

**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

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### 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.

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### 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: \_\_\_\_\_

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For Office Use Only

Permit Number: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_