



County of Albemarle
COMMUNITY DEVELOPMENT DEPARTMENT

401 McIntire Rd, North Wing
Charlottesville, VA 22902
Telephone: 434-296-5832
www.Albemarle.org

Permit Extension Request Form

Per Section 110.6 of the Virginia Residential Building Code, a building official may revoke a permit if work authorized by the permit is not started within six months of issuance, or if work has been suspended or abandoned for six months. Plumbing, electrical, and mechanical permits will remain valid if the related building permit is still in effect.

It is the responsibility of the permit holder to demonstrate that substantive progress has been made on the project. Substantive progress is defined as at least one approved inspection within a six-month period, as outlined in Section 113.3 of the Building Code, or other evidence that substantial work has been performed.

If no inspections have been approved within the last six months, the permit may be considered abandoned. All inspections required for your permit are listed on the permit and must be requested at least once every six months to maintain validity.

All associated approvals (approvals from the Virginia Health Department, Virginia Department of Transportation, etc.) must be current for an extension request to be considered. If your request is approved, an extension fee will be charged for each permit and must be paid before the extension is granted. If you have obtained extension approvals from other departments or agencies, please upload them with this request form to help expedite the review process.

After completing the form, upload it with all required documents to the permit via the attachments tab in the permit summary page. Application Services will process the request, and once the extension fee is submitted, an email will follow with the Building Official's decision.

Building Permit Number: _____

Address: _____

Please provide a detailed explanation for why your permit has expired below:

Signature of Applicant _____

Printed Name of Applicant: _____

Date: _____