

PERMIT EXTENSION REQUEST FORM

ABOUT PERMIT EXTENSION REQUESTS

This form allows you to request the following types of extensions:

- **Application Extension:** An extension issued before a permit is issued.
- **Permit Renewal:** An extension to an issued permit.
- **30-Day Final Extension:** A 30-day extension to allow for final inspection.

PERMIT APPLICATION EXTENSION

Applications for which no permit is issued within 18 months following the date of application shall expire. A permit application extension allows the application to stay active after the initial expiration date. For more information please see [SMC 16.20.225](#).

RENEWALS TO ISSUED PERMITS

An existing building permit may be renewed one time for a fee of one-half the original permit fee, so long as the permit has not been expired for more than one year and the framing inspection has been approved.

EXPIRATION OF PERMIT RENEWALS	
Framing inspection approved on previous permit but exterior of structure not complete*	6 months
Exterior of structure complete*	2 years
*A complete structure is one that includes roofing, siding, windows, exterior doors and applicable site and right-of-way improvements.	
Learn more: SMC 16.20.237	

30-DAY “FINAL” EXTENSIONS

The Building Official may grant a 30-day extension of time for permits when all work has been approved the only remaining item is the final inspection.

Submittal Instructions

Complete & save this form before uploading it to the “File Upload” section of the associated permit at MyBuildingPermit.com.

Code Reference

Time Limitation of Application
[SMC 16.20.225](#)

Expiration of Issued Permits
[SMC 16.20.235](#)

Permit Renewals
[SMC 16.20.237](#)

Questions?

[Visit the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

PERMIT EXTENSION REQUEST FORM

APPLICANT/REPRESENTATIVE INFORMATION

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____

PROJECT & REQUEST INFORMATION

Type of Extension Requested:

- Application Extension (prior to issuance)
- Permit Renewal (if permit has expired)
- "30 Day Final" extension

Reason an extension is needed: _____

Project Name: _____ Valuation of work to be completed: _____
Development & Lot # (if applicable)

Has work started? Yes No

If yes, what was the last improved inspection? _____

Are you ready for the next inspection? Yes No

Permit Renewals only:

Expiration Date of Original Permit: _____ Scheduled Date of Completion: _____

Permit Application Extensions only:

Estimated Date of Resubmittal: _____

CERTIFICATIONS & SIGNATURE

I have read this application in its entirety and certify that all information submitted is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my request will be reviewed and will be processed within 5 business days.

Applicant/Representative Signature: _____ Date: _____

Applicant/Representative Name: _____
(First & Last Name)