



northbrook

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

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: _____

Permit Extension Expiration Date: _____

Fee Paid on: _____ (Acct. # 11-0000-452-00)

Comments: