



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

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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 City, Zip Code: _____

Owner's Phone/Cell Phone: _____

All building permits have a 15-month time limit. 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.

- **An extension allows for 6 months of additional time for 33% of the original building permit fee if the permit was issued before February 17, 2022. 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: _____