Extension Request Form

(separate form required for each Application/Permit)

Project Address: _____

□Building Permit
□Encroachment
  Permit

Permit Number:	Date of Permit Issuance:
Date of Last Inspection:	□No Inspections Yet

□Plan Check

Permit Number:	Date of Permit Application:
Date of Plan Check Approval:	□No Approval Yet

□Design Review

Application Number:	Date of Design Review Approval:
Date of Building Permit Application:	□No Application Yet

Please extend Permit/Plan Check/Design Review _____ months (or) _____ days to _____/_____/_____

Maximum Extension: Encroachment/Building Permit - 180 days   Plan Check - 90 days

Please explain reason for Permit extension request (use separate sheet if more space needed):

_____
_____
_____
_____
_____

Applicant/Property Owner Name: _____

Company/Agency Name: _____

Street Address: _____

City, State, Zip: _____

Telephone No.: _____

E-mail Address (opt.): _____

_____   _____
Applicant/Property Owner Signature   Date

CITY USE ONLY

Extension is □ Approved □ Denied

Old Expiration Date: _____   Extend Permit/Plan Check/Design Review to: _____/_____/_____

_____   _____
Community Development Signature   **Date**

Staff Notes: _____

_____

_____

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