



TOWN OF MANCHESTER – BUILDING INSPECTION DIVISION

494 MAIN STREET

• P.O. BOX 191

• MANCHESTER, CT 06045-0191

• PHONE: 860-647-3052

Building Permit Extension Request Form

Per Section 105 of the Connecticut State Building Code, “Every permit shall become invalid unless the work on the site authorized by such permit is commenced within 180-days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180-days after the time the work is commenced. The Building Official is authorized to grant, in writing, one or more extensions of time, for periods of not more than 180 days each. The extensions shall be requested in writing and justifiable cause shall be demonstrated.”

Building permits issued by the Town of Manchester expire if work has not commenced after 180 days since the permit was issued, or if work was paused and did not recommence within 180 days. The date of last inspection will be used by the Building Inspection Division to determine when work was paused, unless proof of a more recent date can be provided by the applicant.

The Chief Building Official or their designee may deny or approve an extension request for a permit that is expired based on the reason provided for the request and any additional contextual evidence deemed appropriate. All requests require a substantive reason for the extension.

For building permits that were issued beyond this 180-day window, under special circumstances the Town’s Chief Building Official or their designee can use their discretion regarding extension requests based on additional information and context provided by the applicant. If an extension request is denied, a written appeal may be submitted via email to the Chief Building Official or their designee within 10 days of that decision.

If an extension request is approved, the permit will be valid for 180 days from the date the permit extension is processed by the Building Inspection Division. The extended permit will also be subject to an additional \$50 administrative fee. The fee must be paid within 7 calendar days of the extension approval. If the fee is not paid, the permit’s status will remain as expired.

Permit applications (permits that have not yet been issued or were never issued) are not eligible to seek a permit extension request and will be considered “abandoned” after 180 days of inactivity. Applicants must apply for a new permit after 180 days.

This office requires a minimum of two (2) weeks to process an extension request.

Upon receipt of permit extension approval, the owner or their agent must request the required inspection(s) in the [Online Permit Portal](#) or by contacting the Building Inspection Division at 860.647.3052. Please be advised:

- Permit number(s) are required when scheduling inspections.
- All inspections require a minimum of three (3) days prior notification.

Property Address: _____ Suite\Unit #: _____

Reason for request: ☐ final approval not secured by contractor and/or property owner ☐ selling property

Permit Number	Approved?	Description of Work & Reason for Extension

Contact information:

Owner or owner's authorized agent: _____

Email address: _____

Phone: _____ Cell: _____

Signature: _____ ☐ Owner ☐ Owner's authorized agent

(For Internal Use Only)

☐ 180-day Extension

☐ Extension Denied

Reason for Extension or Denial

Building Official: _____ Date: _____