

City of Citrus Heights  
Building Division  
6360 Fountain Square Drive,  
Citrus Heights, CA 95621  
Office: 916-727-4760

## Extension Request Form For Building Applications and Permits



### Project Information

Property Location (street address): \_\_\_\_\_ Plan Check/Permit # \_\_\_\_\_

### Permit Applicant's Information

Application's Name/Company \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

### Building Application/Permit Extension Request

**Building Permit Application:** Generally, approved Plan Review applications are valid for 180 days from the date of the application. Within this time frame you may obtain a building permit or, if you run out of time, you may submit a written request for an extension. The request must explain what circumstances have prevented the building permit from being obtained. (If the permit has not been obtained or an extension requested within 180 day from the date of the application, the plan review may expire.)

**Building Permits:** Once issued, the work authorized with the permit must be started within one year. Additionally, if the work authorized by the permit is suspended or abandoned for one year, the permit will expire. If more time is needed, the permit holder may request an extension. To request an extension, submit a written request to the Building Official prior to the expiration of the permit. The request must explain what circumstances have caused the delay.

#### 1. Please check the following:

- I am requesting an extension for my building permit plan review application.
- I am requesting an extension for my building permit.

#### 2. Please explain in detail what circumstances have transpired to prevent action from being taken on your project:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Relationship to Project:  Applicant  Agent

### Official Use Only

Date Request Received: \_\_\_\_\_ Plan Check/Permit Number: \_\_\_\_\_

Extension:  Granted/Length of Extension: \_\_\_\_\_  Not Granted/Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_