



# Permit Extension Request

Development Services Department  
777 B Street Hayward, CA 94541  
510.583.4140

## PERMIT EXPIRATION

Permit applications and building permits will expire if they become inactive. Permit applications are considered active for 365 days during the plan check process. Once the drawings are approved and the plan review stage is over, the permit application remains active for another 6 months before the building permit is issued. Once the building permit is issued, the permit will stay active indefinitely provided legitimate construction inspections are requested and passed at a minimum of every 180 days. If there is cause for an extension, the Building Official may grant one or more extensions to the permit application or the building permit for periods not to exceed 90 days each. The form below must be submitted and payment of the permit extension fee is required.

## EXTENSION REQUEST INFORMATION

Building Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Owner or Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Owner or Contractor Email: \_\_\_\_\_  
Scope of Work: \_\_\_\_\_

### I hereby request an extension of time to (please check one):

- Start Work (work not yet started – still in application phase or waiting to pull permit)
- Complete Work (work has started and need more than 180 days between inspections)

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### FOR DEPARTMENT USE ONLY

**APPROVED** New Date of Expiration: \_\_\_\_\_

**DENIED**

Reason for approval or denial: \_\_\_\_\_  
\_\_\_\_\_

(For Projects Under a Code Enforcement Case)

City of Hayward Code Enforcement Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

City of Hayward Building Official \_\_\_\_\_ Date: \_\_\_\_\_