



CITY OF HERMISTON

Building Department

180 NE 2ND ST.

Hermiston, OR 97838

PH: 541-667-5025 FAX: 541-567-6731

Email: building@hermiston.or.us

BUILDING PERMIT EXTENSION REQUEST FORM

Permit Expiration: Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after work begins. Failure to pass a required inspection within 180 days demonstrates suspension or abandonment. The building official may authorize one or more extensions for periods not to exceed 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. **Administrative fee and / or investigation fee may apply.**

The permit extension request must be submitted prior to the expiration date of the permit.

TYPE OF WORK		OFFICE USE ONLY	
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial		Date Received: Fee:	
CATEGORY OF WORK			
<input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing		PERMIT NUMBER(s):	
JOB SITE INFORMATION			
Job Site Address:			Hermiston, OR 97838
Permit Currently Expired? <input type="checkbox"/> YES <input type="checkbox"/> NO			
REASON FOR EXTENTION REQUEST			
I hereby request an extension or reinstatement of the above noted permit for a period not to exceed 180 days. I acknowledge I am the owner or agent acting on behalf of the owner of the property associated with this permit.			
Name:		Phone No:	
Signature		Email:	

Please allow up to 5 working days for the review process. You will be notified through the contact information provided.

It is not the responsibility of the City of Hermiston to send reminders notifying the permit holder of expiration dates. See fees on the next page.

Permit Extension fees:

Extension requests must be received prior to the expiration date of the permits.

No permit shall receive more than three extensions.

Commercial and Residential Structural Permits

1st request No Fee

2nd and subsequent request \$65.00, not subject to surcharge fee

Expired permits less than 6 months past expiration date \$ 65.00, subject to surcharge fee

Expired permits over 6 months past expiration date Fees assessed to current fee schedule; new application needs to be submitted; new plan review may apply. Subject to surcharge fee

Commercial and Residential Mechanical, Plumbing and Electrical Permits- Not subject to state surcharge

1st request..... No Fee

2nd and subsequent request 25% of original

Expired permits less than 6 months past expiration date 50% of original permit fee, subject to surcharge fee

Expired permits over 6 months past expiration date Fees assessed to current fee schedule; new application needs to be submitted; new plan review may apply. Subject to surcharge fee