

# Administrative Extension Request Form



In California, an unissued plumbing permit application expires 180 days after submission. Once a permit is issued, you generally have 12 months to commence work and secure an inspection. MCWD's Permit Official has the authority to authorize one or more extensions for a Permit for periods of not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

## Expiration of Permit Applications:

- Initial Expiration (180 Days): If a plumbing permit application (plan check process) is not issued within 180 days of initial submission, it becomes null and void.
- Extension Requests: Applicants who face circumstances beyond their control may request an extension of time from the Permit Official.

## Time Limitations for Issued Permits

- Work Commencement: Once the permit is issued, the authorized work must commence and receive an inspection approval(s) (or correction list) within 12 months.
- Suspended Work: If the permitted work is abandoned or suspended for a continuous period of 12 months after starting, the permit will expire.

## Code Cycle Application

Permit applications and plan checks submitted and "deemed complete" before the new code went into effect are generally grandfathered under the previous code cycle. However, if your application expires and you are required to re-submit, your new application must comply with the code in effect at the time of the new submission.

**Name of Permittee or Applicant:**

**Permit Address and/or APN:**

**Plan Check or Permit Number:**

**Date Permit Issued:**

**Reason for extension request, Justifiable Cause, and Additional Time Requested to Complete Plan Check Corrections or Permitted Work:**

**I hereby certify that the above statement is true and correct.**

**Signature:**

**Date:**