



**GROWTH AND RESOURCE MANAGEMENT**

Building and Code Administration

123 West Indiana Avenue

Deland, FL 32720

(386) 822-5739 Fax (386) 740-5215

**Permit Extension and/or Closure Request**

I, \_\_\_\_\_ request that Permit Number \_\_\_\_\_  
(Contractor or owner of Record)

for \_\_\_\_\_ be granted an extension of 90 days  
(Jobsite Address)

(30 days for Pool and Demo Permits) in order to obtain the required inspections needed for completion or request the permit to be closed out for reason listed below.

This request to extend or close is necessary due to \_\_\_\_\_

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

\_\_\_\_\_  
(reason for lack of inactivity causing permit to expire or reason for closure request)

**Please allow 2 – 3 business days for review and processing of request.**

\_\_\_\_\_  
Signature of Contractor or owner of Record

\_\_\_\_\_  
Date

Request Approved

Denied

Comments \_\_\_\_\_

Building Official \_\_\_\_\_

Date \_\_\_\_\_