



VILLAGE OF LINCOLNWOOD

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Building Permit Extension Request Form

Building permits are valid for a period of one (1) year from the date of issuance. If work has not been completed prior to that one (1) year period, a Permit Extension Request Form is required to be filled out and submitted. Determination of the granting of the permit extension is made by the Building Official who can, for a period not to exceed 180 days, extend the permit for justifiable cause. There is no fee for this first 180-day permit extension. If work for this original permit is not completed after the first extension request, a second permit extension request shall be made. All subsequent extension requests will need to be reviewed by the Village Manager and a fee will be assessed at 25% of the original cost of the permit. Refer to exceptions on second page **Section 105.8**.

All contractors will be required to be updated on the permit application and currently licensed with the Village of Lincolnwood. **See Page 2 for submittal instructions.**

Property Owner: _____
Property Address: _____
Phone: _____
E-mail: _____

Permit number: _____
Original Permit Issuance Date: _____
Date of Extension Request: _____

1. What work has been completed for this permit?

What work for this permit has not been completed?

2. What is the justifiable cause that this work is not completed?

3. Provide an expected completion date for this permit. _____

4. Do any of the exceptions 1-5 on the next page apply to this permit? _____

Signature of Owner or Agent: _____ Date: _____

Extension granted to date: _____

Approved by: _____ Date: _____
Building Official (1st request) or Village Manager (2nd or more request)

105.8 Permit fee extension.

There shall not be any fee for the first renewal or reissuance of any permit that extends the validity of the initial permit for a period not to exceed 180 days. The fee for any subsequent renewal or reissuance of any permit that extends the validity of the initial permit for additional periods not to exceed 180 days shall be assessed at 25% of the original cost of the original permit.

Exceptions: (Allowed to have the second renewal or reissuance fee waived but any third subsequent renewal or reissuance of any permit that extends the validity of the initial permit for additional periods not to exceed 180 days shall be assessed at 25% of the original cost of the original permit.)

1. New one or two family dwellings with a combined first and second floor minimum area of 8,000 sq. ft.
2. New townhomes with seven or more dwelling units with a combined first and second floor minimum area of 3,000 sq. ft. each unit.
3. New commercial buildings with a minimum first floor area of 75,000 sq. ft.
4. New commercial buildings with a minimum first floor area of 30,000 sq. ft. and a minimum of four stories above grade.
5. Existing commercial buildings with new additions and/or remodel work for existing areas where the combination of all work exceeds \$20,000,000.

Submittal Instructions:

To submit this application, you will need to login to your account at lincolnwood.onlana.com (you can also access the portal by scanning QR code above), navigate to the permit via the "Your Items" option, click the "view" link on the permit that needs to be extended, and upload this completed document in the "documents" section of the active permit.