

# Village of Deerfield

COMMUNITY DEVELOPMENT DEPARTMENT  
850 Waukegan Road  
Deerfield, IL 60015  
847.719.7484



VILLAGE OF DEERFIELD

## PERMIT EXTENSION REQUEST

### REQUIRED SUBMITTALS

1. Written request from property owner (letter or on Permit Extension Request Form)
2. Renewal Fee will be required at the rate of \$0.50 per \$1,000 of construction per month of extension, pursuant to the Village's annual Fee Resolution (6-19(f) M.C.)

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 four months. In some cases, a new permit application and fees may be required.

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

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**PERMIT EXTENSION REQUEST FORM** (may be filled out and signed by the owner/owner's agent in place of a letter)

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

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

Reason for the request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current level of completion:

\_\_\_\_\_  
\_\_\_\_\_

Owner/Owner's Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner/Owner's Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Granted: \_\_ Denied: \_\_

Extended to: \_\_\_\_\_

Permit Extension Fee Due : \$ \_\_\_\_\_

Building Official Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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