

**CITY OF MILPITAS**

Building & Safety Department  
455 E. Calaveras Blvd.  
Milpitas, CA 95035  
408-586-3240

[www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov)



**APPLICATION FOR  
EXTENSION OF A  
PLAN CHECK**

Applications for which no permit is issued within 180 days following the date of application shall expire by limitation and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Chief Building Official. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

For active applications, the Chief Building Official may grant one or more extensions of the time upon submission of a written request by the applicant that *demonstrates that circumstances beyond the control of the applicant warrant the issuance of an extension*. Each extension shall not exceed 180 days and an application shall not be extended more than three times. In the event that a second and last extension is requested, the Chief Building Official shall require the resubmission of plans and other data and the payment of additional fees if this title or any other pertinent laws or ordinances have been amended subsequent to the date of the application's submission. In such case, the applicant shall be required to pay additional fees for reprocessing of the submission. (Milpitas Municipal Code Section II-1-20.03)

Permit #'(s): \_\_\_\_\_

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

Reason for Extension Request (please attach a separate sheet if additional space is needed): \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_

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

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

FOR OFFICE USE ONLY

Approved  Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_

New Expiration Date: \_\_\_\_\_

Reason for disapproval: \_\_\_\_\_

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