



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

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Last Updated: January 3, 2024

www.villageofglencoe.org

Permit Extension Application

This is a fillable PDF form. Once complete, please send it directly to permits@villageofglencoe.org.

Section A: General Information

Address of Building Project: _____

Permit Expiration Date: _____

Permit Extension Fee: _____

Owner's Name: _____

Owner's Current Street Address : _____

Owner's Email: _____

Owner's Phone/Cell Phone: _____

All building permits have a 15-month time limit. Each permit extension allows for six additional months. A Certificate of Occupancy must be issued prior to the end of this time period unless an extension application has been submitted and an extension fee has been paid.

- If your permit was issued ***before*** February 17, 2022, each permit extension fee is 33% of the original building permit fee.
- If your building permit was issued ***after*** February 17, 2022, the first permit extension fee is 50% of the original building permit fee, the second extension is 75% of the original building permit fee, and every extension after the second extension is 100% of the original building permit fee.

An application for an extension must be submitted and paid for prior to the expiration date of the original permit. You may be eligible to receive a prorated permit extension fee refund if a Certificate of Occupancy is issued by the Village prior to the end of the six month renewal period(s).

Section B: Acknowledgment and Signature

Signature of Owner: _____

Printed Name of Owner : _____

Signature of General Contractor: _____

Printed Name of General Contractor: _____

Today's Date: _____