



Building & Fire Prevention
17575 Peak Ave
Morgan Hill, CA 95037-4128
Phone: (408)778-6480
Email: permits@morganhill.ca.gov

REQUEST FOR PLAN CHECK OR PERMIT EXTENSION

☐ **Plan Check Extension:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued. The City of Morgan Hill may grant one or more extensions of time on an application for a permit, for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated. All abandoned projects will be expired.

☐ **Permit Extension:** Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 12 months after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 12 months after the time the work is commenced. The City of Morgan Hill may grant one or more permit extensions of time, for periods not more than 180 days. The extension shall be requested in writing and justifiable cause demonstrated.

Permits that are over 365 days old, without a completed inspection, are abandoned and will be considered expired. An extension cannot be granted on a permit that has expired. When an applicant makes a request to “**reinstate**” an expired permit, a new permit application shall be completed, new fees paid under the current code, and a review of the plans for code compliance shall apply. An expired permit is not subject to granting any exception for extensions or modification of fees.

Address: _____

Permit number: _____

I, (permittee) _____ am requesting an extension as shown above. I also agree to pay any additional fees that may apply to reactivate my permit, as required by the Building & Fire Prevention Division fee schedule.

Reason for the extension: _____

Signature of Applicant: _____

Phone No: _____ Email: _____

----- OFFICE USE ONLY -----

Staff Approval: _____ Date: _____ Extension Granted to: _____

Fee Amount Pd: _____ Date: _____