



Chambersburg Office: 1013 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326
 Somerset Office: 510 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112
 Adams Office: 1895B York Road, Gettysburg, PA 17325 Phone: 717 321-9046
 Email: pmca@pacodealliance.com Website: <https://pacodealliance.com/>

▶▶ PERMIT EXTENSION REQUEST FORM ◀◀

Date: _____ Permit Number: _____

****Note: The length of time given for an extension must be approved by the Building Code Official.****

Municipality: _____ County: _____

Site Address: _____

Applicant Name / Business / Owner: _____

Contact Person (if other than above): _____

Phone: _____ Cell Phone: _____ Email: _____

Length of Extension Requested _____
 (in days or months)

Land Use Permit, attached. This is required to request the permit extension.

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.

+++++EMAIL COMPLETED REQUEST FORM & LAND USE/ZONING PERMIT TO PMCA@PACODEALLIANCE.COM+++++

APPLICANT SIGNATURE: _____ DATE: _____

PRINT NAME (*legibly*): _____

Address: _____ Phone: _____

For Office Use Only – Checklist for Permit Extension Request

Permit Number: _____ EXP DATE: _____

LAST INSPECTION: _____ (Highlight if Over 12 calendar months ago – PROGRESS (\$75 will be Required)

ISSUED DATE: _____ (Highlight if Less than 12 calendar months ago – No Fee, Courtesy Extension ONLY)

PLEASE RETURN THIS PACKET to the Permit EXTENSION REQUEST FOLDER

- Permit Extension Request Form Completed and Signed (DATE: _____)
- Land Use Permit Extended or Email from Municipality (DATE: _____)

- Approved by: _____ Date: _____
 - YES (Payment Due)
 - NO (No Fee Due)
- Permit Extended for 10 Days if Expired (or will expire w/in 10 days)
- Permit Placed on Hold
- Invoice Sent (DATE: _____)
- Invoice Paid (DATE: _____)
- Progress Inspection Scheduled (if applicable)
- Progress Inspection Passed (if applicable)
- Permit Extended (NEW EXPIRATION DATE: _____)
- Print Off Permit
- Upload Packet
- Email Updated Permit to Permit Holder
- Extension Completed (DATE: _____)

Notes: _____

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.