

Village of Deerfield

COMMUNITY DEVELOPMENT DEPARTMENT
850 Waukegan Road
Deerfield, IL 60015
847.719.7484



VILLAGE OF DEERFIELD

PERMIT EXTENSION REQUEST

REQUIRED SUBMITTALS

1. Written request from property owner (letter or on Permit Extension Request Form)
2. Renewal Fee will be required at the rate of \$0.50 per \$1,000 of construction per month of extension, pursuant to the Village's annual Fee Resolution (6-19(f) M.C.)

Extensions for building permits that have or are about to expire are reviewed on an individual basis based on the type of permit and circumstances for the request. A permit may be extended in 4 month increments. In some cases, a new permit application and fees may be required.

Requests for an extension must be submitted in writing by the owner/owner's agent and include the permit number, address, reason for the request, current level of completion and the date that the project will be completed.

PERMIT EXTENSION REQUEST FORM (may be filled out and signed by the owner/owner's agent in place of a letter)

Permit Number: _____ Permit Address: _____

Type of project / work being done: _____

Reason for the request:

Current level of completion:

Owner/Owner's Agent Name: _____ Phone: _____

Owner/Owner's Agent Signature: _____ Date: _____

FOR OFFICE USE ONLY

Granted: __ Denied: __

Extended to: _____

Permit Extension Fee Due : \$ _____

Building Official Name: _____ Signature: _____

Date: _____