



City of Sonoma

Building Department Informational Handout

Request for Extension of Time for a Permit Application or an Issued Building Permit

Handout No: 24
Revised: 5/10/19

Instructions: Please complete and submit either page 1 (for an application extension request) or page 2 (for an extension request for an issued permit). Return the completed form to: City of Sonoma Building Inspector, #1 the Plaza, Sonoma CA 95476. **A permit or permit application extension request fee of \$51.00 is due and payable to the City of Sonoma at the time of submittal of this form.**

Permit Applicant to complete this portion of the form for permit applications that are not yet issued.

Property Address: _____

Description of Work: _____

Extension Request for a Permit Application

I hereby request that my building permit application remain active and in good standing for a period of _____ days (not to exceed 365 days from the original date of application). I understand that this request may be denied or shortened if the applicable construction codes have changed since the date of my original application. The reason(s) why the extension is necessary is as follows:

I certify under penalty of perjury that I am the permit applicant listed on the subject permit application and I understand that if an extension is granted, the building permit application will expire on the Permit Application Expiration Date so indicated below.

(Print) Name of Permittee (Contractor, Owner or Authorized Agent)

E-mail Address

Signature of Permittee (Contractor, Owner or Authorized Agent)

Date

For Office Use

Permit Application Expiration Date: _____

Authorized by

Title

Date

Permit Extension Fee (See BL-09): \$51.00
100-00000-000-30115

Payment Rec'd. By: _____ Date: _____

Request for Extension of Time for an Issued Permit

Permittee (Contractor, Owner or Authorized Agent) to complete this portion of the form for permit already issued.

Property Address: _____

Description of Work: _____

Extension Request for an Issued Permit

Section 18938.6 of the CA Health and Safety Code provides that every permit shall remain valid if the work on the site authorized by that permit is commenced within 12 months after its issuance, unless the permittee has abandoned the work authorized by the permit. The building official may grant, in writing, one or more extensions of time for periods of not more than 180 days per extension. The permittee shall request an extension pursuant to this subdivision in writing and demonstrate justifiable cause for the extension.

For work covered under Building Permit # _____ I hereby request an extension of time for a period of _____ days (*not to exceed 180 days*) to:

- ☐ schedule and obtain an onsite regular progress inspection; or
- ☐ complete all work and schedule and obtain final inspection approval.

The reason(s) why the extension is necessary is as follows:

I certify under penalty of perjury that I am the permittee (contractor, owner or authorized agent of the owner) of the above-stated permit. I understand that the above-stated building permit will expire by limitation if the work covered under the permit is not commenced within 12 months of the date the permit was originally issued or if the work is suspended, abandoned or if no regular inspections are completed and approved within any 180-day period following the commencement of work.

(Print) Name of Permittee (Contractor, Owner or Authorized Agent)

E-mail Address

Signature of Permittee (Contractor, Owner or Authorized Agent)

Date

For Office Use

Permit Issued Date: _____

Permit Number: _____

Permit Extension Granted Until: _____

Authorized by

Title

Date

Permit Extension Fee (See BL-09): \$51.00
100-00000-000-30115

Payment Rec'd. By: _____ Date: _____