



CITY OF SAN JOSE, CALIFORNIA

Building Division Informational Handout

Handout No. 1-3

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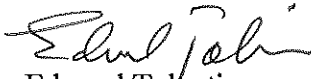
To Extend a Permit

A permit is considered expired if no inspections have occurred within 180 days from permit issuance or 180 days from the last inspection approval. To keep a permit active beyond the 180-day expiration timeline, the applicant must request a permit extension prior to permit expiration. A permit extension may be granted, on a one-time basis only, subject to the approval of the Chief Building Official (CBO). To do so, the permittee must submit a letter requesting a permit extension and give the reason for the request. The letter shall be addressed to the CBO. The extension, if approved by the CBO, will add an additional 180 days to the original expiration date.

The permittee may also apply for a second extension similar to the first extension request. This extension, if approved by the CBO, will add up to a maximum of 360 days to the first extension expiration date.

Additional information can be obtained by visiting our website at www.sanjoseca.gov/building/ or by calling our Information Inspector's voice mail at (408) 535-3555 and leaving a detailed message. In addition you may visit the Building Division in City Hall at 200 East Santa Clara St.

Our hours are 9:00 a.m. to 4:00 p.m. with limited service between 12:00 p.m. and 1:00 p.m.


Edward Tolentino
Chief Building Official

(Letter must be on company letterhead)

SAMPLE EXTENSION LETTER

Date (must be prior to expiry) _____

To: Chief Building Official
City of San Jose
Dept. of Planning, Building & Code Enforcement

Attn: Permit Center Supervisor
Building Division, 1st Floor
200 East Santa Clara Street
San Jose, CA 95113

Project: *(Business Name if applicable)*
(Address)
(Bldg Permit #) or (Plan Check #)

We would like to request a **Permit** extension to be granted for the project specified. *(State reason why construction was suspended or delayed, showing the circumstances beyond the control of the applicant that prevented action from being taken.)*

Respectfully,

(Signature of Owner)
(Print Signature Name)
(Title)
(Business Name if applicable)
(Phone #) (Fax #)
(Email)