



**REQUEST FOR WITHDRAWAL, EXTENSION AND RE-ACTIVATION OF
BUILDING PERMIT APPLICATIONS THAT ARE NOT ISSUED***

Job Address: _____ Building Application #: _____

Name: _____ Contact Info/Tel #: _____

Mailing Address: _____

City: _____ Zip: _____

This is to request (please check one):

FEE

- | | |
|--|---|
| <input type="checkbox"/> Withdrawal | \$104 Administration Fee |
| <input type="checkbox"/> Extension | \$160 plus 20% of All Plan Review Fees plus 2% for Technology Surcharge |
| <input type="checkbox"/> Re-Activation | \$104 Administration Fee |

Reason for Request: _____

Applicant's Signature

Date

***Note: For more information, see Information Sheet No. G-06**

MAILING INSTRUCTIONS: This form may be mailed to the address listed below along with a check or money order. Upon approval and processing, a copy of this form showing approval of the request and your receipt will be sent to you by return mail.

DO NOT WRITE BELOW THIS LINE – FOR OFFICIAL USE ONLY

Date Received: _____

Approved by Supervisor/Manager: _____

Date: _____ Receipt #: _____