



FORM-002
Plan Review Extension Request

PLEASE PRINT CLEARLY AND COMPLETE IN ITS ENTIRETY. All portions of this form must be completed, where applicable. See the back of this form for additional instructions regarding the filing of this request.		Department Use Only	
		Date Plan Submitted:	Application Number: BFFS
INFORMATION	Project Address:		
	Project Number(s): (list all if more than one)		
	Petitioner's Name:	Owner's (or Officer's) Name:	JOB STATUS: (Please check box) <input type="checkbox"/> Proposed <input type="checkbox"/> In Plan Check <input type="checkbox"/> Under Construction PROJECT TYPE: (Please check box) <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Change of Use
	Address:	Address:	
	City, State, Zip:	City, State, Zip:	
	Phone: ()	Phone: ()	
	Email:	Email:	
To allow an extension of time until _____ to pay for and obtain a permit in lieu of the maximum one-year limit from the date of application for building permit as required by Section 18.05.060 of the Long Beach Municipal Code.			
JUSTIFICATION			
Signature _____ Print Name _____ Title/Position _____ Date _____			

INSTRUCTIONS

INFORMATION

The "information" portion of the form must be completed by the petitioner (which may be the property or building owner(s), company officer(s), architect, engineer, etc.). Where multiple permit applications exist but are under the **same project address and part of the same scope of work**, a single form is permitted to be filed for all related projects.

REQUEST

The "request" portion of the form is pre-typed. Please indicate how much additional plan review time is needed to complete and obtain plan approval for the project. The additional time requested should not exceed 6 months from the date of the plan review is scheduled to expire (which 12 months from the date the project was originally submitted) or from the date a plan review extension was previously granted pursuant to the L.B.M.C. Section [18.05.060](#).

JUSTIFICATION

The "justification" portion of the form should explain if an unusual circumstance existed that prevented the applicant from obtaining plan approval and securing the permit prior to the expiration of the plan review. Circumstances such as, but not limited to, financial hardship, contracting issues with design consultants or contractors, seasonal weather conditions, real estate market fluctuation, health conditions, etc. are typically not sufficient reasons for the granting of a plan review extension for a project. These circumstances have generally been accounted for and are the basis for the one-year plan review time established by the Department.

SIGNATURE

The bottom portion of the form should be signed and completed by the property or building owner(s) or company officer(s).

PROCESSING TIME AND DEADLINES

The form may be submitted for consideration at any time prior to the plan review expiration date. The request will be reviewed on a first come first served basis. Most requests are generally processed **within 4 weeks** of the initial submittal date with a written response returned at the culmination of the review process. Where additional information or clarification will be necessary for or to complete the review, staff will contact the applicant.

FEE

The initial **non-refundable filing fee** to review the request is set in the schedule of fees and charges established by City Council resolution. This fee must be collected and paid at the time the form is submitted and processed at the [Community Development Permit Center](#).

ADDITIONAL INFORMATION

To obtain additional information regarding the process of requesting a plan review extension, please contact the Plan Review staff assigned to your project or email LBCD@longbeach.gov.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.