



**Extension of Building Permit No.** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Project/Property Address:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reason for Permit Extension Request:** \_\_\_\_\_

**Requested Extension Time:** \_\_\_\_\_  
 (months to complete)

**Please Print Name (owner/agent)** \_\_\_\_\_ **Signature (owner/agent)** \_\_\_\_\_ 

**CONDITIONS OF PERMIT EXTENSION**

1. This extension is for a period of up to one year from the original permit expiry date (to be determined by the building official). Any work required to complete the project after the extension period requires a new building permit application and fees.
2. Payment of extension fee \$120.00 or 10% of original permit fee(s), whichever is greater.
3. It is the responsibility of the owner/agent to call for the required inspections within the term of the permit extension.
4. This extension is also subject to the conditions under which the original permit was issued.

**Note: New ownership may require additional forms, please contact the building department directly to discuss.**

For Office Use Only:	
<b>Last Inspection Type:</b>	<b>PERMIT EXTENSION APPROVAL</b> <input type="checkbox"/> YES <input type="checkbox"/> NO NEW EXPIRY DATE:  EXTENSION APPROVED: (W/ CONDITIONS)  SIGNATURE OF OFFICIAL:
<b>Date Completed:</b>	
Original Building Official:	
Original Permit Fee:	
Extension Fee (\$120.00 min.)	
Date Paid:	

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