



Clay County Building Department
477 Houston Street 3rd Floor
P.O. Box 1366
Green Cove Springs, FL 32043
Phone: 904-284-6307 Option 4

Request for Permit Extension

Please submit this form via email or upload into the permitting portal. Email: permits@claycountygov.com

Permit #: _____

Property Address: _____

Contractor: _____ Phone: _____ Email: _____ License: _____

Owner: _____ Phone: _____ Email: _____

Original Expiration Date: _____

Statement for Extension: _____

This form must be submitted prior to the original expiration date of the building permit.

The Permit Extension Request must be signed by the Contractor or the Owner and must be notarized. By signing below, the Contractor and Owner acknowledges that they are requesting to extend the permit. If approved an additional 180 days will be added to the permit. The Building Final inspection must be approved within the extension timeframe. There is only one extension request allowed per permit.

Signature of Qualifier/Permit Holder

Print Name

Date

Sworn to and subscribed before me this _____ day of _____ A.D. 20 _____

Personally known _____ or produced identification.

Type of identification produced _____ and number: _____

Signature of Notary

Date

SEAL