



Request for Permit Extension, Withdrawal, or Reactivation

The application will not be processed until filled out completely.

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

Address of Property			Permit Number(s)			Today's Date																	
Applicant Contact Information						Permit Holder Contact Information																	
Name						Name																	
Street						Street																	
City			State			Zip			City			State			Zip								
Telephone:						Email:						Telephone:						Email:					
* REQUEST of APPLICATION EXTENSION or APPLICATION WITHDRAWAL REQUEST																							
Plan Review Application Extension: Request for an extension.												<input type="checkbox"/> -YES <input type="checkbox"/> -NO											
<p>_____ Initials: I understand that the plan review application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless a permit has been issued; except that the building official is authorized to grant a one-time extension for an additional period not to exceed 180 days.</p>																							
Plan Review Application Withdraw: Request for a withdraw of application: <u>State</u>												<input type="checkbox"/> -YES <input type="checkbox"/> -NO											
reason for withdrawal of the application:																							
*REQUEST of PERMIT EXTENSION or PERMIT WITHDRAWAL REQUEST																							
Permit Extension: Request for a permit extension.												<input type="checkbox"/> -YES <input type="checkbox"/> -NO											
<p>_____ Initials: I understand that prior to the expiration date, the building official is authorized to grant a one-time extension for a period not to exceed 180 days.</p>																							
Permit Withdraw: Request to withdraw the Permit(s).												<input type="checkbox"/> -YES <input type="checkbox"/> -NO											
State reason for withdraw of the Permit(s):																							
* PERMIT REACTIVATION REQUEST																							
Request for Reactivation of an Expired Permit												<input type="checkbox"/> -YES <input type="checkbox"/> -NO											
<p>_____ Initials: I have included evidence demonstrating that substantial work required to complete the project was commenced within the 180-day period prior to the expiration date provided for under City Code Section 25-12-267 (Expiration) or Subsection (B). I have included receipts or invoices for work performed on the project, photographs of the work performed on the project, or other evidence acceptable to the building official.</p>																							
<p>_____ Initials: I understand that a permit that is reactivated in accordance with City Code section 25-12-269B expires on the 181st day after the date that the permit is reactivated if the project has received no inspections as required under the Code.</p>																							
<p>_____ Initials: I understand that no more than one reactivation may be approved for one & two family residential structure, in accordance with City Code section 25-12-269C unless the project complies with all codes and ordinances in effect on the date that the application for reactivation is submitted.</p>																							
<p>_____ Initials: I understand it is solely the responsibility of the permit holder to keep a permit active by actively performing work towards the completion of the project as permitted by scheduling an inspection. If you are permitting projects where structural or other conditions exist that do not allow for intervals of inspections less than 180 days, you will need to keep the permit active by scheduling a #114 continuance of work inspection. I understand I may schedule #114 continuance of work inspection in order for the inspector to verify if work has continued. If the inspector has determined that work has not continued the permit will not receive a passed inspection, and the permit will expire at the end of 180 days from the time of issuance or the last documented pass or fail inspection. An inspection result of "failed/no work performed" or "cancelled" will not keep a permit active.</p>																							
Signature:						Print Name:																	
FOR CITY STAFF ONLY																							
Print Received by:						Print Approved Extension by:						Date:											
Print Approved Reactivation by:						Print Name:						Date:											
Print Denied by:						Reason for Denial:						Date:											
Print Withdrawn by:						Reason for Withdrawn:						Date:											