



INSTRUCTIONS TO APPLY FOR AN EXTENSION/OR TO WITHDRAW A PERMIT

The contractor must fill out and sign the required form:

Permit Extension

Permit Withdrawal

Please upload the document in accela under attachments, using PDF form. Make sure to label it as “Withdraw” or “Reopen” Letter.

You will receive an email once the Deputy Building Official has reviewed this to let you know what needs to be done next. You can also check the status on Accela. Pull up the permit number then click “Record Info” then “Processing Status”.

All extensions are for 90 days.