



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

## Permit Extension Request Form

Effective 10-01-2017

*Department Use Only*

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

Date Permit Issued:

Case #:

**BFFS**

|                    |                    |            |                               |                 |   |   |                  |                 |  |
|--------------------|--------------------|------------|-------------------------------|-----------------|---|---|------------------|-----------------|--|
| <b>Information</b> | Project Address:   |            | Project #:(Plan Check/Permit) |                 | Legal Description (Lot, Block, Tract, APN): |   |                  |                 |  |
|                    | Petitioner's Name: |            | Owner's (or Officer's) Name:  |                 |   | Project Type:<br>(Please check box)<br><input type="checkbox"/> New<br><input type="checkbox"/> Addition<br><input type="checkbox"/> Alteration/Remodel<br><input type="checkbox"/> Change of Use |                  |                 |  |
|                    | Address:           |            | Address:                      |                 |   |   |                  |                 |  |
|                    | City, State, Zip:  |            | City, State, Zip:             |                 |   |   |                  |                 |  |
|                    | Phone: (     )     |            | Phone: (     )                |                 |   |   |                  |                 |  |
|                    | Email:             |            | Email:                        |                 |   |   |                  |                 |  |
| Present Use:       | Proposed Use:      | Occupancy: | Occupant Load:                | Type of Constr: | # of Stories:                               | # of Basements:   | Building Height: | # of Res Units: |  |

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

|                |   |
|----------------|---|
| <b>Request</b> | <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> |
|----------------|---|

Provide justification for the claim of impracticality or hardship for the extension. Attach supporting documentation to substantiate claims of hardship.

|                      |  |
|----------------------|--|
| <b>Justification</b> |  |
|----------------------|--|

\_\_\_\_\_  
*Signature (see instruction on back of application)*      *Print Name*      *Title/Position*      *Date*

This document is available in an alternative format by request to (562) 570-3807. For an electronic version of this document, visit our website at www.lbds.info.

**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:

Building Official  
Department of Development Services  
333 W. Ocean Blvd., 4<sup>th</sup> 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.