



# BANNOCK COUNTY

Planning & Development  
5500 S. 5th Ave. • Pocatello, ID 83204  
(208) 236-7230 • Fax: (208) 232-2185

BUILDING  
ENGINEERING  
PLANNING AND ZONING

## Building Permit Extension Request

If your building permit is about to expire you should make a request to extend your building permit.

**Request for extension must be made before the permit expires.** A building permit will expire either 180 days from the date it was issued if no qualifying inspections have occurred or 180 days from the date of the last qualifying inspection. A qualifying inspection is where a Bannock County inspector has passed off or approved construction work on the project site. If your permit has expired and a final inspection has not been secured, then you will need to refile the permit to continue the project. The cost to refile is half of the original fee if the refiled permit is obtained within one year of the original permit expiration date. The total completion time for any building permit is 36 months from the date of issuance.

**Please provide the following information. Any incomplete forms can delay processing.**

Date of Request: _____	Original Permit Expiration Date: _____
Has work commenced? <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of previous extensions: _____

Building Permit #: \_\_\_\_\_

Job Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Owner/Permit Holder: \_\_\_\_\_ Phone #: \_\_\_\_\_

TYPE OF REQUEST

1) **Work has commenced** within the last 180 day period  
Submit a letter in writing to the building official requesting extension that includes:  
a. The date(s) the work was performed  
b. Evidence of such work (*pictures, receipts, statements*)

2) **Work has not commenced** within the last 180 day period  
Submit a letter in writing to the building official requesting extension that includes:  
a. Circumstances beyond your control that prevented any work from being done within the past 180 days

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USE ADDITIONAL PAPER  
IF NEEDED  
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