



BUILDING PERMIT EXTENSION REQUEST

DEPARTMENT OF PLANNING AND BUILDING SERVICES
707 Nevada Street Suite 5 – Susanville, CA 96130-3912
(530)251-8269 – (530) 251-8373 (fax)
www.co.lassen.ca.us

ISSUED PERMITS:

Once a building permit has been issued it expires by limitation (unless extended):
There is no fee to extend building permits. Permits are valid for 365 days from date of issue.
PRIOR to expiration, you can submit a written request to extend the application for an additional 365 days. An application may not be extended beyond one year from the original date of application.

Please complete the information below. *If the permit is extended, the county will contact you.*

Please provide the following information so your request can be considered.

Parcel Number: _____ Permit Number: _____

Owner's Name: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

Justifiable Cause for Extension (please explain): _____

Proposed completion date of the project: _____

Signature/Title

Date

-----**BOTTOM PORTION FOR COUNTY USE ONLY**-----

EXTENSION APPROVED *NEW EXPIRATION DATE:* _____

EXTENSION DENIED *REASON:* _____

Reviewed By/Signature/Title

Date