



PERMIT EXTENSION/CANCEL REQUEST

The Ohio Building Code (OBC) and the Residential Code of Ohio (RCO) requires that your approval/permit expire after 1-year from the date of approval. The owner/owner’s agent can request the extension with payment of an extension fee (\$50.50 residential; \$51.50 commercial). Code provided options for the length of extension are listed below. Once work has started and the work is delayed or stopped for more than 6 months, the approval of your plans will become invalid. The OBC allows for up to two, 6 month extensions. If approved work is in progress, an extension will not be required, as long as there is a passed or failed inspection by our staff occurring every 6 months. Please contact our office and schedule your inspections before the application/permit expires. Your Application/Permit will be expired if extensions cannot be granted. Any additional work after the application is expired will require a new application, plan review and fees.

PROJECT ADDRESS _____ DATE _____

JOB NAME _____ PERMIT # _____

I am requesting the Building Inspection Department to extend my plan approval/permit as follows:

- 1-Year Extension Request: If work has not started. This can only be done once.
- 6 Month Extension Request (First): If work has started and been delayed.
- 6 Month Extension Request (Second): This is the last extension.
- CANCEL APPLICATION: I am requesting to cancel my application. The work described on the application has stopped or will not be completed. I understand that if in the future I plan to proceed with the described work, a new application will need to be obtained.

I clearly understand the limitations of this extension as stated above.

(Signature of Owner/Owner’s Agent) (Print Name) (Date)

(Email) (Phone Number)

Plan Approval Extension Request/Cancellation granted by:

(Signature) (Date) (Permit Expiration Date)