CITY OF SANTA CLARA
BUILDING PERMIT / APPLICATION EXTENSION REQUEST

Please email to: building@santaclaraca.gov or
fax to: 408-241-3823 or
mail to: Building Division, City of Santa Clara,
1500 Warburton Ave., Santa Clara CA 95050

You will be contacted by email when your request has been processed, or you can check on our website, http://santaclaraca.gov. **ONLY ONE EXTENSION IS ALLOWED**. Violation notice permits will not be extended.

For questions, please call 408-615-2440 or email: building@santaclaraca.gov

PLEASE PRINT CLEARLY OR TYPE (or provide the following information in an email)

Date: _____ **Extension type (check one):** ☐Building Permit ☐Application

Your name (you must be the property owner, general contractor or original applicant):

_____

Your mailing address: _____

Permit number: BLD_____

Permit address: _____
(work site address in Santa Clara)

Your phone number: _____

Your email address: _____

I would like to request a 180 day extension of the above building permit or permit application for the following reason(s):

_____

_____

_____

_____

I understand if the extension is granted, I have 180 days to either complete the application submittal process, or pass an inspection. **I also understand that only one 180 day extension can be granted.**

_____
Signature of Permit Holder or Applicant

OFFICE USE ONLY

___Extended: New expiration date_____	___Not extended per _____ on _____
___Notified on:_____ by_____ via: __email	___Notified on:_____ by_____ via: __email
Date Initials __mail	Date Initials __mail