



CITY OF MORRO BAY
COMMUNITY DEVELOPMENT DEPARTMENT
955 Shasta Avenue
Morro Bay, CA 93442

BUILDING DIVISION COMMUNITY MEMO

DATE: September 6, 2023
TO: Contractors, Owners & Agents
FROM: Chad A. Ouimet

SUBJECT: PROCEDURE FOR PERMIT EXTENSIONS

Scenario one (1):

► **Fees are paid & permit is issued:** The authorized contractor, owner, or agent may request a permit extension for up to 60 days as deemed appropriate by the Building Official. The request shall be in letter or email format and contain the following Data:

- 1.) Project Address
- 2.) Permit Number
- 3.) Current Code Cycle of Permit
- 4.) Reason for Extension
- 5.) Number of Days Requested

Scenario two (2):

► **Permit Application and Plans are Approved. Fees are Unpaid:** The authorized contractor, owner, or agent will have six (6) months to pay the appropriate fees and inaugurate the permit. If at such time the applicant has not paid the fees due, a one (1) time six (6) month extension will be granted as deemed appropriate by the Building Official. There will be an administrative fee of \$200 for this extension. If such extension prolongs through another adopted code cycle, or the fees are not paid in full, the building permit shall expire and will no longer be valid. The request shall be in letter or email format and contain the following Data:

- 6.) Project Address
- 7.) Application Number
- 8.) Current Code Cycle of Permit
- 9.) Reason for Extension
- 10.) Number of Days Requested

Memo: 008_Procedure for Permit Extensions_09/06/2023