



TOWN OF ORO VALLEY
Community Development and Public Works
 11000 N. La Cañada Drive, Oro Valley, AZ 85737
 (520) 229-4815 * Fax (520) 742-1022

EXTENSION REQUEST FORM - APPLICATIONS, PERMITS, AND TCO'S

Application must be faxed, mailed or delivered to Community Development and Public Works

PROJECT NAME _____	PROJECT ADDRESS _____	DATE _____	PERMIT NO. _____
OWNER - (Name & Company) _____	OWNER ADDRESS _____	PHONE # _____	EMAIL _____
APPLICANT - (Name & Company) _____	APPLICANT ADDRESS _____	PHONE # (proj site) _____	EMAIL _____

TYPE OF EXTENSION REQUEST	NUMBER OF DAYS REQUESTED
<input type="checkbox"/> Permit Application <input type="checkbox"/> Issued Permit <input type="checkbox"/> Temporary Certificate of Occupancy (TCO)	_____ Permit Application (90 days maximum) _____ Issued Permit (180 days maximum) _____ TCO (30 days standard)

APPLICANT'S JUSTIFIABLE CAUSE FOR THE EXTENSION OF THE APPLICATION, PERMIT OR TCO.
TCO Request shall also include a list of items remaining and schedule for completion. Attach separate sheet if more space is needed.

OFFICIAL RESPONSE	
<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED WITH STIPULATIONS <input type="checkbox"/> NOT APPROVED _____ APPROVED DAYS	STIPULATIONS:
DATE	Authorized Signature

2012 International Building Code, Chapter 1, Section 105 Permits with TOV Amendments

105.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned and shall be expired 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated. The request for extension shall be made prior to expiration. An extension shall not be granted if this code or any other pertinent laws or ordinances have been amended subsequent to the date of application. In order to renew action on an application after expiration, the applicant shall re-submit plans and pay a new plan review fee.

105.5 Expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each on unexpired permits. The extension shall be requested in writing and justifiable cause demonstrated. Before work deemed to have expired can be recommenced, a new permit shall be first obtained to do so, and the fee therefore shall be one half the amount required for a new permit for such work; provided no changes have been made to the originally approved construction documents for such work; and provided further that such suspension or abandonment has not exceeded one year. If the permit has been expired or abandoned for a period of one year or more, the cost for renewal shall be as required for a new permit.

ADMINISTRATION

Current Expiration Date: _____	<input type="checkbox"/> C. King	_____ New Expiration Date
Previous Extension Dates: _____	<input type="checkbox"/> D. Laws	<input type="checkbox"/> Munis Update
Related Permit No: _____		<input type="checkbox"/> Copy to Applicant
Balance Due: \$ _____ Other: _____		<input type="checkbox"/> Balance Paid