



**CITY OF SAN LEANDRO**  
 Division of Building & Safety Services  
 835 East 14th Street · San Leandro, CA 94577  
 (510) 577 – 3325 · www.sanleandro.org  
 Hours: Monday – Thursday 8:00 am – 4:00 pm; Friday by appointment

**REQUEST PERMIT  
EXTENSION**

## Request to Extend Building Permit

A permit shall be invalid if work has not commenced after 6 months or if work is suspended or abandoned for 6 months. Before the permit expires, an extension may be granted for good and satisfactory reason by your project inspector. To request an extension, completely fill out the information below and return using one of the following methods:

- (1) Mail to the address listed above
- (2) Fax to (510) 577-3318
- (3) Email to Edeguzmanquinter@sanleandro.org

Date: \_\_\_\_\_

Mr. Jerome Smith, Jr.  
 Chief Building Official  
 835 East 14th Street  
 San Leandro, CA 94577

RE: Job Site Address: \_\_\_\_\_

Dear Mr. Smith:

I hereby request an extension of Permit Number B\_\_\_\_\_ - \_\_\_\_\_ for the following reason(s):

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

I anticipate that work will start/resume no later than \_\_\_\_\_

\_\_\_\_\_  
 Owner/Contractor Signature

\_\_\_\_\_  
 PRINT Owner/Contractor Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Phone number

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**TO BE COMPLETED BY CITY STAFF**

Approved       Denied

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

\_\_\_\_\_  
 Date

**Comments:** \_\_\_\_\_  
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