



PERMIT/PLAN CHECK EXTENSION/RENEWAL REQUEST

PROPERTY & JOB INFORMATION

Job Address: _____ Montclair, CA

Application #: _____ Date: _____

REQUEST TYPE: Plan Check Extension: ☐ Permit Extension: ☐ Permit Renewal: ☐

How much of this process has been completed for this plan check/permit? Choose one:
☐ 25% completed, ☐ 50% completed, ☐ 75% completed, ☐ 95% completed.

The "justification" portion of the form should explain if an unusual circumstance existed that prevented the applicant from obtaining approval and securing the plan approval, permit issuance, or permit final prior to the expiration. Circumstances such as, but not limited to, financial hardship, contracting issues with design consultants or contractors, seasonal weather conditions, real estate market fluctuation, health conditions, etc. are typically not sufficient reasons for the granting of a plan review extension for a project. These circumstances have generally been accounted for and are the basis for the one-year plan review time established by the Department.

JUSTIFICATION FOR REQUEST:

APPLICANT – THIS IS THE PRIMARY POINT OF CONTACT

Full Name _____ Phone #: _____

Email Address (this will be the primary means of contact): _____

Mailing Address: _____

APPLICANT REQUEST

To allow additional time until _____ in lieu of the maximum timeframes for plan check/building permits as required by the 2025 California Building Code 105.3.2, 105.5, 105.5.1 as adopted in Section 10.42.010 of the Montclair Municipal Code.

I understand that, if approved, no more than a 3-month timeframe will be provided for any extension or renewal. There may also be additional fees charged to provide this request.

Signature

Date:

INTERNAL USE ONLY

APPROVED: ☐ **DENIED:** ☐ **NEW EXPIRATION DATE:** _____

DATE STAFF COMPLETED: _____ **COMPLETED BY:** _____

NOTES: _____