

Village of South Elgin
Community Development Department

10 N. Water Street
847-741-3894
847-741-3959 FAX

Monday – Friday
8:30 a.m. – 5:00 p.m.
www.southelgin.com

PERMIT EXTENSION REQUEST

REQUIRED SUBMITTALS

1. Written request from permit holder (letter or on Permit Extension Request Form)
2. \$30.00 extension fee payable when extension is approved (additional fees may be required)

Extensions for building permits that have or are about to expire are reviewed on an individual basis. The type of permit and circumstances are considered during staff review. 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 permit holder 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 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: _____

Property Owner Name: _____ Phone: _____

Permit Holder Name: _____ Phone: _____

Signature: _____ Date: _____

For Office Use Only

Permit Number: _____ Date Received: _____ Received By: _____