

# County of Santa Clara

## Department of Planning and Development

County Government Center, East Wing, 7th Floor

70 West Hedding Street

San Jose, CA 95110

Phone: (408) 299-5700

www.sccplandev.org



## Fire Marshal's Office Extension Request

Please fill out this form completely. Extension requests must be submitted prior to expiration date. Please see our website for [Fire Code Construction Permit Expiration Guidelines and Fees](#).

Check one:

Permit Extension (only applies prior to expiration date)

Permit Reactivation

FIRE MARSHAL PERMIT NUMBER: \_\_\_\_\_

PERMIT EXPIRATION DATE (from Accela portal): \_\_\_\_\_

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

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

CITY, STATE & ZIP: \_\_\_\_\_

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

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

JUSTIFIABLE REASON FOR EXTENSION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Permit Extension:**

Extensions may be requested to keep your permit active when you are not ready for a valid inspection within 180 days of permit issuance. Your request must be approved before your permit Expiration Date.

Extensions will be granted only for those permits that have NOT EXPIRED.

Requests for Extension shall be made in writing by the Permittee or property owner to the attention of the Assistant Fire Marshal. An e-mail is an acceptable written format for an Extension request. Please send your request to [cfmo@sccfd.org](mailto:cfmo@sccfd.org).

If your request is approved, your electronic project records will be updated with a new expiration date and the permit holder will be notified of the approval via e-mail communication.

**Permit Reactivation:**

Reactivation of an expired permit must be made by the permittee or property owner to continue work on the project. A project does not qualify for reactivation if any changes have been made to the project. In this case, the project shall be resubmitted with full current fees to the Fire Marshal's Office for a new plan review subject to current requirements.

A permit is eligible for reactivation if no inspection is conducted within 180 days, but no longer than one year of the permit issuance, or since the last successful inspection.

Requests for Reactivation shall be made in writing by the permittee or property owner to the attention of the Assistant Fire Marshal.

Payment of half of the current fees is required prior to Reactivation.

Reactivated permits shall be valid for 180 days.

If no inspection is conducted for a period exceeding one year from the date of permit issuance or last inspection, the permit shall automatically expire, and is not eligible for extension or reactivation. If the permittee wishes to continue with the project, it shall be resubmitted to the Fire Marshal's Office for a new plan review with payment of full fees.

New submittals are subject to current requirements.