



City of Burbank - COMMUNITY DEVELOPMENT DEPARTMENT

**BUILDING & SAFETY DIVISION**

PLAN CHECK REINSTATEMENT REQUEST  
PLAN CHECK EXTENSION REQUEST  
PERMIT EXTENSION REQUEST  
PERMIT REINSTATEMENT REQUEST

ACTIVITY NO. \_\_\_\_\_

**THIS IS AN APPLICATION TO EXTEND OR REINSTATE AN ACTIVE PLAN CHECK OR PERMIT. WORK IS NOT AUTHORIZED UNTIL PERMITS HAVE BEEN ISSUED AND ALL FEES HAVE BEEN PAID.**

**PROJECT ACTIVITY NUMBER(S):**

**PROJECT ADDRESS:**

**PROPERTY OWNER:**

**ADDRESS:**

**CITY/STATE/ZIP:**

**APPLICANT/PERMIT HOLDER:**

**APPLICANT/PERMIT HOLDER'S ADDRESS:**

**CITY/STATE/ZIP:**

**TELEPHONE:**

**EMAIL:**

**Under provisions of California Building Code Section 105.3.2**, every application for permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued.

THIS REQUEST MUST BE RECEIVED BY BUILDING & SAFETY DIVISION BEFORE THE PLAN CHECK/PERMIT EXPIRATION. REQUESTS RECEIVED AFTER THE PLAN CHECK/PERMIT HAS EXPIRED WILL NOT BE ACCEPTED AND A NEW APPLICATION MAY BE REQUIRED SUBJECT TO THE CODES IN EFFECT AT THE TIME OF REAPPLICATION. ADDITIONAL FEES MAY APPLY.

**STATE THE REASON FOR THE REQUEST:**

**CERTIFICATION REQUIREMENTS**

**I hereby request a reinstatement of the above-listed plan check and will provide all plans and documents required by the City to process this request. I understand that this application will be subject to state and local codes in effect at the time of resubmittal and additional fees may apply.**

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_