



REQUEST FOR PERMIT EXTENSION

This form is to request a one time extension to the expiration date of an open and active Permit.

Please complete this form and upload the request to your [myBuild | Rocky View County](#) account for processing.

Date (Month/Day/Year): _____

- Please fill out all information to request a permit extension. Extensions will provide an additional 1 year term from the permit(s) original expiration date.
- Extensions are offered on a **one time** only basis.
- **Extensions must be requested in writing before the permit expires.**
- If an extension request is not submitted before the permit expires (closes) without completing all required inspections, renewal fees will apply to reactivate / renew the permit(s).
- Any changes to owners, contractors or builders must be communicated to Rocky View County.
- If any changes to the permit holders or scope of work occur, additional documentation and / or fees may be required.
- For any projects that have had no inspections in the initial permit term – Rocky View County may require a progress inspection to view the status of the project.

Project Location:

Municipal Address: _____ Unit / CRU number (if applicable): _____

Legal Address: Part of: _____ Section: _____ Township: _____ Range: _____ West of: _____

Subdivision Name (if applicable) _____ Lot: _____ Block: _____ Plan: _____

Permit Numbers – please list all permits you are requesting an extension / renewal for:

Building Permit Number: **PRBD** _____
Plumbing Permit Number: **PRPL** _____
Gas Permit Number: **PRGS** _____
Gas Fireplace Permit Number: **PRGS** _____
Electrical Permit Number: **PREL** _____
Private Sewage Permit Number: **PRPS** _____
Other Permit Numbers: _____

Property Owner: *Please review your contact information as listed on the original permit documents to ensure all contact information is current and correct.

If there are no changes to the Owners or contact information from the original permit applications, check here: ☐

Current Property Owner Name(s): _____

Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____

Changes to Contractors:

Any changes to owners, contractors or builders must be communicated to Rocky View County Building Services. If any changes to the permit holders or scope of work occur, additional documentation and / or fees may be required.
To update a contractor on an existing permit, please review and submit a Contractor Change Form for either your Building or Subtrade Permit(s). The forms can be found on our website at www.rockyview.ca/building-forms-documents.

Extension Requested / Submitted by:

Name(s): _____ Relation to project: ☐ Property Owner ☐ Contractor / Builder ☐ Other: _____

"I have read, understood and agree to abide by the permit information, permit holder responsibilities and all previous permit inspection reports and permit conditions, and I hereby declare the submitted information provided on this form to be true, complete and correct. If signing as an agent or representative on behalf of the owner, I verify that I have full permission and authority to apply and act on the owners' behalf in regards to the work and permits."

Signature: _____ Date: _____

IMPORTANT INFORMATION ABOUT PERMITS

- **Permit holders are responsible for:**
 - Complying with the terms and conditions of the permit. Please ensure the permit conditions are reviewed thoroughly.
 - Undertaking the construction, process or activity in accordance with the Safety Codes Act and applicable codes and standards.
 - Notifying the permit issuer if:
 - there is a change in ownership and / or contractor from what was submitted on the permit applications, (a permit is not transferable to any other person unless the transfer is authorized in writing by the permit issuer).
 - there is a change to the owners, applicants or contractors contact information.
 - there are changes to submitted plans or scope of work, (Changes to the work in type, size and value has an impact on a permit. Unapproved changes, incorrect / insufficient information could result in cancellation of a permit).
 - the permit holder (owner or contractor) does not intend to complete the undertaking.
- Under the Safety Codes Act, the owner and / or agent is responsible for ensuring that any thing, process or activity to which this Act applies, meets the requirement of the Safety Codes Act. ***It is the owner and / or agents responsibility to ensure that all required inspections are booked and finalized with no outstanding deficiencies before the permit expiry.***