



# COUNTY OF SANTA CRUZ

## PLANNING DEPARTMENT

701 OCEAN STREET, 4th FLOOR, SANTA CRUZ, CA 95060  
(831) 454-2580 FAX: (831) 454-2131 TDD: (831) 454-2123

### Request for Extension of Building Application

#### Extension Policy

Pursuant to [Section 12.10.320\(d\)](#) of the County Code, you have until the expiration date of your application to resolve all deficiencies and obtain your permit. The expiration date is two years after the application date or six months from the date the application is approved. **Extensions of the expiration date are rarely granted and only in extreme cases where extenuating circumstances can be shown.**

#### Instructions for using this form

Please complete this form in its entirety. Submit the form in person or by mail with a check in the amount of \$309.52 made out to the County of Santa Cruz, to the following address:

**County of Santa Cruz Planning Department  
ATTN: Building Counter  
701 Ocean St, Room 400  
Santa Cruz, CA 95060**

I request an extension for the following reasons:

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#### Check all boxes

- I have enclosed the required \$309.52 in a check made out to the County of Santa Cruz. Regardless of the County's determination, I understand that this fee will not be refunded.
- I understand that inaccurate information may result in denial of my request.
- I understand that my request may be denied if other approvals (such as a development permit) have expired or will expire during the extension period.

Date: \_\_\_\_\_ APN: \_\_\_\_\_ Application# \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

#### **COUNTY USE ONLY BELOW THIS LINE**

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 DENIED  APPROVED Time Granted \_\_\_\_\_ Staff \_\_\_\_\_