

Department of Building and Zoning

Extension Application/Permit

An extension of a Permit may be allowed to be beyond the date of expiration only if the original permit is still valid. Once a permit has reached expiration an extension cannot be granted. City of Altoona Code of Ordinances, Chapters 155 – 158 contain the following language.

The building official is authorized to grant, in writing, for periods not more than 180 days each, two extensions. The extension shall be requested in writing and justifiable cause demonstrated. Any of the extensions may be further extended by action of the city council. In all cases, when a renewal is granted the structure for which the permit is required shall comply with code requirements in effect at the time the permit is renewed.

An expired permit may not be reissued without a permit fee except by resolution of the city council.

Date of Request: _____ Project Address: _____

Permit Number: _____ Date Issued: _____

Person Requesting Extension: _____

Address: _____

Phone Number: _____

Please describe the reason for the request/delay and a period in which the work will be completed:

Signature: _____

Printed Name: _____

By signing the request you are acknowledging that you are the owner or agent of the owner associated with this permit. Furthermore you acknowledge that you understand the conditions and responsibilities associated with this permit and agree to comply with all applicable building code requirements within the time frame of this permit.

OFFICE USE

Inspectors review and approval: _____ Date: _____

Building Official: _____ Date: _____

This request has been reviewed and is APPROVED, Expiration Date: _____

DENIED

Comments: _____

Any questions please call the Building and Zoning Department at 515-967-5138.