

# COUNTY OF KANE

DEVELOPMENT DEPARTMENT  
Building and Community Services Division  
Mark D. VanKerkhoff, AIA Director



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## PERMIT EXTENSION REQUEST

### REQUIRED SUBMITTALS

1. Written request from property owner (letter or on Permit Extension Request Form)
2. \$150.00 extension fee (additional fees may be required)

Extensions for building permits that have or are about to expire are reviewed on an individual basis based on the type of permit and circumstances for the request. A permit may be extended up to a maximum of 180 days. In some cases a new permit application and fees may be required.

Requests for an extension must be submitted in writing by the owner and include the permit number, address, reason for the request, current level of completion and the date that the project will be completed.

### PERMIT EXTENSION REQUEST FORM (may be filled out and signed by the owner in place of a letter)

Permit Number: \_\_\_\_\_ Permit Address: \_\_\_\_\_

Type of project / work being done: \_\_\_\_\_

Reason for the request: \_\_\_\_\_

Current level of completion: \_\_\_\_\_

Date that the project will be completed: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

### FOR OFFICE USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Via: \_\_\_\_\_

\_\_\_\_ Approved Extended to: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Denied Action required by applicant: \_\_\_\_\_