**Logo, company name

Description automatically generated**

**Request to Cancel, Extend or Renew Permit/Plan Review**

**BLD, MEC, PLM, ELE**

*Building Services*

Community and EconomicDevelopment Date Stamp

*The following information must be completed to request to cancel, extend, or renew a permit application or issued permit (BLD, MEC, PLM, ELE). Choose section A., B., or C. as appropriate for your request. Please read each selection carefully for eligibility and check the appropriate box. Incomplete requests will be returned.*

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| **APPLICATION/PERMIT INFORMATION** |

Site Address: Permit#(s):

Permit Holder Name: Email:

Phone:

Property Owner (if not the same as Permit Holder):

Email:

Phone:

Mailing Address (if not the same as site address):

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| **A. REQUEST TO CANCEL** |

🞏 **CANCEL**

🞏 **Permit Application.** The Building Official may authorize an eighty percent (80%) refund of the application fee for an application for which a plan review fee has been paid but the application is withdrawn or canceled before any plan reviewing has been done. 🞏 Refund approved.

🞏 **Issued Permit.** The Building Official may authorize the refunding of not more than eighty percent (80%) of the permit fee paid when no work authorized under the scope of the permit has been started.

🞏 Refund approved.

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| **B. REQUEST TO EXTEND** |

🞏 **EXTEND \*\*\*One extension allowed. Maximum extension period of six months.\*\*\***

🞏 **Permit Application.**

🞏 Date of this request is prior to 18 months from the date of application.

🞏 Date of this request is prior to the 90-day period allowed for response to comments.

**Required:** Provide a schedule with specific dates for submitting the full revisions, corrections or other information needed by the department:

🞏 **Issued Permit.**

🞏 Date of this request is prior to the expiration date printed on the permit.

Scheduled completion date:

🞏 Date of this request is within 180 days of the expiration date printed on the permit **and** the only required inspection is for Final approval.

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| **C. REQUEST TO RENEW (FEE REQUIRED)** |

🞏 **RENEW \*\*\*One renewal allowed. Maximum renewal period of one year. Fee required\*\*\***

🞏 **Issued Permit.**

🞏 Date of this request is prior to the expiration date printed on the permit.

Scheduled completion date:

🞏 Date of this request is within 180 days of the expiration date printed on the permit **and** the only required inspection is for Final approval.

**\*Optional:** Provide details related to your request:

Signature: Date:

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ***(For Office Use Only)***  Received by: 🞏 Email 🞏 Mail 🞏 In person  \*Processed by Permit Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Decision: 🞏 Approved. Meets criteria of SMC section 13.100.060  🞏 Not Approved. Does not meet criteria. See explanation below:  Explanation (if necessary):  Decision By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \* Return to Processing Coordinator |
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