



**City of Long Beach**  
**Department of Development Services**  
 333 West Ocean Blvd., 4<sup>th</sup> Floor  
 Long Beach, CA 90802  
 Phone (562) 570-5237 Fax (562) 570-6753  
 Website: www.lbds.info

## Plan Check Extension Request Form

Effective 10-01-2017	<b>Department Use Only</b>	
<b>Please type or print clearly.</b> All portions of application must be completed (where applicable).	Date Plan Submitted:	Case #: <b>BFFS</b>

<b>Information</b>	Project Address:		Project #:(Plan Check/Permit)		Legal Description (Lot, Block, Tract, APN):				
	Petitioner's Name:		Owner's (or Officer's) Name:			Project Type: (Please check box) <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Change of Use			
	Address:		Address:						
	City, State, Zip:		City, State, Zip:						
	Phone: (     )		Phone: (     )						
	Email:		Email:						
Present Use:	Proposed Use:	Occupancy:	Occupant Load:	Type of Constr:	# of Stories:	# of Basements:	Building Height:	# of Res Units:	

All applications shall be submitted along with a request letter. See back of form for additional information.

<b>Request</b>	To allow an extension of time until _____ to pay for and obtain a building permit in lieu of the maximum one year limit from the date of application for building permit as required by Section 18.05.060 of the Long Beach Municipal Code. <small style="margin-left: 100px;">specify a date</small>
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Provide justification for the claim of impracticality or hardship for the extension. Attach supporting documentation to substantiate claims of hardship.

<b>Justification</b>	
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<i>Signature (see instruction on back of application)</i>	<i>Print Name</i>	<i>Title/Position</i>	<i>Date</i>

This document is available in an alternative format by request to (562) 570-3807. For an electronic version of this document, visit our website at [www.lbds.info](http://www.lbds.info).

**APPLICATION**

Applications must be completed (and typewritten whenever possible) by the petitioner (which may be the building owner or company officer, architect, engineer, etc) and signed by the building owner or company officer. **Where multiple projects exist, separate applications must be submitted for each project.**

**MAKING THE REQUEST**

The request portion of the application form have been pre-typed and contain a clear statement of the issue that the Building Official is requested to address. Please indicate the date the extension is requested for (not to exceed 6 months from the date of expiration of plan review pursuant to Section 18.05.060 L.B.M.C.)

**JUSTIFICATION OR FINDING OF EQUIVALENCY**

The justification portion of the application form must state the basis for the request. In addition, **all applications shall have a letter attached** describing the scope of the project, substantiating the claim of impracticality or hardship, and elaborating on the reason and justification for the granting of the request. The Department must receive evidence showing unusual circumstances exist that prevents the applicant from securing the permit prior to the expiration of plan check. Circumstances such as, but not limited to, financial hardship, contracting issues with design consultants or contractors, seasonal weather conditions, real estate market fluctuation, health conditions, etc. are typically not sufficient enough reasons for granting an extension of a project. These circumstances have generally been accounted for and are the basis for the one-year plan check time established by the Department. The request letter shall be addressed to:

Building Official  
Department of Development Services  
333 W. Ocean Blvd., 4<sup>th</sup> Floor  
Long Beach, CA 90802

**PROCESSING TIME AND DEADLINES**

Applications may be submitted for consideration at any time during the design process as well as during the plan review process. Requests will be reviewed on a first come first served basis. Most applications will be processed **within 4 weeks** of the initial submittal date with a written response returned at the culmination of the review process. Where additional information or clarification will be necessary for the review, staff will contact applicants.

**FEES**

The initial **non-refundable filing fee** to review the application is set in the schedule of fees and charges established by City Council resolution. This fee must be collected and paid with all applications requesting action by the Building Official.