City of Santa Clara The Center of What's Possible	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 or application may be extended by completing this form and providing an explanation for the delay of the work. When justified cause has been demonstrated and at the discretion of the Building Official, an extension may be granted for an active PERMIT for up to 365 days and an active APPLICATION may be extended for up to 180 days. Permits associated with code violation cases may not be extended. You will receive an invoice via email when your request has been approved. Credit card payments are accepted via the online portal. See the Permitting Online Portal User Guide for instructions.

Please complete the following information and submit online here. For questions, please call 408-615-2420 or email: permitcenter@santaclaraca.gov

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

BLD number: _____

Site 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 an extension of up to 365 days for the above building permit or permit application for the following reason(s):

_____

_____

I understand if the extension is granted, I must complete the application submittal process or pass an inspection within the allotted timeframe of the extension. **I also understand that only one extension will be granted.**

_____
Name of Permit Holder or Applicant

_____
Signature of Permit Holder or Applicant Date

OFFICE USE ONLY

☐ Extended: New expiration date_____ ☐ Notified on:_____ by_____via:☐ email Date Initials	☐ Not extended per_____on_____ ☐ Notified on:_____by_____via:☐ email Date Initials