



City of Sierra Madre

Development Services Department

232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024

phone 626.355.7138 fax 626.355.2251

Application for Permit/Plan Check Extension

Applicant must submit request to staff prior to expiration date

- Permit
 Plan Check
 1st Extension
 2nd Extension
 Residential Building
 Commercial Building
 Plumbing/Mechanical/Electrical
 Other _____

Plan Check/Permit Number: _____ Expiration Date: _____

Address: _____ Phone: _____

Description of Original Work: _____

Please provide a justifiable reason and explanation why an extension is necessary:
(Attach a separate sheet if necessary)

Owner/Applicant Name	Owner/Applicant Signature	Date
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For Official Use Only

- 90 Days Extension Granted
 180 Days Extension Granted
 Other _____
 Extension Denied Reason for Denial: _____

Inspection Performed to Determine Job Status Prior to Approval (hourly rate)

New Plans & Plan Check Required

_____	_____
Building Official	Date

The section below must be read and initialed by the applicant upon approval

_____ (initial) I (applicant) am aware that my permit/plan check's expiration date is _____. I also understand that if I feel that I will need additional time, I must file another Application for Permit/Plan Check Extension **before** the expiration date for consideration. If I fail to file an application before the expiration date, the City will deem my project abandoned/expired and a new, separate permit/plan check application and fees will apply.