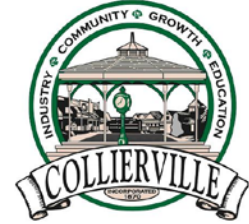


Town of Collierville
Code Enforcement Division
Development Department
500 Poplar View Parkway
Collierville, TN 38017
Office: (901) 457-2310



Extension Request Form For Permit Applications and Permits

Project Information

Property Location (street address): _____ Permit # _____

Permit Applicant's Information

Applicant's Name/Company _____ Phone #: _____

Mailing Address: _____ City/State/Zip _____

Permit Application/Permit Extension Request

Permit Application: Generally, approved permit applications are valid for 180 days from the date of the application. Within this time frame you may obtain a permit or, if after 180 days you are unable to obtain a permit, you may submit a written request for an extension. The request must explain what circumstances have prevented the permit from being obtained. (If the permit has not been obtained or an extension requested within 180 day from the date of the application, the plan review may expire.)

Permits: Generally, issued permits are valid if the building or work authorized by a permit is started within 180 days from the date of permit issuance or, if after the work has started; the building or work authorized by the permit is not suspended or abandoned for a period in excess of 180 days. If you run out of time, you may submit a written request for an extension to avoid the permit from expiring. The request must explain what circumstances have prevented action from being taken.

1. Please check the following:

- I am requesting an extension for my permit application.
- I am requesting an extension for my permit.

2. Please explain in detail what circumstances have transpired to prevent action from being taken on your project:

Signature: _____ Date: _____

Print Name: _____ Relationship to Project: Applicant Agent

Official Use Only

Date Request Received: _____ Permit Number: _____

Extension: Granted/Length of Extension: _____ Not Granted/Comment: _____

Signature: _____ Date: _____