



Request to Cancel, Extend or Renew Permit/Plan Review

BLD, MEC, PLM, ELE
Building Services

Community and Economic Development

The following information must be completed to cancel or extend BLD, MEC, PLM, ELE permit application(s) (**section A.**) or cancel, extend, or renew an issued permit (**section B.**) Please read each section carefully and check the appropriate boxes. Incomplete requests will be returned.

APPLICATION/PERMIT INFORMATION

Site Address: _____ Permit#(s): _____

Applicant/Permit Holder Name: _____ Email: _____

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

Email: _____

A. PERMIT APPLICATION: Pick only one of the following:

☐ CANCEL

The Building Official may authorize up to 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(80%) refund of the application fee for an application for which a plan review fee has been paid but the application is withdrawn or canceled by the applicant before any plan reviewing has been done.

☐ EXTEND – Expiration date due to inactivity (Response from applicant is due 90 days from date of comment letter)

***Required information (Request will not be processed without this information):

Date of this request is within 90 days of the date of the City's comment letter..... ☐ Yes

Application Date is within 18 months of the of this request..... ☐ Yes

Date of last comment letter from the City: _____

Yes must be checked and accurate for both items above to be eligible for an extension

Provide a schedule with **specific dates** for submitting the full revisions, corrections or other information requested by the department (Schedule cannot extend beyond 18 months of application date): _____

☐ EXTEND – Expiration date of application (Applications expire by limitation 18 months from application date)

***Required information (Request will not be processed without this information):

Application Date is within 18 months of the of this request..... ☐ Yes

Purpose of extension is to (check all that apply; **one 30-day extension allowed**):

☐ Pay fees ☐ Submit required paperwork ☐ Post financial sureties



B. ISSUED PERMIT: Pick only one of the following:

☐ **CANCEL** ****Issued permits that have been expired more than 180 days are not eligible for refund.****
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.

☐ **EXTEND – One extension allowed** ****Approved extensions begin on the permit expiration date except for 30 day extensions for final inspection.****

*****Required information (Pick only one item below. Request will not be processed without this information):**

Date of this request is **prior to issuance** of the construction permit..... ☐ Yes

Construction schedule **must** be provided. Please provide summary of the request below and attach the proposed schedule: _____

Date of this request is **prior to permit expiration date** ☐ Yes

Date of this request is **within 180 days of the permit expiration date*** and Final inspection is the only required inspection..... ☐ Yes

***Permits can also expire in 180 days from permit issuance or 180 days from last inspection. Expiration due to lack of activity on the permit is described in International Residential Code (IRC) section 105.5. Activity is demonstrated by having approved inspections or progress on corrections from prior inspections, not more than 180 days from last activity (issuance of permit or inspection).**

☐ **RENEW –One renewal only, renewal period begins on permit expiration date**

*****Fee required*****

Electrical, Mechanical, Plumbing permits not associated with a building permit:

Date of this request is within six months of the permit expiration date ☐ Yes

Building permits and associated Electrical, Mechanical and Plumbing permits:

Date of this request is within one year of the permit expiration date ☐ Yes

Signature: _____

Date: _____

Print Name: _____

(For Office Use Only)

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 _____

