



Extension Guidelines – Residential & Commercial

Processing:

- Customer must complete Extension Request Form – a descriptive reason must be included in the “Job not completed due to” section.
 - WEB Permits – Email form to permits@capecoral.net OR upload using the paperclip icon
 - “B” Permits – fax or submit over-the-counter. Owner/Builders MUST submit over-the-counter.
- First & Second Extensions are processed by CSR’s; Third & Fourth Extensions must be approved by the Building Official.
- CSR to complete the following fields in the “For Office Use Only” area:
 - Current Expiration Date
 - New Expiration Date
 - Approved By/Disapproved by
 - Date
 - Check the appropriate extension request #'s (1st, 2nd, etc.)
 - Fee
 - CSR Initials
- Write in the # of Days Granted

Days-Granted

- Once extension is approved:
 - Add fees in CRW – Under “Admin Permit Fees” choose “Permit Extension - \$27”. If processing as multiple extensions add the fee in again. Add note in Comments field to indicate which extension # it is

| Financial Information | | | | | | | | | |
|--|----|-------------------|----------|-----|--------|-----------|-----------|-----------|--|
| Charged: \$171.00 Paid: \$144.00 Due: \$27.00 Deposits Avail: \$0.00 | | | | | | | | | |
| | Pd | Description | Comments | QTY | Amount | Date Paid | Receipt # | Account # | |
| \$ | | ADMIN PERMIT FEES | 2ND EXT | | 27.00 | N/A | | | |

- In CRW – Update the expiration date to match the Extension Request Form
- Change the permit status to “Issued”

| | | | | |
|----------|---------------------|-------------|------------|------|
| Type: | WINDOW/DOOR REPLACE | Issued: | 08/02/2016 | JACR |
| Subtype: | RESIDENTIAL | Finald: | | |
| Status: | EXPIRED | Expiration: | 07/28/2017 | CAKA |
| | | Undefined: | | |

- Make a note in Chronology under “Misc” that an extension request was received and processed OR sent to BO for approval.
- Notify customer that fees can be paid and inspections conducted



Extension Guidelines – Residential & Commercial (cont'd)

Extension Periods:

- Permits that have a 2 month expiration can be extended 60 days (maximum time per extension request)
- Permits that have a 6 month expiration can be extended 90 days (maximum time per extension request)
- Permit gets extended from the expiration date; not from the date submitting the extension request
- If maximum extension period will not bring permit current then process accordingly:
 - Process as two extensions and give customer requested/maximum days (1st extension brings current and 2nd extension allows for time needed if more than 5 days). If customer only has 1 inspection remaining can offer option #2 below
 - Process as one extension to bring current and gives customer 5 days to schedule inspections

Fees:

- \$27 per extension



Extension Request Form

WEB PERMITS ONLY: MUST SUBMIT VIA EMAIL TO PERMITS@CAPECORAL.NET

239-574-0546
Fax: 239-574-0590

Date: _____ Permit Number: _____

**** Note: The amount of days given for an extension in excess of the second request is up to the Building Officials discretion. Extension requests not to exceed 90 days ****

Payment Method: Escrow Online

_____ Days Requested _____ Days Granted

Fax #: _____ Phone #: _____

Type of permit: _____

Block: _____ Lot(s): _____

Address: _____

Job not completed due to:

Contractor's Business Name: _____

Applicant Name: _____

Applicant (signature): _____

For Office Use Only

Current Expiration Date: _____ New Expiration Date: _____

Approved by: _____ Date: _____

Disapproved by: _____ Date: _____

1st: _____ 2nd: _____

3rd: _____ 4th: _____

Fee: \$ _____ CSR Initials: _____

City of Cape Coral
PO Box 150027, Cape Coral, FL 33915-0027