

**\*\*\*\*\*EXTENSION\*\*\*\*\***

DATE: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

I would like to request an extension for the above permit number.

**REASON:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**\*Please note: Due to budget cuts and reduction of staff we are now e-mailing extension granted letters. We encourage, if at all possible, listing your e-mail address instead of your mailing address if applicable.**

**Please e-mail extension to:** \_\_\_\_\_

Or

**Please mail extension to:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Thank you,

\_\_\_\_\_  
SIGNATURE