



Building Department

# PERMIT RENEWAL REQUEST

390 Towne Centre Dr, Lathrop, CA 95330  
Phone: (209) 941-7270

## RENEWAL REQUEST FOR EXPIRED BUILDING PERMITS OR PERMIT APPLICATIONS

Please refer to the "Expired Permits, Extensions, Renewals, & Re-Inspection Policy" prior to completion of this Permit Renewal Request Form.

Project Address: \_\_\_\_\_

Permit Type: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Select One: Residential Commercial

Applicant Name: \_\_\_\_\_ Relationship to Project: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Statement demonstrating justifiable cause of delay or inactivity, and the project is being pursued in good faith:

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

I certify that I am the original Applicant / Permit Holder of Record.

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

Additional supporting documentation showing chronology may be required to approve a request to renew an application or a permit. Requests may be subject to a permit renewal fee

### STAFF ONLY

Expired Application*	Expired Permit*
In-Take Date: _____	In-Take Date: _____
Original Expiration Date: _____	Issued Date: _____
	Original Expiration Date: _____
Fees Verified? Y N	Current FIRM Flood Zone Verified? Y N
Required Documentation Received? Y N	Required Documentation Received? Y N
Qualifies for Renewal? Y N	Qualifies for Renewal? Y N
Qualifies for Reactivation? (Expired > One Year) Y N	Qualifies for Reactivation? (Expired > One Year) Y N
Approved / Denied Date: _____	Approved / Denied Date: _____
Processor : _____	Processor : _____
CBO Signature (If Approved): _____	CBO Signature (If Approved): _____

Renewal: To return an expired activity to an active status upon receipt and approval of documentation demonstrating that a project has been and/or will be pursued in good faith effort to obtain a permit (Application) or that a project was not abandoned (Permit).

Reactivation only applies to permits that only need Final Inspections.

\*Only Approved by the Chief Building Official or Authorized Staff

Note that Sign Permits, Solar, HVAC, Misc. MEP, Code Cases, and Demo Permits do not qualify for renewals.