



City of San Diego
Development Services

1222 First Avenue, MS. 401
San Diego, CA 92101

Attn: Application Extension

Building Permit Application Extension

FORM
DS-4102

April 2018

This form shall be completed to request an extension of time for a Building Permit Application. If a permit has not been obtained within one year from the permit application date, the application will expire. Land Development Code [Section 129.0211](#) authorizes the Building Official to extend a Building Permit application one time for a period not exceeding 180 calendar days from expiration date, if the Building Official determines that circumstances beyond the control of the applicant prevented issuance of the Building Permit.

Complete the information below for all Building Permit Application Extension request. Please e-mail form to: DSDApplicationExtend@sandiego.gov or by Post mail to the address above. A **non-refundable** processing fee of \$223 (\$219 for building applications deemed complete prior to July 2, 2017) is assessed for all requests.

For any questions regarding your application extension send inquiries to the email address shown above.

Please type or print legibly. A separate extension application form is required for each building permit application.

Make sure to include Project number in the subject line of the email.

I. GENERAL PROJECT INFORMATION

Is there an active code enforcement violation case on this site?

Yes No

Project Number:

Project Address/Location:

Reason for Application Extension Request:

II. APPLICANT'S INFORMATION

Applicant's Name *(The name must be in the City's Project Tracking System)* Check one Property Owner Permit Holder

Address:

City:

State:

Email:

Telephone:

Date: