

**McHenry County**  
**Department of Planning & Development**

2200 North Seminary Ave.  
Woodstock, IL 60098  
[plandev@mchenrycountyil.gov](mailto:plandev@mchenrycountyil.gov)  
815.334.4560



**PERMIT EXTENSION REQUEST FORM**

Permit extensions shall be requested in writing using this form and shall demonstrate justifiable cause **[IBC & IRC 105.5.] & SMO Article IV, Section E.** In addition to the written request and justifiable cause, provide a schedule for completion of outstanding work within the extension term. Permit extension fee shall be 25% of the original permit fee per the McHenry County Planning and Development Fee ordinance.

Permit #: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

PIN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Standard permit extension conditions:

- The maximum term for any permit extension is 180 days (six months) beyond the date of expiration. Stormwater Management Major and Mining Development permits may be extended up to one year.
- If the work is not completed, inspected and approved prior to the expiration of the extension, a new permit for the remaining work will be required.
- The permit conditions included at the time of issuance shall be maintained. Amended or additional conditions may be included as part of the extension.

Owner's Name: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

**Office Use Only:**

Associated Request for Enforcement: Yes: \_\_\_\_\_ No: \_\_\_\_\_

MCDH Well and Septic permit renewal required: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Building permit expiration date: \_\_\_\_\_ Building permit fee: \$ \_\_\_\_\_

Stormwater permit expiration date: \_\_\_\_\_ Stormwater permit fee: \$ \_\_\_\_\_

Permit extension fee due (25% total permit fee): \$ \_\_\_\_\_

Building permit extension granted to: \_\_\_\_\_ Building: \_\_\_\_\_

Stormwater permit extension granted to: \_\_\_\_\_ SW: \_\_\_\_\_

File copy: \_\_\_\_\_ Inspection copy: \_\_\_\_\_ RFE copy: \_\_\_\_\_