



City of Long Beach
Department of Development Services
 333 West Ocean Blvd., 4th Floor
 Long Beach, CA 90802
 Phone: (562) 570-5237 Fax: (562) 570-6753
 Website: www.lbds.info

Permit Extension Request Form

Effective 07-01-2015

Department Use Only

Date Permit Issued:

Case #:

BFFS

Please print clearly (or typewritten). All portions of application must be completed (where applicable).

Information	Project Address:			Project #: (Plan Check/Permit)		Legal Description (Lot, Block, Tract, APN):			
	Petitioner's Name:			Owner's (or Officer's) Name:			Project Type: (Please check box) <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Change of Use		
	Address:			Address:					
	Phone: ()			Phone: ()					
	Fax: ()			Fax: ()					
	Email:			Email:					
	Present Use:		Proposed Use:		Occupancy:	Occupant Load:			Type of Constr.:

All applications shall be submitted along with a request letter. See back of form for additional information.

Request	<p>To allow an extension of time until _____ in which to commence building or construction work in lieu of the ninety (90) days expiration limitation from the date such permit was issued or from the date the building or construction work was suspended or abandoned as required by Section 18.04.060.A of the Long Beach Municipal Code.</p> <p style="text-align: center; font-size: small;">specify a date</p>
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Provide justification for the claim of impracticality or hardship for the extension. Attach supporting documentation to substantiate claims of hardship.

Justification	Empty space for justification
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Signature (see instruction on back of application) *Print Name* *Title/Position* *Date*

INSTRUCTION AND INFORMATION

APPLICATION

Applications must be completed (and typewritten whenever possible) by the petitioner (which may be the building owner or company officer, architect, engineer, etc) and signed by the building owner or company officer. **Where multiple projects exist, separate applications must be submitted for each project.**

MAKING THE REQUEST

The request portion of the application form contains a clear statement of the issue that the Building Official is requested to address. Please indicate the date to commence building or construction work (not to exceed ninety (90) days from the date permit was issued or from the date the building or construction work was suspended or abandoned pursuant to Long Beach Municipal Code §18.04.060.A).

JUSTIFICATION OR FINDING OF EQUIVALENCY

The justification portion of the application form must state the basis for the request. In addition, **all applications shall have a letter attached** describing the scope of the project, substantiating the claim of impracticality or hardship, and elaborating on the reason and justification for the granting of the request. The Department must receive satisfactory evidence that unusual construction difficulties exist that prevented the applicant from commencing or completing the construction work prior to the expiration of the permit or prior to being suspended, discontinued, or abandoned for a continuous period of ninety (90) days. The request letter shall be addressed to:

David Khorram, P.E., C.B.O.
Department of Development Services
333 W. Ocean Blvd., 4th Floor
Long Beach, CA 90802

PROCESSING TIME AND DEADLINES

Applications may be submitted for consideration at any time during the construction process. Request will be reviewed on a first come first served basis. Most applications will be processed **within 4 weeks** of the initial submittal date with a written response returned at the culmination of the review process. Where additional information or clarification will be necessary for the review, staff will contact applicants.

FEES

The initial **non-refundable filing fee** to review the application is set forth in the schedule of fees and charges established by City Council resolution. This fee must be collected and paid with all applications requesting action by the Building Official.