



## APPLICATION/PERMIT EXTENSION REQUEST

<b>APPLICANT INFORMATION</b>	
Property Address:	Permit No.:
Scope of Work:	Date of Request:
Contact Person:	Phone No:
Email address:	

**Acknowledgement for Permit Holder:**

As the permit holder for the above project, I request an extension of the subject permit. I understand that permit extension requests are reviewed on a case-by-case basis. Permits expired for extended time periods may require the applicant to obtain a new permit and pay associated fees prior to resuming construction. The allowable number of building permit extensions for City issued permits shall not exceed two; 180 day extensions.

**Acknowledgement for Applicant:**

As the applicant for the above project, I request an extension of the subject application. I understand that application extension requests are reviewed on a case-by-case basis. Any building permit application that has expired is subject to a new plan review and new plan review fees. A new plan review shall be required for compliance with the latest adopted code should a new code cycle have been implemented and adopted by the City of Elk Grove any time during the life of the expired application. No building permit application shall be extended more than twice.

**Please provide a brief explanation regarding the current status of the permit and the delay in commencing or completing construction:**

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Printed Name of Requestor:	Signature of Requestor:
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**NOTE TO REQUESTOR:**

- Mail or hand-deliver to the following address:

**City of Elk Grove- Development Services**  
**Building Safety & Inspection**  
**8401 Laguna Palms Way**  
**Elk Grove, CA 95758**  
**OR**  
**Request via Fax: (916) 691-4757**

- Allow two weeks for a formal response.

Please call (916) 478-2235 if you have questions or need assistance.

**FOR INTERNAL OFFICE USE**

Record of Application Extensions:

Date of 1 <sup>st</sup> Request	Date of Approval	Date of Disapproval	New Expiration Date	Signature of Department Representative
Date of 2 <sup>nd</sup> Request	Date of Approval	Date of Disapproval	New Expiration Date	Signature of Department Representative

Record of Building Permit Extensions:

Date of 1 <sup>st</sup> Request	Date of Approval	Date of Disapproval	New Expiration Date	Signature of Department Representative
Date of 2 <sup>nd</sup> Request	Date of Approval	Date of Disapproval	New Expiration Date	Signature of Department Representative