



Request for Extension, Withdrawal, or Reactivation

The application will not be processed until filled out completely.

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

For permits only: Extension, withdrawal, or reactivation are available online via abc.austintexas.gov

Address of Property			Permit Number(s)			Today's Date					
Applicant Contact Information				Permit Holder Contact Information							
Name			Name								
Street			Street								
City		State		ZIP		City		State		ZIP	
Telephone		Email:				Telephone		Email:			
PLAN REVIEW – Sections A & B						(All applicants must sign the form)					
A. Request for a Plan Review (PR) Application Extension:						<input type="checkbox"/> YES <input type="checkbox"/> NO					
For more information see §25-1-89 – Extension of updated deadline											
<p>___ Initials: I understand that unless a permit is issued, an application for any proposed work expires one year after the date the application is filed. Extensions for Applications are limited and will be considered based on the applicable criteria of § 25-1-89 - EXTENSION OF UPDATE DEADLINE</p> <p>State reason for request of an application extension:</p>											
B. Request for Plan Review (PR) Application Withdrawal:						<input type="checkbox"/> YES <input type="checkbox"/> NO					
State reason for request of plan review application withdrawal:											
SERVICE CENTER – Sections C, D, & E						(All applicants must sign the form)					
C. Request for a Permit Extension (BP, EP, MP, and/or PP):						<input type="checkbox"/> YES <input type="checkbox"/> NO					
For more information see §25-12-268- EXTENSION											
<p>___ Initials: I understand that prior to the expiration date, the building official is authorized to grant a one-time extension for a period not to exceed 180 days.</p> <p>State reason for request of permit extension:</p>											

D. Request Permit Cancellation (Withdrawal):

YES NO

For more information see [Building Criteria Manual section 1.2.0](#)

State reason for request of withdrawal of permit:

E. Request Reactivation of Expired Permit

YES NO

For more information see [§25-12-269 REACTIVATION](#)

All applicants must sign the form below:

I understand it is solely the responsibility of the permit holder to keep a permit active by actively performing work towards the completion of the project as permitted by scheduling an inspection. If you are permitting projects where structural or other conditions exist that do not allow for intervals of inspections less than 180 days, you will need to keep the permit active by scheduling a #114 continuance of work inspection. I understand I may schedule #114 continuance of work inspection for the inspector to verify if work has continued. If the inspector has determined that work has not continued the permit will not receive a passed inspection, and the permit will expire at the end of 180 days from the time of issuance or the last documented pass or fail inspection. An inspection result of “failed/no work performed” or “cancelled” will not keep a permit active.

Signature:

Print Name:

STAFF USE ONLY

Reason for denial of Plan Review (PR) application extension: