



Permit Extension Request

DEPARTMENT OF COMMUNITY DEVELOPMENT
Building Neighborhood and Business Services Planning

Property Address: _____ Permit #: _____

Scope of Work: _____

Contact Person: _____ Date of Request: _____

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. A permit shall not be extended if the technical code which is applicable to the type of permit under consideration or any other pertinent laws or ordinances have been amended subsequent to the date of permit issuance. The allowable number of building permit extensions for City of Monrovia issued permits shall not exceed three 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 Monrovia at any time during the life of the expired application. A permit shall not be extended if the technical code which is applicable to the type of permit under consideration or any other pertinent laws or ordinances have been amended subsequent to the date of permit issuance. No building permit application shall be extended more than three times.

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

Printed Name of Requestor: _____ Signature of Requestor: _____

NOTE TO REQUESTOR: Mail or hand-deliver to the following address: City of Monrovia Building & Safety Division 415 S. Ivy Ave Monrovia, CA 91016, or request via **Fax: (626) 932-5569**. Please call **(626) 932-5581** if you have questions or need assistance.

FOR INTERNAL OFFICE USE

Record of Permit Extensions:				
Date of 1st Request	Date of Approval	Date of Disapproval	New Expiration Date	Signature of Building Official
Date of 2 nd Request	Date of Approval	Date of Disapproval	New Expiration Date	Signature of Building Official
Date of 3 rd Request	Date of Approval	Date of Disapproval	New Expiration Date	Signature of Building Official

