



Extension Guidelines – Residential & Commercial

Processing:

- Customer must complete Extension Request Form – a descriptive reason must be included in the “Job not completed due to” section.
 - WEB Permits – Email form to permits@capecoral.net OR upload using the paperclip icon
 - “B” Permits – fax or submit over-the-counter. Owner/Builders MUST submit over-the-counter.
- First & Second Extensions are processed by CSR’s; Third & Fourth Extensions must be approved by the Building Official.
- CSR to complete the following fields in the “For Office Use Only” area:
 - Current Expiration Date
 - New Expiration Date
 - Approved By/Disapproved by
 - Date
 - Check the appropriate extension request #'s (1st, 2nd, etc.)
 - Fee
 - CSR Initials
- Write in the # of Days Granted

Days-Granted

- Once extension is approved:
 - Add fees in CRW – Under “Admin Permit Fees” choose “Permit Extension - \$20.25”. If processing as multiple extensions add the fee in again. Add note in Comments field to indicate which extension # it is

Financial Information									
		Charged: \$171.00	Paid: \$144.00	Due: \$27.00	Deposits Avail: \$0.00				
	Pd	Description	Comments	QTY	Amount	Date Paid	Receipt #	Account #	
	\$	ADMIN PERMIT FEES	2ND EXT		27.00	N/A			

- In CRW – Update the expiration date to match the Extension Request Form
- Change the permit status to “Issued”

Type:	<input type="text" value="WINDOW/DOOR REPLACE"/>	Issued:	<input type="text" value="08/02/2016"/>	JACR
Subtype:	<input type="text" value="RESIDENTIAL"/>	Finale:	<input type="text"/>	
Status:	<input type="text" value="EXPIRED"/>	Expiration:	<input type="text" value="07/28/2017"/>	CAKA
		Undefined:	<input type="text"/>	

- Make a note in Chronology under “Misc” that an extension request was received and processed OR sent to BO for approval.
- Notify customer that fees can be paid and inspections conducted



Extension Guidelines – Residential & Commercial (cont'd)

Extension Periods:

- Permits that have a 2 month expiration can be extended 60 days (maximum time per extension request)
- Permits that have a 6 month expiration can be extended 90 days (maximum time per extension request)
- Permit gets extended from the expiration date; not from the date submitting the extension request
- If maximum extension period will not bring permit current then process accordingly:
 - Process as two extensions and give customer requested/maximum days (1st extension brings current and 2nd extension allows for time needed if more than 5 days). If customer only has 1 inspection remaining can offer option #2 below
 - Process as one extension to bring current and gives customer 5 days to schedule inspections

Fees:

- \$20.25 per extension



Extension Request Form

WEB PERMITS ONLY: MUST SUBMIT VIA EMAIL TO PERMITS@CAPECORAL.NET

239-574-0546
Fax: 239-574-0590

Date: _____ Permit Number: _____

**** Note: The amount of days given for an extension in excess of the second request is up to the Building Officials discretion. Extension requests not to exceed 90 days ****

Payment Method: Escrow Online

_____ Days Requested _____ Days Granted

Fax #: _____ Phone #: _____

Type of permit: _____

Block: _____ Lot(s): _____

Address: _____

Job not completed due to:

Contractor's Business Name: _____

Applicant Name: _____

Applicant (signature): _____

For Office Use Only			
Current Expiration Date:	_____	New Expiration Date:	_____
Approved by:	_____	Date:	_____
Disapproved by:	_____	Date:	_____
1 st :	_____	2 nd :	_____
3 rd :	_____	4 th :	_____
Fee:	\$ _____	CSR Initials:	_____

City of Cape Coral
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