



REQUEST TO WITHDRAW OR EXTEND UNISSUED BUILDING PERMIT APPLICATIONS

INSTRUCTIONS

All requests to extend or withdraw an unissued building permit application are to be made using this form. The form is to be completed and signed by the permit applicant, property owner or authorized agent for extensions, and solely by the property owner for withdrawal (SFBC 106A.3.8.1), and submitted to dbi.cpbrequest@sfgov.org for review and approval.

- In-House Review permit application extension or withdrawal requests will be considered by DCP and DBI's Plan Review Services manager. Upon approval and processing, a copy of this form documenting approval of the request will be emailed to the applicant.
- Over-The-Counter (OTC) permit application extension or withdrawal requests will be considered by DCP and DBI's OTC manager. Applicants requesting an OTC extension must either email their request to dbi.cpbrequest@sfgov.org or schedule an appointment with the OTC manager to review and discuss their request. OTC extension or withdrawal requesters must bring the original application form and both plan sets (*if applicable*) to the appointment.
- Fire Department permit application extension or withdrawal requests will be considered by Fire Department manager. Upon approval and processing, a copy of this form documenting approval of the request will be emailed to the applicant.

Once the request is approved, the property owner or authorized agent of record will be directed to pay the extension or withdrawal fee. See Information Sheet G-06 for additional details.



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UNISSUED BUILDING PERMIT APPLICATIONS**

Job address: _____	Building Application #: _____	
Owner's Name: _____	Contact Info/Tel #: _____	
Mailing Address: _____	Email: _____	
City: _____	Zip: _____	
This is to request (Please check one):		
☐ Withdrawal	\$303.00 Administration	
☐ Extension	\$415.00 Plus 20% of All Plan Review Fees	
Reason for Request: _____		
Applicant's Name (Print)	Applicant's Signature	Date

Date received: _____	DO NOT WRITE IN THIS BOX - OFFICIAL USE ONLY	
City Planning <i>(Extensions Only)</i> :		
☐ Approved ☐ Disapproved w/comments		
Comments: _____		
Name	Signed	Date
Inspection Division <i>(if applicable)</i> :		
☐ Approved ☐ Disapproved w/comments		
Comments: _____		
Name	Signed	Date
Disposition/comments by the plan review manager:		
☐ Approved ☐ Approved w/conditions ☐ Disapproved w/comments		
Comments: _____		
Name	Signed	Date
Date	Receipt #:	