

# ▶▶ PERMIT EXTENSION REQUEST FORM ◀◀

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

\*\* Note: The amount of days given for an extension is up to the Building Code Officials' discretion. \*\*

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

Site Address: \_\_\_\_\_

Applicant Name / Business / Owner: \_\_\_\_\_

Contact Person (if other than above): \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Length of Extension Requested  Revised "Land Use Permit" Submitted  
(in days or months)

What was the Permit initially approved for: \_\_\_\_\_

What portion of the work remains: \_\_\_\_\_

Job not completed due to: \_\_\_\_\_

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief. Ref. 18 Pa. Cons. Stat. § 4903.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINT NAME (*legibly*): \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

For Official Use Only

Attached Extension Request is complete and signed

Land Use Permit is amended showing Municipal Approval or Municipality has approved in another manner (see below)

Verbal

Email

LUP does not expire

Other: \_\_\_\_\_

Who is the Authorizing Municipal Official/Staff: \_\_\_\_\_

**APPROVED**

**NOT APPROVED**

Current Expiration Date: \_\_\_\_\_ New Expiration Date: \_\_\_\_\_

Any special Stipulations: \_\_\_\_\_

Approved by: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Fee Due: \_\_\_\_\_ Must be paid prior to New Building Permit being issued – see details below

As Referenced in the Uniform Construction Code Regulations:

Section 403.43 or 403.63(i)

(g) A permit becomes invalid unless the authorized construction work begins within 180 days after the permit's issuance or if the authorized construction work permit is suspended or abandoned for 180 days after the work has commenced. A permit holder may submit a written request for an extension of time to commence construction for just cause. The building code official may grant extensions of time to commence construction in writing. A permit may be valid for no more than 5 years from its issue date.

§403.122(a)- An owner or owner's agent may seek a variance or extension of time or appeal a building code official's decision by filing a petition with the Building code official or other person designated by the Board of Appeals on a form provided by the municipality.

Extension Fee to be submitted at time of Request: (Application Fee + Duplicate Fee)

a. Residential: Total \$100 [Application \$50 & Duplicate Fee \$50]

b. Commercial: Total \$130 [Application \$80 & Duplicate Fee \$50]

If there is significant time associated with the Administrative effort to obtain the extension or lack of response from the Building Permit Applicant additional fees may apply. Also any additional fees already owed on the permit prior to the extension request must be paid at this time. (fees subject to change after approval from the municipality)