



Village of Arlington Heights
Building & Life Safety Department
847-368-5560
www.vah.com

Permit Extension Request

Job Address: _____ Permit Number: _____

Contractor's Name: _____ Contractor's Phone Number _____

Address: _____ City: _____ State: _____ Zip: _____

Dear Director of the Building & Life Safety Department:

I'm writing to request a time extension for the above referenced job address and permit number in order to complete work on:

(Scope of work on approved permit, example: addition, remodel, new construction)

Please extend my permit until _____.

Date

I understand that this extension covers items related to the scope of work approved under the current permit and I understand that I must complete this project by the date indicated above. I also understand that re-inspections and re-inspection fees may be necessary to verify the status of the project and scope of work. This permit extension will become null and void if the work progresses beyond the stage for when inspections are to be completed.

(Work that has progressed beyond the original scope requires separate or amended permits and additional fees.)

Section 23-103.g. – "Permits issued hereunder shall expire one year from the issuance date. Any permit under which no substantial work is commenced within six months of issuance shall expire by limitation and a new permit shall be secure before work is started upon payment of the applicable re-issuance fee."

Printed Name: _____ Signature: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____

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