## 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:

<table>
<thead>
<tr>
<th>Permit Extension</th>
<th>Trade Completion Permit</th>
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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).

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

Original Permit Issuance Date: _______/_______/_______

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

______________________________________________________________________________________________

Property Address: ____________________________________________
Remaining Permit Work: _________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Permit Extension Fee - The fee to extend any permit will be assessed at 50% of the original permit fee. I understand that this fee must be paid if the extension is granted prior to commencing/recommencing work.

Residential Permit Completion Fee - The fee to complete a trade permit is based on the amount of work that was already completed. Amount of work remaining on a previous trade permit can be estimated at 100%, 75%, 50% and 25%. The fee to issue a completion permit will be based on one of the percentages listed above times the original trade permit fee. If 75% of the work has been completed, the completion permit will be issued with a fee set at the original trade permit fee times 0.25 (25%).

Trade Permit Completion Fee - The fee to complete a trade permit is 50% of the original permit if the following inspection has been completed.
  Mechanical  Pass of the Rough-in inspection
  Electrical   Pass of the Rough-in inspection
  Plumbing    Pass of the Rough-in inspection and Pass of the Top-out inspection
Without these inspections completed, the completion fee will be 100% of the original trade permit.

Construction Plans - I understand that the city approved construction drawings will be available on-site in order to obtain inspections. All special inspections required by the IBC will be the responsibility of the owner.

Expiration - I understand that the permit being extended / “completed” will expire again if the work is not completed within 180-days.

Permit Owner Name (print) (_____) Owner Telephone

Owner Address: _________________________________________________________________________
____________________________________________________________________________________

___________________________________________________________  ________/________/________
Signature of Owner or Authorized Agent Date

For Office Use Only this form must be OLE’d to the AP#
Revised Expiration Date ________/_______/_______ (add to Hansen application tab)
Authorized By: ___________________________ Date: ________/_______/_______