



The preparer is legally responsible for signatures whether a graphic, typewritten, or handwritten. Documents may not be restricted by digital signatures or otherwise.

Permit extensions are limited to six (6) months per request. The cost of an extension is based on a standard processing fee, and, in some cases, an inspection fee depending upon the last inspection completed on the project.

A. Project Information

APN: _____	Date: _____
Permit No.: _____	
Owner Name: _____	Phone: _____ Email: _____
Contractor Name: _____	Phone: _____ Email: _____

B. Reason for Permit Extension Request

Signature: _____ Date: _____

C. Instructions for Submitting this Form

1. Complete this form in its entirety.
2. Submit additional information, as needed (e.g., hardship description or lawsuit information).
3. Submit the form- in person ([check online](#) for counter hours) or by mail with a check made out to the County of Santa Cruz and sent to the address below. The cost of a Permit Extension can be found [here](#).

County of Santa Cruz, Unified Permit Center
ATT: Building Counter
701 Ocean St., 4th Floor
Santa Cruz, CA 95060

For County Staff Use Only

- Approved / Extension Date: _____
 Denied

Note: Extensions of permits voided for over one year (365 days) require Building Official approval.

Building Staff: _____ Date: _____
Building Official: _____ Date: _____