



PERMIT EXTENSION / RENEWAL REQUEST FORM

Record/Permit #: _____
 Property address: _____
 Property owner: _____
 Email address: _____ Phone #: _____

This request is for a:

- Permit Extension** (Permit has not expired) The permit extension fee is per Building & Safety Division fee schedule.
- Permit Renewal** (Permit has expired) The permit renewal fee shall be calculated based on the Ventura County Building Code (VCBC).

Fees for permit extensions and permit renewals will be calculated in accordance with the County's latest approved Fee Schedule and the Ventura County Building Code.

In accordance with the Ventura County Building Code (VCBC), I hereby request a 180-day extension to the expiration date for the permit referenced above for the following reason(s). (Attach additional pages, if necessary, to justify your extension request.)

___ I understand that this request can only be approved if no applicable code changes have occurred since the permit was issued or if the applicable code changes have been incorporated into the revised plans and approved by Building & Safety.

___ I understand that any changes to the approved plans shall automatically cause expiration and a new permit application with new plan review fees will be required. Unless specifically authorized by the Building Official and to cause, no permit shall be extended more than once.

 Print Owner/Applicant's Name Owner/Applicant's Signature Date

STAFF USE ONLY

Permit qualifies for extension/renewal: Yes No Extended/Renewed Until: _____
 Permit Extended
 Permit Renewed Extension/Renewal Fee: _____
 Extension/Renewal Denied

Approved/Denied By: _____ Date: _____

Reason for Denial/Approval: _____
