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

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

Last Rev. 8/09/2017
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
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