



## FORM 1.8

VILLAGE OF NORTHBROOK  
Development & Planning Services

1225 Cedar Lane  
Northbrook, Illinois 60062  
847 664-4050 FAX: 847 272-5068  
[www.northbrook.il.us](http://www.northbrook.il.us)

Permit Ext. #: \_\_\_\_\_

Permit Ext. #1 \_\_\_\_ #2 \_\_\_\_ #3 \_\_\_\_

Fee: \_\_\_\_\_

### Permit Extension Application

1. Complete and submit Contractor of Record Form (including all required attachments) if there is a change of Contractor or if a license has expired.
2. Submission of a letter to the Director of Planning and Development Services, outlining the following:
  - Reason why you were unable to complete the construction work in the original allotted time.
  - Detailed information regarding what work is remaining to be completed.
  - A specific time frame acknowledging the projected completion date of the work.
3. Permit extension fee of **\$250** per month of extension will apply.

Please allow two business days for staff review of the submitted request. You will be contacted once the application has been approved, or towards acknowledgment of items that need to be further addressed.

**Permit Address** \_\_\_\_\_ **Application Date:** \_\_\_\_\_

**Main Permit #:** \_\_\_\_\_

**Permit Expiration Date:** \_\_\_\_\_

#### **Primary Contact Information**

**Name** \_\_\_\_\_

**Email** \_\_\_\_\_ **Please Print Clearly**

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

#### **Property Owner's Information**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Please Print:** \_\_\_\_\_

**Date:** \_\_\_\_\_

For Internal Use Only:

**Approved by:** \_\_\_\_\_

**Comments:**

**Permit Extension Expiration Date:** \_\_\_\_\_

**Fee Paid on:** \_\_\_\_\_ (Acct. # 11-0000-452-00)