

INSTRUCTION AND INFORMATION

FORM

Form must be completed by the petitioner (which may be the building owner or company officer, architect, engineer, etc.) and signed by the building owner or company officer. **Where multiple projects exist, separate forms may be required for each project.**

MAKING THE REQUEST

The "request" portion of the form have been pre-typed and contain a clear statement of the issue that the Building Official is requested to address. Please indicate the date the extension is requested for (not to exceed 6 months from the date of expiration of plan review pursuant to Section 18.05.060 L.B.M.C.)

JUSTIFICATION OR FINDING OF EQUIVALENCY

The "justification" portion of the form must state the basis for the request. Describe the scope of the project, substantiate the claim of impracticality or hardship, and elaborate on the reason and justification for the granting of the request. The Department must receive evidence showing unusual circumstances exist that prevents the applicant from securing the permit prior to the expiration of plan check. 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 granting an extension of a project. These circumstances have generally been accounted for and are the basis for the one-year plan check time established by the Department. Where additional information or statement is provided, the document shall be addressed to:

Building Official
Department of Development Services
411 W. Ocean Blvd., 2nd Floor
Long Beach, CA 90802

PROCESSING TIME AND DEADLINES

Forms may be submitted for consideration at any time prior to the plan check expiration date. Requests 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.

FEES

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 with all forms requesting action by the Building Official.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds 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.