



**CITY OF AGOURA  
HILLS**  
**BUILDING & SAFETY DIVISION**  
30001 LADYFACE COURT  
AGOURA HILLS, CA 91301

PHONE: (818) 597-7334  
FAX: (818) 597-7352  
www.AgouraHillsCity.org

**PLAN CHECK EXTENSION/REINSTATEMENT REQUEST**

**AP-05**

**4-15-22**

**PLAN CHECK EXTENSION REQUEST - TO EXTEND AN ACTIVE PLAN CHECK.**  
(MUST BE RECEIVED BY BUILDING & SAFETY DIVISION BEFORE THE PLAN CHECK EXPIRATION) CBC105.3.2 & CRC R105.3.2

**PLAN CHECK REINSTATEMENT REQUEST - TO REINSTATE AN EXPIRED/ABANDONED PLAN CHECK.**  
(MAY BE SUBJECT TO THE CODES IN EFFECT AT THE TIME OF REAPPLICATION. ADDITIONAL FEES MAY APPLY) CBC105.3.2 & CRC R105.3.2

APPLICATION/PERMIT NUMBER:

DATE OF EXPIRATION:

PROJECT ADDRESS:

PROPERTY OWNER:

PROPERTY OWNER'S ADDRESS (IF DIFFERENT THAN ABOVE):

CITY/STATE/ZIP:

PHONE:

EMAIL:

APPLICANT:

APPLICANT'S ADDRESS:

CITY/STATE/ZIP:

PHONE:

EMAIL:

**REASON FOR THE REQUEST:**

I hereby request an extension/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: \_\_\_\_\_

**FOR BUILDING & SAFETY APPROVAL**

**WORK IS NOT AUTHORIZED UNTIL THE APPLICATION HAS BEEN APPROVED AND ALL FEES HAVE BEEN PAID.**

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Approved : _____	Denied: _____	New Expiration Date: _____
Date: _____	Comments: _____	

**CBC 105.3.2 & CRC 105.3.2. Time Limitation of Application.** *Unless extended or reinstated as provided herein, an application for permit is deemed abandoned if an applicant has not satisfied all requirements for a permit for proposed work or actions within twelve (12) months of tender of an application to the Building and Safety Division. The Building Official is authorized to grant one or more extensions of time for additional periods not exceeding ninety (90) days each to complete all requirements for a permit. An applicant seeking an initial extension shall tender a request to the Building Official prior to the date the application is deemed abandoned. In order to be eligible for any further extensions, an applicant shall tender a subsequent request or requests to the Building Official before a prior extension period expires. Each extension request shall be requested in writing and justifiable cause demonstrated, as determined by the Building Official.*

*When an application has been deemed abandoned, a permit shall not be issued prior to the application being reinstated or a new application tendered with new fees paid. Requests to reinstate an application that has been deemed abandoned shall be submitted to the Building Official, in writing, demonstrating justifiable cause and are subject to the approval of the Building Official. If approved by the Building Official, the fee shall be one half (1/2) of the amount of the original plan review fee, provided that the period of time following the Building Official's date of determination of abandonment of the original application has not exceeded six (6) months, no changes have been made or will be made in the original submittal and the construction codes under which the original application was submitted are the same as the current construction codes in effect. To reinstate a application when the period of time following the Building Official's date of determination of abandonment of the original application has exceeded six (6) months; or changes have been made or will be made in the original submittal; or current construction codes are different from those construction codes under which the original application was submitted, the permittee shall be required to pay a new full permit fee and that person shall comply with all construction codes in effect on the date of the new permit application.*