



# PERMIT RENEWAL REQUEST

City of Lathrop  
Building Department

390 Towne Centre Drive – Lathrop, CA 95330  
Email: PermitOffice@ci.lathrop.ca.us  
Phone #: (209) 941-7270

## RENEWAL REQUEST FOR EXPIRED BUILDING PERMITS OR PERMIT APPLICATIONS

To ensure this request is processed, please upload this completed form to the permit referenced below, in the Permit Portal, LCAP (Lathrop Civic Access Portal). Failure to do so will result in unprocessed requests.

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Permit Type: \_\_\_\_\_ Select One:  Residential  Commercial

Applicant Name: \_\_\_\_\_ Relationship to Project: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Statement demonstrating justifiable cause of delay or inactivity, and project is being pursued in good faith:

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I certify that I am the original Applicant / Permit Holder of Record.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional supporting documentation showing chronology may be required to approve a request for Renewal. Requests may be subject to a renewal fee.

## STAFF ONLY

Request Type:	<input type="checkbox"/> Extension	<input type="checkbox"/> Renewal	<input type="checkbox"/> Reactivation
In-Take Date:	_____	Current FIRM Flood Zone Verified?	<input type="checkbox"/> Y <input type="checkbox"/> N
Issued Date (if applicable):	_____	Required Documentation Received?	<input type="checkbox"/> Y <input type="checkbox"/> N
Original Expiration Date:	_____	Qualifies for Extension?	<input type="checkbox"/> Y <input type="checkbox"/> N
Last Activity Date (if applicable):	_____	Qualifies for Renewal? (Expired < 1 year)	<input type="checkbox"/> Y <input type="checkbox"/> N
Type of Activity:	_____	Qualifies for Reactivation? (Expired > 1 year)	<input type="checkbox"/> Y <input type="checkbox"/> N
Processor:	Processor Signature:	Date:	_____
Chief Building Official Signature:	_____	Date:	_____
Approved or Denied?	_____	Extension Amount / Date Valid Until:	_____
<b>Extension:</b> Permit / Application has not Expired yet, eligible for Extension with demonstration of justifiable cause of delay			
<b>Renewal:</b> Permit has Expired (< 1 yr), and there has been previous Activity, eligible for Renewal with demonstration of justifiable cause of delay			
<b>Reactivation:</b> Permit has been Expired, in some cases, more than 1 year, but only require Final Inspection to Complete Permit			
<b>Activity:</b> Application Activities consist of complete Resubmittals to Plan Check Comments; Permit Activities consist of completed Inspections.			

\*Only Approved by the Chief Building Official or Authorized Staff

Note that the following Permit Types do not qualify for renewals: Signs, Solar, HVAC, Misc. MEP, Code Cases, and Demolition