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Extend Building Applications & Permits



Extend Building Applications & Permits

The following instructions will outline how to process a Building Extension for a current application. An extension link will be available in ACA for applications eligible for extension. Within 30 days of the expiration date for a permit, a link will appear to request an extension. Only active applications and permits are eligible for an extension. The extension period is 180 days. Permits that are in an Expired status are *not* eligible for extension

Complete Extension of Building Application

The steps listed below provide instructions on how to complete the Building Application Extension Process:

- 1) Log in to the <u>portal</u>.
- 2) Select **Search** and **My Records** from the top menu bar.



3) Select the **Renew Application** link under the Action column to initiate the renewal request.



4) Select the checkbox next to 'Check this box if you wish to pay for a 180-day extension'.

1 information	2 Review	3 Pay Fees	4 Record issuance
Step 1: Application Inform	nation > Application Information		
Application Information	1		industria a response inter-
JUILDING PERMIT EXTENSION			
Check this box if you wish to pay	for a 180 day extension.3		

5) Select **Continue Application** and review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

1 Application Information	2 Review	3 Pay Fees	4 Record Issuan	Ce
itep 2: Review				
			Save and resume later	Continue Application >
lease review all information below. O	Dick the "Edit" buttons to make changes to sections of	or "Continue Application" to move on.		
Record Type				
		Residential Permit Extension		
pplication Informatio	'n			
ALDING PERMIT EXTENSION				Edit
heck this box if you wish to pay f	or a 180 day extension.: Yes			

6) Select **Continue Application** to proceed to the **Pay Fee** page. Review the fees and select **Check Out**.

Listed below are preliminary fees based upon the information you've entered. S or repaired. Enter quantities where applicable. The following screen will display	ome fees are based on the quantity of wo your total fees.	rk items installe
Application Fees		
Fees	Qty.	Amount
Commercial Low Voltage (Burglar Alarm)	3	\$195.00
Note: This does not include additional inspection fees which may be assessed to	ter.	

Note: Credit cards are the only payment method currently accepted online.

7) Select Check Out to proceed to Payment Information page. Complete the payment information fields and select Submit Payment to submit the application and payment. The system will display confirmation the application was received successfully and will send an email confirmation. Select View Receipt to open the Receipt.

Receipt	
\oslash	Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.
Print/Viev	Receipt
Print/Viev	Receipt

Your request to extend the application has been submitted and will be reviewed by staff

