

APPLICATION FOR BUILDING PERMIT / PLAN CHECK EXTENSION

Plan Checks shall expire one-year after the submittal date. Permits shall expire 180-days after the date of issuance if substantial work has not been commenced, completed, inspected, and approved. Additionally, permits shall expire if at any time after work has commenced, further substantial work is not completed during any 180-day period. To be considered work must be inspected and approved by your Building Inspector. Thereafter, any documents submitted to the department shall be returned to the applicant or destroyed by the Building Official. Upon request, the Building Official may extend the period of permit or plan check. Please be advised that applicants are **not** entitled to an extension and this application may be denied or altered, including the imposition of conditions, at the discretion of the Building Official. The extension application fee is not refundable.

To:	Date:
Stuart Tom - Building Official	

Please complete this section below clearly, legibly and in ink

Project Address (each address requires separate application)
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Permit / Plan Check Number(s) - (list each permit or plan check number)

Applicant's Name:	Mailing Address	Phone No.
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Property Owner's Name:	Mailing Address:	Phone No.
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Has an extension been granted for this project before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(if yes please attach a copy of such extension)
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Reason for Extension:

Processing Fee of \$91.52 per Permit / Plan Check (Note: Additional surcharges may be applied)	Signature:
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★ PLEASE ALLOW A MINIMUM OF TWO WEEKS FOR PROCESSING

STAFF USE ONLY BELOW THIS LINE

Permit / Plan Check No. _____	New Expiration Date: _____
<input type="checkbox"/> Denied	Approved _____ Building Official

Date (Day Stamp):	Accepted by:	Receipt No.
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