



Permit Extension Request

Please use this form to request an extension to an issued permit. Extension requests are processed pursuant to King County Code (KCC) 16.02.290, which amends Section 105 of the adopted building codes.

Please email this completed form to PermitServices@kingcounty.gov.

- If the extension request is approved, instructions for making payment online will be sent by email.
- If the extension request is not approved, a reason will be sent by email.

Please note, to approve an extension, additional information such as a Permit Extension Inspection or a proposed construction schedule may be required.

Project Information	
PERMIT NUMBER	CURRENT EXPIRATION DATE

Permit Extension Information			
EXTENSION REQUEST NUMBER	<input type="checkbox"/> 1 ST	<input type="checkbox"/> 2 ND	<input type="checkbox"/> 3 RD OR MORE*
PROJECT STATUS	Has site work started?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is site work complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Has foundation inspection been approved, if applicable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Needs final inspection only?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is construction substantially complete? At a minimum this includes having foundation and framing inspections approved.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Has it been six months or more since the last permit inspection?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
	Has the property changed ownership since permit issuance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Applicant				
NAME	PHONE NUMBER	EMAIL ADDRESS		
MAILING ADDRESS	CITY	STATE	ZIP CODE	
APPLICANT SIGNATURE	DATE SIGNED			

*A Permit Extension Inspection is required to approve a third or subsequent extension request and requests where it has been six months or more since the last inspection. A Permit Extension Inspection can be scheduled by calling (206) 971-9780, texting "Schedule" to (844) 413-2653 (Option 165), or [online](#).

Permit Extension Request, continued

Permit Expiration:

Permits valid for **one year** from the date of issuance:

- Building permits to correct code enforcement violations.
- Building Permits issued before 1/1/2023.
- Residential mechanical permits (not associated with a building permit)
- Fire construction permits.

Permits valid for **two years** from the date of issuance:

- Building Permits issued after 1/1/2023 which are not listed above.

Your permit expiration date can be found in the upper right-hand corner of the issued permit document.

Permit Extension:

Issued permits may be extended for one-year periods subject to the following conditions:

1. A total of two 1-year extensions may be requested.
2. Extension requests and associated fee should be submitted prior to permit expiration date.
3. Where construction of a building or structure has not substantially begun within two years from the date of issuance, an extension will not be approved. Where a building or the structure, or its intended use, is no longer authorized by the zoning code or other applicable law an extension will not be approved.
4. The building official may extend a building permit beyond the second extension only to allow completion of a building, structure or mechanical system authorized by the original permit and substantially constructed. If substantial work, as determined by the building official, has not begun on a building, structure or mechanical system authorized in the original permit, then a new permit shall be required for construction to proceed.
5. Revisions to plans do not constitute a renewal or otherwise extend the life of the permit.

Additional Resources

King County Department of Local Services, [Permitting Division](http://www.kingcounty.gov/permits) (www.kingcounty.gov/permits)

- [Fees](#)
- [On-line Permit Status, Invoice Payment and Inspection Scheduling](#)
- [Inspection Scheduling Codes and Instructions](#)
- [Inspection Checklists for Residential Construction](#)