



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:

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: _____ | | |
| Extension: Permit / Application has not Expired yet, eligible for Extension with demonstration of justifiable cause of delay Renewal: Permit has Expired (< 1 yr), and there has been previous Activity, eligible for Renewal with demonstration of justifiable cause of delay Reactivation: Permit has been Expired, in some cases, more than 1 year, but only require Final Inspection to Complete Permit Activity: 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