

**County of Santa Clara**  
**Department of Planning and Development**  
County Government Center, East Wing  
70 West Hedding Street, 7<sup>th</sup> Floor  
San Jose, California 95110  
Phone: 408.299.5700



## BUILDING PERMIT EXTENSION REQUEST

**PLEASE FILL OUT THIS FORM COMPLETELY**

Building permits are valid for one calendar year from the date of issuance. Every permit issued shall become invalid unless the work authorized by such permit is commenced and an inspection is approved within one calendar year after its issuance or after commencement of work\*, if more than 180 days pass between approved inspections. Refer to County ordinance code § C3-3. - Chapter 1 Division II (f)105.5 for information on expiration and extensions. Each extension request fee is \$80.43 for a 180-day extension. There is no fee due for the first building permit extension request.

**EXTENSIONS MUST BE REQUESTED PRIOR TO THE PERMIT EXPIRATION DATE**

BUILDING PERMIT NUMBER: \_\_\_\_\_

JOB SITE ADDRESS: \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

PROPERTY OWNER EMAIL: \_\_\_\_\_ PROPERTY OWNER PHONE# \_\_\_\_\_

JUSTIFIABLE REASON FOR EXTENSION:

### **FOR STAFF USE ONLY**

REQUEST APPROVED      YES      NO      BY: \_\_\_\_\_

REASON FOR DISAPPROVAL IF APPLICABLE:

\*Does not apply to revisions, deferred submittal, or grading permits