

GUIDELINES

Requests may be submitted for:

- **Extension of an Issued Building Permit** – request before the expiration date
- **Renewal of Expired Building Permit** – after expiration date but within 365 days of issuance
- **Extension of a Plan Review** for a Building Permit – applications are deemed "abandoned" 180 days from initial submittal (maximum 60-day extension)

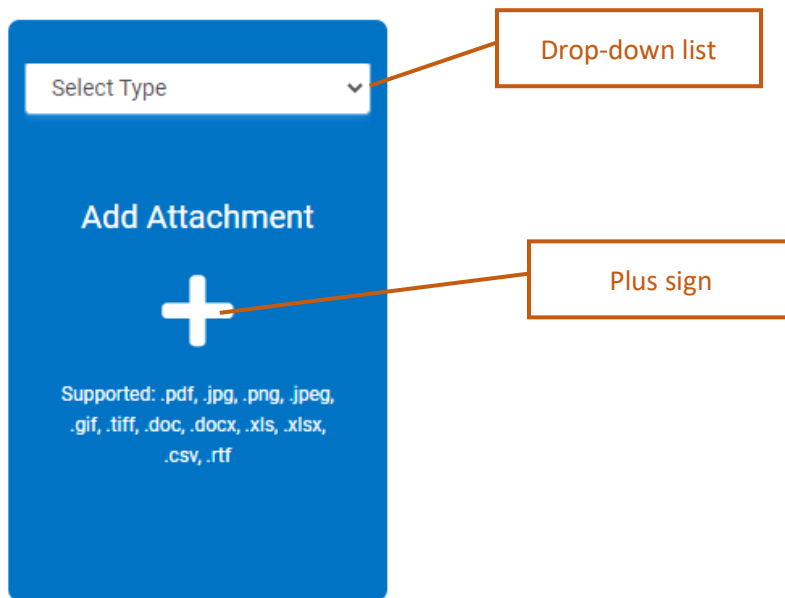
The Building Official will review the request and the reasons for it, as well as the progress of the permit, before determining whether to allow an extension or renewal. Extensions and renewals may be granted for periods of up to 30, 60, or 90 days, at the discretion of the Building Official. Allow three (3) business days for review of your request.

Additional permit fees will be assessed and are based on the progress of the application or permitted work. The invoice must be paid before the extension or renewal is authorized.

HOW TO REQUEST

Complete the Permit Extension/Renewal Application form. Note: vague or incomplete information will delay your request.

Open your permit on the CSS Portal and click on the Attachments tab. On the Add Attachment card, select "Related Documents" from the drop-down list as the document type. Click the large plus + sign. Select the request form from your computer folder, and open it to upload it. Last, click the blue Submit button.





Permit #:

PERMIT EXTENSION / RENEWAL FORM

Job Address:		Suite/Unit/Lot:	
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	Subdivision:	Date of Extension/Renewal Request:
Project Type:		Original Application Date:	
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Pool/Spa <input type="checkbox"/> Deck/Porch/Patio Cover <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Other:		Date Permit Issued:	
		Current Expiration Date:	
Type of Request (mark one): <input type="checkbox"/> Extension of a Plan Review – application is abandoned 180 days from initial submittal (max 60-day extension) <input type="checkbox"/> Extension of an Issued Building Permit -- before expiration date <input type="checkbox"/> Renewal of Expired Permit – after expiration date but within 365 days of issuance <input type="checkbox"/> Renewal of TCO – prior to expiration			
Reason for Extension/Renewal Request (attach an additional page if necessary):			
APPLICANT			
Applicant is: <input type="checkbox"/> General Contractor <input type="checkbox"/> Property Owner			
Property Owner's Name:			
Applicant's Name:		Phone:	
Company Name:		E-Mail:	
Address:		Suite #:	
City:	State:	Zip:	
CERTIFICATION			

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY		
Extension/Renewal Fee: \$	Date Paid:	% Completion:
<input type="checkbox"/> EXTENSION/RENEWAL APPROVED – NEW EXPIRATION DATE:		<input type="checkbox"/> DENIED

Chief Building Official

Date