



**PLAN CHECK EXTENSION REQUEST  
FORM 4571**

Processing Fee: **\$105** (nonrefundable)

Per Municipal Code Section 15.06.090(D), the Building Division may grant an extension of up to 180 days if it can be demonstrated that circumstances beyond your control have caused the need for an extension. Extensions may require additional fees as designated in the City’s Master Fee Schedule, and may require updating the project to current building codes.

To request an extension, you must complete this form and submit it with payment of \$105, in person or mail, to the Building Division, Attn: Plan Check Extensions, at 276 Fourth Avenue, Chula Vista, CA 91910, prior to the expiration of the permit.

<b>Applicant Information</b>				
_____	_____	_____		
First Name	Last Name	Company Name		
_____		_____	_____	_____
Mailing Address		City	State	Zip
_____		_____		
Phone Number	Email Address			
<b>Permit Information</b>				
_____				
Activity (Permit) Number(s)				
_____				
Project Address				
<b>Extension Justification</b> (Please explain your reason for requesting an extension)				
_____				
_____				
_____				
_____				
_____				
_____				
_____				
<b>I hereby certify that the above statement is true.</b>				
_____				
Signature	Title of Applicant		Date	