



Building Department

Town Hall, 363 Underhill Avenue, Yorktown Heights, NY 10598

Tel. (914) 962-5722 ext.233

Request for a Building Permit Extension

Building Permit Requirements:

- Building Permits expire 12 months from the date of issuance, and may be extended in 12 month increments.
- Construction must proceed in accordance with plans approved by, and on file with, the Building Department. Changes and revisions to construction design must be approved by the Building Department prior to continuing with work.
- A building or structure erected or altered under a Building Permit may not be occupied or used until a Certificate of Occupancy has been issued by the Building Department.

I have read the above Building Permit Requirements, and hereby request that Building Permit Number _____ be extended as follows (*check one*):

- First 12-month extension, 50% of the original permit fee or \$250.00, whichever is less
- Second 12-month extension, 50% of the original permit fee or \$250.00, whichever is less (can be renewed a maximum of 2x)
- Third Renewal: Total of fees for the First or Second renewals plus the full permit price

Property located at: _____

Signature of owner or owner's agent

Print name

Date requested

Phone Number

Office use only – Do not write below this line.

Date of site visit _____

First Renewal Fee: \$_____ Second Renewal Fee: \$_____

Third Renewal Fee: \$_____

- Extension approved, to expire on _____
- Extension denied: Reason for denial _____
- Other _____

Building Inspector