

Permit No. \_\_\_\_\_

Today's Date: \_\_\_\_\_



**CITY OF GREENFIELD  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 REQUEST FOR EXTENSION OF TIME  
 OF A BUILDING PERMIT**

**Property Address** \_\_\_\_\_

**Has work been started?**                      **Yes  or No**

**Expiration.** Every permit issued by the building official under the provisions of the technical codes shall expire by limitation and become null and void, if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefore shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further that such suspension or abandonment has not exceeded one year. In order to renew action on a permit after expiration, the permittee shall pay a new full permit fee.

A permittee holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the permittee is unable to commence work within the time required by this section for good and satisfactory reasons. The building official may extend the time for action by the permit-tee for a period not exceeding 180 days upon written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. Permits shall not be extended more than once.

**INSTRUCTIONS:** Please fill out all pages of this form. This form should be completed prior to the expiration date of 180 days from date the permit was issued or 180 days from the last recorded inspection. Be specific when writing your statement. This is the basis for your request. Please return this form to the Community Development Department. The request will then be reviewed and you will be contacted with a decision. If you have any questions, please call City Hall at (831) 674-5591.

<i>Owner's name (please print)</i>	<i>Owner's signature</i>	<i>Date</i>
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<i>Mailing Address</i>	<i>City, State and Zip Code</i>	<i>Phone number</i>
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**OR**

<i>Contractor's name (please print)</i>	<i>Contractor's Signature</i>	<i>Date</i>
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<i>Mailing Address</i>	<i>City, State and Zip Code</i>	<i>Phone number</i>
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**HOW MUCH TIME DO YOU NEED TO COMPLETE YOUR PROJECT?**

*Days/Weeks/Months* \_\_\_\_\_

**OR**

*Date to be completed* \_\_\_\_\_

