COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT
701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060
(831) 454-2580 FAX: (831) 454-2131 TDD: (831) 454-2123

Request for Extension of an Active Building Permit

Instructions for using this form

Please complete this form in its entirety. Submit the form in person or by mail with a check in the amount of **$302.40** made out to the County of Santa Cruz, to the following address:

County of Santa Cruz Planning Department
ATTN: Building Counter
701 Ocean St, Room 400
Santa Cruz, CA 95060

I request an extension for the following reasons:

- ☐ I have demonstrated a good faith effort to commence or continue construction; however, financial or other hardships have temporarily delayed work on my project; (Extension limited to 6 months per request. A written explanation must be attached)
- ☐ A development moratorium has been imposed on my construction site which prohibits or delays construction; (Extension limited to 180 days per request)
- ☐ A lawsuit which prevents, delays, or prohibits work on my project has been filed and is pending in court; submit complaint, pleadings and answers. See County Ordinance 12.10.335 (c), for details.

Check all boxes

- ☐ **My permit has not yet expired by limitation**; (Permits shall become invalid unless the work on the site authorized by such permit is commenced and an approved inspection is obtained within one year of the date of issuance, or if the work authorized by this permit is suspended or abandoned for a period of 180 days or more after the last approved inspection. The Building Official may authorize an extension for a period of not more than 180 days if requested in writing and justifiable cause is demonstrated, and a permit extension fee is paid.); and
- ☐ **No change is made in the description of the work, building plans, or location or design of any structure**; and
- ☐ **The work described in my permit is not required to be completed to rectify a previously issued stop work order**; (Contact the Code Compliance Section if you have an unresolved violation to see if your project is eligible for an extension); and
- ☐ **I have enclosed $302.40** I understand that inaccurate information may result in denial of my request and that this fee will not be refunded.

Date: _____ APN: _____ Building Permit #: _____

Print Name: _____ Signature: _____

COUNTY USE ONLY BELOW THIS LINE

☐ DENIED ☐ APPROVED Time Granted: _____ Staff: _____