



Permit Extension / Reinstatement Request

Project Information

Permit Number: _____

Project Address: _____

Applicant Information

Name: _____

Company (if applicable): _____

Phone: _____

Email: _____

Property Owner Information (if different from applicant)

Name: _____

Phone: _____

Email: _____

Request Type

☐ Extension (permit still within allowable extension window)

☐ Reinstatement (permit expired beyond extension period)

Reason for Request

Provide a brief explanation for why the permit was not finalized within the original timeframe (attach additional sheets if needed):

Project Status

Describe current status of work (e.g., partially complete, ready for final inspection, etc.):

Scope Confirmation

☐ I confirm that no changes have been made to the approved scope of work.

☐ I acknowledge that any changes to the approved scope will require plan review and approval prior to inspection or permit final.

Acknowledgments

- Approval of this request is at the discretion of the Building Official.
- Payment of applicable extension or reinstatement fees is required prior to permit activation.
- This request does not authorize any new work beyond the originally approved permit.
- All inspections must be completed and approved prior to permit final.

Applicant Name: _____

Signature: _____ Date: _____

For Building Division Use Only

☐ Approved

☐ Denied

Comments:

Fee Assessed: _____

Processed By: _____ Date: _____