Processing fee:	
\$ _____	
Processed by: _____	
<input type="checkbox"/> Sent email confirmation.	
Building Official Signature:	
_____	
Date: _____	

Permits and applications are limited to two extensions. After one year of inactivity, additional permit fees will be charged. If permit or permit application is expired during code cycle change, applicant will reapply for new permit with current codes. Renewal fees for permit applications are based on half the plan check fees and half the permit processing fees. Renewal fees for permits are based on half the inspection fees and half the permit processing fee.