CITY OF LONG BEACH

Community Development Department
Building and Safety Bureau
411 W. Ocean Boulevard, 2nd Floor, Long Beach, CA 90802
562.570.PMIT (7648) | longbeach.gov/lbcd

FORM-003

Permit Extension Request

PLEASE PRINT CLEARLY AND COMPLETE IN ITS ENTIRETY. All portions of the extension request form must be completed, where applicable. See the back of this form for additional information regarding the filing of the extension request.

Department Use Only	
Date Permit Issued:	**BFFS**

INFORMATION

Project Address:			Project Number(s):	
Petitioner's Name:		Owner's (or Officer's) Name:		Project Type: (Please check box) ☐ New ☐ Addition ☐ Alteration/Remodel ☐ Change of Use
Address:		Address:		
City, State, Zip:		City, State, Zip:		
Phone: ( )		Phone: ( )		
Email:		Email:		
Current Use:	Proposed Use:	Occupant Load:	# of Stories:	Building Height:
Current Occupancy:	Proposed Occupancy:	Type of Construction:	# of Basements:	# of Residential Units:

Specify an extension request date that does not exceed 90 days from the date the permit or previous extension granted are set to expire.

REQUEST

To allow an extension of time until_____in which to commence building or construction work in lieu of the ninety (90) days expiration limitation from the date such permit was issued or from the date the building or construction work was suspended or abandoned as required by the Long Beach Municipal Code Section 18.04.060.A.

Provide justification and attach supporting documentation to substantiate claim of impracticality or hardship for the extension request.

JUSTIFICATION

Signature (see instruction on back of application)	Print Name	Title/Position	Date

Department Use Only

Supervisor Signature

Date of Approval

INSTRUCTION AND INFORMATION

APPLICATION

Permit Extension Request ("Form") must be completed (and typewritten whenever possible) by the holder of any permit and signed by the building owner, company officer or contractor. Where multiple project numbers exist on one project, one Form may be submitted. Where multiple projects exist, a separate Form shall be submitted for each separate project.

MAKING THE REQUEST

The request portion of the Form has 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 but shall not exceed 90 days from the date the permit or previous extension granted are set to expire pursuant to the Long Beach Municipal Code ("LBMC") §18.04.060.A.

JUSTIFICATION OR FINDING OF EQUIVALENCY

The justification portion of the Form must state the basis for the request. If the holder of any permit issued by the Building and Safety Bureau presents satisfactory evidence that unusual construction difficulties have prevented construction work from being started or continued without being suspended, discontinued or abandoned or the construction work has not been inspected within the ninetieth (90th) day time period or completed within the two-year period of validity, the Building Official may grant an extension of time reasonably necessary because of such difficulties pursuant to the LBMC §18.04.060.A. 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 by themselves not sufficient reasons for granting an extension of a project. These circumstances have generally been accounted for and are the basis for the 90 days or 2-year permit expiration time established in the LBMC. Where a letter is included as part of the request, the letter shall be addressed to:

Building Official
Building and Safety Bureau
411 W. Ocean Blvd., 2nd Floor
Long Beach, CA 90802

PROCESSING TIME AND DEADLINES

The Form may be submitted for consideration at any time during the construction process. Requests will be reviewed on a first come first served basis. Most requests are processed in **4 to 6 weeks** from the submittal date. A written response will be mailed to the Petitioner when a determination on the request has been made by the Building Official. Where additional information or clarification will be necessary to complete the review, the Building Official will contact the Petitioner.

FEES

The initial **non-refundable filing fee** to review the request is set in the schedule of fees and charges established by City Council resolution. This fee must be collected and paid at the time the Form is submitted. To view the current hourly rate, please see the Fee Schedule at longbeach.gov/lbcd/fee-schedules/.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.