

# Request to Renew Expired Permit

For Renewal of ALL Permits, Including Temporary Structures

Page 1 of 1

Date: \_\_\_\_\_

**\*\*\*NOTE:** Prior to receiving approval for permit renewal, site inspection(s) must be done by City inspector(s) - for all open permits - to determine outstanding items and length of time required to complete work.\*\*\*

Re: Permit#: \_\_\_\_\_

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

I, \_\_\_\_\_ wish to renew the above noted permit as work has not  
APPLICANTS NAME

yet been completed because;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I expect to have **all** work completed by \_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANTS SIGNATURE

\_\_\_\_\_  
APPLICANTS PHONE NUMBER

\_\_\_\_\_  
APPLICANTS EMAIL

## OFFICE USE ONLY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chief Building Officials Approval: \_\_\_\_\_  
Stephen J. Côté-Rolvink, R.B.O., CRBO