



McHenry County
Department of Planning and Development

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PERMIT EXTENSION REQUEST FORM

Permit extensions shall be requested in writing using this form and shall demonstrate justifiable cause [IBC & IRC 105.5.] & SMO Article IV, Section E. In addition to the written request and justifiable cause, provide a schedule for completion of outstanding work within the extension term. Permit extension fee shall be 25% of the original permit fee per the McHenry County Planning and Development Fee ordinance.

Permit #: _____ Contact Name: _____ Phone: _____

PIN: ____ - ____ - ____ - ____ Address: _____

Four horizontal lines for address details.

Standard permit extension conditions:

- The maximum term for any permit extension is 180 days (six months) beyond the date of expiration. Stormwater Management Major and Mining Development permits may be extended up to one year.
• If the work is not completed, inspected and approved prior to the expiration of the extension, a new permit for the remaining work will be required.
• The permit conditions included at the time of issuance shall be maintained. Amended or additional conditions may be included as part of the extension.

Owner's Name: _____ Owner's Signature: _____

Office Use Only:

Associated Request for Enforcement: Yes: _____ No: _____

MCDH Well and Septic permit renewal required: Yes: _____ No: _____

Building permit expiration date: _____ Building permit fee: \$ _____

Stormwater permit expiration date: _____ Stormwater permit fee: \$ _____

Permit extension fee due (25% total permit fee): \$ _____

Building permit extension granted to: _____ Building: _____

Stormwater permit extension granted to: _____ SW: _____

File copy: _____ Inspection copy: _____ RFE copy: _____