

Building and Safety  
Permit or Plan Check Extension Request Instructions

**Extension Requests**

Building permits or plan check extension requests must be submitted in writing to the Chief Building Official via email at [permitextensions@cityofirvine.org](mailto:permitextensions@cityofirvine.org) no more than six weeks in advance of expiration date.

Please include the following information:

- Plan Check or Permit Number to be Extended,
- Requestor's Name and Phone Number,
- Company Name (if applicable),
- Mailing Address, and
- Describe circumstance beyond the owner's or permittee's control that construction could not be completed by the plan check or permit expiration date.

**Additional Information Is Required for Residential Remodel Permits**

Extension request for residential remodel permits for room additions, pool/spas, patio covers, water heaters, water softeners, air conditioners, fireplaces, skylights, and all other residential remodeling permits must meet criteria outlined in the Municipal Code section [5-9-205 F](#). In addition to the above information, please provide the following information to demonstrate that the criteria are met:

- Has work authorized by the permit been started? If so, please summarize progress made.
- Does the condition of the property present any health or safety hazards?
- If approved, will the continued work create any unreasonable visual or physical detriment to the neighborhood?

**How to Look-up Expiration Date**

You can check the expiration date at [www.permits.cityofirvine.org](http://www.permits.cityofirvine.org). Click on "Plan Check Inquiry" or "Permit Inquiry" button; enter the eight-digit plan check or permit number (no letters) in the Permit No. field; click on the "Search for Permits" button at the bottom of the page, then click on the underlined permit number to open page. Find the "Expires" date on the top right corner of the page.

Note: Engineering permit extension requests should be sent to Steve Sherwood, Assistant City Engineer, in Public Works at [ssherwood@cityofirvine.org](mailto:ssherwood@cityofirvine.org).