



DIVISION OF  
PLAN REVIEW & PERMITTING

**PERMIT EXTENSION REQUEST**

- Extensions may be requested by the contractor, owner or authorized representative/agent of the permit.
- A processing fee of \$25 is required for all permit extensions. Credit Card (Visa/MasterCard, cash, money order or check (payable to Washington County Treasurer) are acceptable forms of payment.
- Permit Extensions may be requested by filling out a Permit Extension Request Form and submitting it to the Permitting Department either in person, by mail or email.

PLEASE PRINT

<b>Name/Address/Phone Number:</b>	<b>Name of Company, if applicable:</b>
<b>Permit Number:</b>	<b>Address of Property:</b>
<b>Type of Permit:</b>	<b>List any work that was performed:</b>
<b>Reason for Hardship:</b>	
<p>By signing below, the Applicant for this Extension Request is certifying that he/she is authorized to make this request.</p> <p>Signature _____</p> <p>Printed Name _____</p> <p>Date _____</p>	
<b>OFFICE USE ONLY</b>	
<b>Date Request Received:</b> _____	
<b>Approved/Denied By:</b> _____	
<b>Permit Extended To:</b> _____	
<b>Extension Fee Paid:</b> _____ Yes _____ No	

80 West Baltimore Street | Hagerstown, MD 21740-6003 | P: 240.313.2460 | TDD: 711