



# TOWN OF MANCHESTER – BUILDING INSPECTION DIVISION

494 MAIN STREET • P.O. BOX 191 • MANCHESTER, CT 06045-0191 • PHONE: 860-647-3052 • FAX: 860-647-3144

## Building Permit Extension Request Form

**Per the Connecticut State Building Code, every permit shall become invalid if the work authorized by such permit is suspended or abandoned for a period of 180 days after the work has commenced.**

**The issuance of Certificates of Approval or Occupancy for work performed under a building permit, is in part premised upon our ability to determine compliance with the requirements of the CT. State Building Code thru the inspection process.**

**All expired building permit extension request(s) must be made in writing by the owner or the owner’s authorized agent.**

Property Address: \_\_\_\_\_ Space\Unit # \_\_\_\_\_

Reason for your request:     final approval not secured by contractor     selling property

Permit Number	Scope of Work	Internal Use Only	
		Approved	Denied

### Contact information:

Owner or owner’s authorized agent: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Signature: \_\_\_\_\_  Owner     Owner’s authorized agent

Upon receipt of extension approval, the owner or their agent must call or office at 860.647.3052 to schedule required inspections. Please be advised:

- Permit number(s) are required when scheduling inspections.
- All inspections require at least 3 day prior notification in order to be scheduled.

Assistant Chief Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_