



REQUEST FOR EXTENSION OF PERMITS

Instruction: This form shall be completed in its entirety to request for permit extension.

Project Address: _____ Today's Date: _____

Permit Number(s): _____, _____, _____, _____

_____, _____, _____ Expiration Date(s): _____

Petitioner/Owner Name: _____ Phone Number: _____

Brief description of hardship and reason for requesting extension: _____

Number of days or months requesting for extension: _____

Expected Date of Completion: _____

Signature: _____ Date: _____

FOR CITY STAFF USE ONLY

This is the ☐ 1st, ☐ 2nd request.

Has the work been started? ☐ NO ☐ YES, (what stage?) _____

Is this a CSR case? ☐ NO ☐ YES

Other relevant information:

The request is:

☐ **DENIED** for the following reasons:

☐ **APPROVED** with the following conditions:

Time of Extension (Months/Days) _____ Fee: \$ _____

By: _____ Date: _____