

**NEW CASTLE COUNTY
REQUEST FOR BUILDING PERMIT EXTENSION APPLICATION**

PERMIT INFORMATION

Permit Number _____ Permit Expiration Date _____
Tax Parcel Number(s) _____
Brief Job Description _____

Permit Holder must complete appropriate box

IDENTIFICATION

Applicant Name _____ Phone # (____) - ____ - ____
Contractor Name _____
Street _____ City _____ State ____ Zip _____
Phone # (____) - ____ - ____ **Contractor ID #** _____

I, the undersigned, am authorized to act on the behalf of the registered contractor identified above.

Applicant Signature _____ **Date** ____ / ____ / ____

Homeowner (Required only for permits issued to homeowner, not contractor) Day
Name _____ Phone # (____) - ____ - ____
Street _____ City _____ State ____ Zip _____
Homeowner Signature _____ **Date** ____ / ____ / ____

This application shall be based upon consideration of all pertinent surrounding circumstances including the reasons for the delay, plans for completion, and the appearance and safety of the structure. For additional permit extension information see Chapter 6 of the New Castle County Code.

- Identify reason construction has not been completed within the required time frame.

- List what is left to complete the project in order to obtain a Certificate of Occupancy.

- What is the anticipated completion date? _____

The \$80 fee for processing must accompany this request. Any time period greater than 180 days* will require a \$80 fee for each 180-day period. The permit inspection history will be reviewed and the applicant shall be contacted to schedule a field inspection. You will receive a response in writing within 30 days. Cash Check Number _____

*Where the initial permit period is less than 180 days, the extension period shall not exceed timetable referenced in NCC 6.03.012(M)

Application Processed Inspection Scheduled Extension Granted Request Denied*
 Application Updated Letter Sent Supervisor Signature _____
Permit Extension Period _____ *Denial of extension requires attached explanation