



Construction Permit Extension Request

Date: Date Issued: Expiration Date:

Permit: Site Address:

Work Description:

According to the Virginia Uniform Statewide Building Code (VA-USBC), 2012 Edition, Section 110.6, any permit issued shall become invalid if work on the site is not commenced within six months after issuance of the permit, or if the authorized work on the site is suspended or abandoned for a period of six months after the time of commencing the work.

The Building Inspections Division has no official recorded activity on this permit for the past six months and the permit expired on the expiration date shown above.

Official activity is defined as an approved inspection for work for which this permit was issued. Approved inspections will automatically extend your permit's expiration date.

When a permit has expired, the VA-USBC indicates that it shall be the responsibility of the permit applicant to prove to the Code Official that the work has not been suspended or abandoned. The permit may be re-opened and extended only upon written request, and with the approval of the Code Official. Please note that it is illegal to occupy or use a building or structure for which a Final Inspection and/or a Certificate of Occupancy has not been issued.

If you have any questions concerning your permit, please call (540) 853-1090 and speak to a Development and Building Coordinator. To request an extension, complete the following and return to the address above (attach additional sheets if necessary), fax or email: permitcenter@roanokeva.gov

Requestor Signature (must be permit holder):

Contact Phone Number:

Email:

**You will be notified of the status of your request.
Additional information may be requested to process this request.
No work is authorized and inspection requests cannot be processed on expired permits**

Planning Building & Development 215 Church Ave., SW, Room 170 Roanoke, VA 24011
Phone: (540) 853-1090 www.roanokeva.gov permitcenter@roanokeva.gov