



Carolina Mejia-Barahona  
District One  
Gary Edwards  
District Two  
Tye Menser  
District Three

**DEPARTMENT OF COMMUNITY PLANNING  
AND ECONOMIC DEVELOPMENT**

*Creating Solutions for Our Future*

Joshua Cummings, Director

**REQUEST FOR EXTENSION OF BUILDING PERMIT**

Every building permit or manufactured home placement permit issued shall expire one-year from the date of permit issuance unless:

1. An extension is requested in writing and granted; or
2. An inspection is approved for the work authorized by such permit within one-year after its issuance or last approved inspection. Approved work performed under other permits issued by Thurston County does not extend the building permit.

When a permit has not had an approved inspection, the building official is authorized to grant only one extension of not more than one-year. After an approved inspection is documented, the building official is authorized to grant, in writing, one or more extensions of time, for periods not more than one-year each.

A request for an extension must be submitted in writing prior to the end of any of the one-year periods provided above and must demonstrate justifiable cause. The person requesting the extension shall maintain a set of approved plans and make them available for inspection. Fees for an extension of a permit shall be as set forth in the department fee schedule.

**Building Permit No.** \_\_\_\_\_ **Tax Parcel No.** \_\_\_\_\_

**Reason for Request**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

I hereby request a one year extension of the building permit identified above. I certify by my signature below that I am the legal owner or the designated agent of the legal owner of the property for which the permit was issued. I understand that the permit will expire one year form the date the extension is granted without an approved building inspection.

\_\_\_\_\_  
Signature Date

03/07/19