



To: **Building Safety Staff and General Public.**

From: Long Tang, Deputy Building Official

CC: Shannon Yauchzee, Building Official

Date: 08/06/2008

Subject: **Permit Extensions and Reactivation form DBS96-1.**

Effective: **08/06/2008**

Discussion: As an extension to our existing Policy 96-1 regarding permit extensions and reactivation, the attached form will better coordinate our process.

Procedures/Fees

- Form to be available at counter and on the City Website at
<http://www.westcovina.org/cityhall/depts/bulletins.html>
- Form shall be completed in its entirety by applicant to request for permit extension or reactivation of expired permits.
- Counter staff shall complete CITY STAFF portion and submit to the Deputy Building Official for review.
- Fees. Fees shall be assessed per current fee schedule and may be different as indicated below.
 - Reactivations: \$118.00
 - Extensions: \$57.00
 - Special Investigation: \$197.00
 - Hourly: Per Current Fee Schedule for specific task stated.



REQUEST FOR EXTENSION OR REACTIVATION OF PERMITS

Instructions: This form shall be completed in its entirety to request for permit extension or reactivation of expired permits.

Project Address: _____ Today's Date: _____

Permit Number(s): _____ Expiration Date(s): _____

Petitioner/Owner Name: _____ Phone Number: _____

Brief description of hardship and reason for requesting extension/reactivation: _____

Number of days or months requesting for extension: _____

Expected Date of Completion: _____

FOR CITY STAFF USE ONLY

This is the 1st, 2nd, 3rd or more request.

Has the work been started? NO YES, (what stage?) _____

Is this a CEO case? NO YES

Other relevant information: _____

Processed By: _____ Date: _____

DISPOSITION

The request is:

DENIED for the following reasons: _____

APPROVED with the following conditions: _____

Time of Extension (Months/Days): _____

Fees: Reactivation Processing Special Investigation Inspection Hourly: _____

By: _____ Date: _____