



CITY OF SAN ANTONIO  
**DEVELOPMENT SERVICES DEPARTMENT**  
 P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



## Permit Extension and Permit Completion Request Form

All permits and any construction documents (except trade permits) issued by the Development Services Department (DSD) belong to the owner of the property, and are not the property of an architect, engineer, contractor or any other party submitting the application for permit or paying the fees. These persons may be an authorized agent of the owner and may apply for an extension if they are listed as contacts on the city permitting system. An owner may request in writing that another architect, engineer, or contractor be added as a contact to a permit to allow that person to act as an agent and to extend the permit.

Trade permits (mechanical, electrical, plumbing, fire alarm, and fire sprinkler permits) are the property of the master of record holding the trade license. A trade permit must be extended by the original trade contractor under whose master license the original trade permit was pulled. If a new contractor is hired to complete the work of a former trade contractor, the new contractor is required to obtain a "completion" permit.

Residential building permits are owned by either a homeowner or a licensed home builder; depending on who owns the lot when the application is submitted (a home builder if closing has not occurred). A homeowner will apply for a Permit Extension. A Home Builder will apply for a Trade Completion permit.

Check which is being applying for:

<input type="checkbox"/> Permit Extension	<input type="checkbox"/> Trade Completion Permit
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I hereby request an Permit Extension/Completion for permit number (AP#) \_\_\_\_\_  
 This permit will be extended (or completion permit issued) for a period of 180-days to complete the scope of work described in the permit. As required by the International Building Code (IBC), I am providing the reason that the work authorized by the permit was not commenced within 180-days of the issuance of the permit, or the work was suspended or abandoned for a period of 180-days: (Use this form or attach a letter with any other documentation) – I understand that the reason must be justifiable (reasons beyond the owner’s control).

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Original Permit Issuance Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

For multiple buildings being constructed on a lot, provide all the building permits that are being requested for extension:

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Property Address: \_\_\_\_\_

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