City of Santa Clara
Building Division
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov

Building Division: 408-615-2440
Email: Building@santaclaraca.gov
Permit Center: 408-615-2420
Email: PermitCenter@santaclaraca.gov
Automated Inspection Scheduling System: 408-615-2400

BUILDING PERMIT / APPLICATION EXTENSION REQUEST

A permit may be extended by completing this form and providing an explanation for the delay of the work. An extension may be granted for up to 180 days from the date of the expected expiration. Only one extension is allowed. Permits associated with code violation cases may not be extended. You will be contacted by email when your request has been processed. **Effective July 8, 2020, an extension request fee of $86.00 will be charged.**

Please complete the following information and turn it into the Permit Center or via email. 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)

Permit number: BLD_____

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

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

Name (you must be the property owner, general contractor or original applicant):
_____

Mailing address: _____

Phone number: _____

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.**

_____
Name of Permit Holder or Applicant

_____
Signature of Permit Holder or Applicant Date

OFFICE USE ONLY

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