

- 1. A Letter of Extension may be applied for only before the permit expires.**
- 2. A permit shall expire and become null and void if work is not commenced within 180 days from the date the permit was issued or if such work when commenced is suspended or abandoned for a period of 90 days.**
- 3. The letter of extension is given to the Building Department Director for approval.**
- 4. After the extension is approved, the permit will be priced. The fee for an extension is one half of the original price of permit fee or applicable minimum fee, whichever is higher. Per City Ordinance 2059.**
- 5. The Contractor/Owner-Builder will be notified by mail of the price of the permit. For your convenience you may pay for the extension by mail.**