

# PERMIT AND APPLICATION EXTENSION REQUEST FORM

## ABOUT EXTENSION REQUESTS

This form allows you to request the following types of extensions:

- **Application Extension:** An extension issued before a permit is issued.
- **Permit Extension:** An extension to an issued permit.

## APPLICATION EXTENSION

Applications for which no permit is issued within 18 months following the date of application shall expire. A permit application extension allows the application to stay active after the initial expiration date. For more information, please see [SMC 16.20.225](#).

Applications may be canceled for inactivity if an applicant fails to respond to the City's request for revisions, corrections, actions, or additional information within 90 days of the date of the request.

## PERMIT EXTENSION

An existing building permit may only be renewed one time, for a fee of one-half the original permit fee.

Extended permits shall expire within three (3) years from the original permit's date of issuance. To qualify for a permit extension, you must:

- Request to extend the permit within 30 calendar days following the original permit expiration date.
- Provide a construction and management plan, documenting the work can be completed within the extended timeframe.
- Not make any changes to the original approved plans (excluding formerly approved and documented field changes).
- Pay an extension fee of one-half the original permit fee.

## Submittal Instructions

Complete & save this form before uploading it to the "File Upload" section of the associated permit at MyBuildingPermit.com.

## Code Reference

Time Limitation of Application  
[SMC 16.20.225](#)

Expiration of Issued Permits  
[SMC 16.20.235](#)

Permit Extensions  
[SMC 16.20.237](#)

## Questions?

[Visit the Permit Center](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# PERMIT AND APPLICATION EXTENSION REQUEST FORM



## APPLICANT/REPRESENTATIVE INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

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

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## PROPERTY INFORMATION

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

Parcel Number(s): \_\_\_\_\_

## PROJECT INFORMATION

Type of Extension Requested:

- Application Extension (prior to issuance)
- Permit Extension (if permit has expired)

Reason an extension is needed: \_\_\_\_\_

Project Name: \_\_\_\_\_ Valuation of work to be completed: \_\_\_\_\_  
Development & Lot # (if applicable)

Has work started?  Yes  No

If yes, what was the last approved inspection? \_\_\_\_\_

Are you ready for the next inspection?  Yes  No

### Application Extensions only:

Estimated Date of Resubmittal: \_\_\_\_\_

### Permit Extensions only:

Expiration Date of Original Permit: \_\_\_\_\_ Scheduled Date of Completion: \_\_\_\_\_

Please also complete the Construction & Management Plan table on the following page.

**PERMIT AND APPLICATION  
EXTENSION REQUEST FORM**



**CONSTRUCTION & MANAGEMENT PLAN**  
(Permit Extensions Only)

INSPECTION TYPE	PROPOSED INSPECTION DATE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. Final Inspection	_____

**CERTIFICATIONS & SIGNATURE**

I have read this application in its entirety and certify that all information submitted is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my request will be reviewed and will be processed within 5 business days.

Applicant/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Representative Name: \_\_\_\_\_  
(First & Last Name)