BUILDING PERMIT EXTENSION/REINSTATEMENT REQUEST FORM

Community Development – Building Division
701 Laurel St., Menlo Park, CA 94025
Tel 650-330-6704

Please complete the information below to request either a Building permit extension or reinstatement. A separate request form is required for each permit number issued for a project address.

Property Information
Date:
Permit Number:
Project Address:
Type of Request
☐ Reinstatement ☐ Extension
Provide justification for the extension or reinstatement request including a timeline for completion:
Contact Information
Name:
Company Name:
Property Owner:
Phone:
Email:

Email completed form to the Permit Team at permitteam@menlopark.gov