



**Request for Plan Check Extension  
Permit Extension  
Permit Reinstatement**

**FORM  
PS-105.5**

This form shall be completed to request an extension of time for a Plan Check, Building Permit, or Reinstatement.  
A separate form is required for each building permit. Print legibly or type.

**I. GENERAL INFORMATION**

Project Address:	Permit Number:	
Type of Permit:	Expired Date:	Issued:

**I hereby request an extension due to the following explanation as to why I could not perform the task within the required timeframe:**

**If requesting a 2nd extension, fill out and provide documentation verifying the following:**

- 1) There has not been a significant change in regulations applicable to the site since the date the permit was issued;
- 2) The additional extension is in the public's interest
- 3) Circumstances beyond the control of the applicant prevented the authorized work from proceeding.

**II. APPLICANT INFORMATION**

Name:		
Address:	City:	State:
Email:	Phone:	Date:

**CITY STAFF USE ONLY BELOW**

**APPROVED**

\_\_\_ The utilization for the subject permit/plan check has been extended to: \_\_\_\_\_  
 \_\_\_ This is the final extension and, if the final inspection approval has not been obtained by this date, a new permit must be obtained to complete the work unless the permit qualifies for a completion of work or final only.

**DENIED**

\_\_\_ This permit has already been granted all authorized extensions.  
 \_\_\_ There has been a significant change in the regulations applicable to the site since the date the permit was issued.  
 \_\_\_ Circumstances were not beyond the control of the applicant that would prevent the authorized work from proceeding and is not in the public's best interest.

**REINSTATEMENT**

*The subject permit is expired, however, it qualifies for either a completion of work.*

\_\_\_ Completion of Work (Single Dwelling Unit / Duplex or Townhouse Only / Combination Permit)  
 \_\_\_ Final Only (Stand alone mechanical, plumbing, electrical and fire permits are not eligible for final only permits.)  
 A new permit application is required for review and approval. This new application must comply with all applicable fees and regulations in effect on the date the new application is filed.

Staff Name:	Signature:	Date:
-------------	------------	-------