



## REQUEST FOR EXTENSION

DATE: \_\_\_\_\_

To whom it may concern,

Due to the following circumstances, we are requesting an extension on plan review/permit # \_\_\_\_\_ dated, \_\_\_\_\_.

Address: \_\_\_\_\_

Briefly explain your circumstances:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Extension Granted

\_\_\_\_\_  
New Expiration Date

\_\_\_\_\_  
Building Inspector Approval Signature

\_\_\_\_\_  
Date