



BUILDING DIVISION

Community Development Department

2131 Pear Street, Pinole, CA 94564 www.pinole.gov

Phone: (510) 724-8912 Email: BuildingQuestions@pinole.gov

REQUEST TO EXTEND ACTIVE BUILDING PERMIT

Every permit issued shall become expired unless the work on the site authorized by such permit is commenced within 12 months after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work commenced. This form should be used to request an extension of an active building permit. If the Building Official determines that the circumstances beyond the control of the permit holder have prevented the completion of the scope of work, a one-time Permit extension, not to exceed 180 days, may be granted.

Jobsite Address:		Today's Date:
Permit Number: <i>A separate request form is required for each permit.</i>	Permit Issue Date:	Permit Expiration Date:
Owner's Information Name: Address: City: Phone Number: Email:	Applicant's Information Name: Address: City: Phone Number: Email:	
Please provide a brief justification for the extension request:		
Please provide a timeline schedule for completing the permitted work:		

I certify under penalty of perjury that I am the authorized agent of the owner of this property, and I hereby request an extension of time up to a maximum of 180 days to complete the scope of work.

Signature of Owner/Applicant

Date

INSTRUCTIONS TO APPLICANT

Email the completed form to KMarks@pinole.gov with the subject line "Building Permit Extension." To apply for an issued permit extension, submit this form at least four weeks prior to the building permit expiration. Upon payment of a non-refundable processing fee of \$194.00, the request will be evaluated upon receipt of payment. You will be notified by email regarding action taken on this request. If you have questions regarding this form, please contact the Building Division at (510) 724-8912.

FOR OFFICE USE ONLY

Action on Extension Request:

Approved *Denied*

Extension Approval Date: _____

Expiration Date: _____

(six months from extension date)

Chief Building Official

Date

CONDITIONS

- ➔ Within 180 days from date of extension (i.e., prior to _____) applicant must arrange for an inspection of the work covered by the permit.
- ➔ No more than 180 days may elapse between inspections or the permit will lapse and a new permit will be required to be secured before construction may continue.
- ➔ Work done between inspections must be substantial enough in nature to allow a determination that progress is being made toward the completion of the project. (i.e., applicant may not call in for inspection simply to satisfy the requirements pertaining to frequency of inspections.)
- ➔ Applicants must obtain separate extensions from other departments for related permits and approvals (planning, engineering, community services, public works, fire prevention, etc.).

Non-Refundable Administrative Fee: \$194

Credit Card Cash Check # _____ Receipt # _____ Date: _____