



Permit Extension Request Form

Where an applicant would like an extension to their permit or has received notice that their permit may be revoked, an extension request is required to be submitted to the CBO for consideration. The request must include a reasonable explanation as to why construction has not commenced or has been substantially suspended and the timeline requested for the extension.

Building Code Act (BCA) Reference - Revocation of permits:

8(10) Subject to section 25, the Chief Building Official (CBO) may revoke a permit issued under this Act,

- a) If after six months after its issuance, the construction or demolition in respect of which it was issued has not, in the opinion of the Chief Building Official, been seriously commenced,
- b) if the construction or demolition of the building is, in the opinion of the chief building official, substantially suspended or discontinued for a period of more than one year.

Procedure:

- Discussion regarding an extension request will begin with Building Services staff.
- **Permit Extension Request Form** to be completed and submitted to buildingpermits@cityofkingston.ca
- The CBO will either approve or deny the request and inform the applicant of the decision.
- If approved, staff will adjust the permit file due date and inform the applicant accordingly.
- If denied, the CBO will provide an explanation to the applicant.

Important Notes:

- No more than one extension will be granted.
- A granted extension will not be greater than twelve months.



Permit Extension Request Form

Project Information		
Permit Application number:	Date of Request to Extend:	Date Work Commenced:
Project Address:		OBC Edition Plans Reviewed Under: 2012 2024
Municipality	Province:	Postal Code:
Applicant Information		
Applicant is: Owner or Authorized Agent of Owner		
Last name:		First name:
Corporation or partnership (if applicable):		
Email:		
Telephone:		
Request Details		
Reason for Request (provide specific details):		
<p>Building Code Act 8(10) Subject to section 25, the Chief Building Official (CBO) may revoke a permit issued under this Act,</p> <p>a) If after six months after its issuance, the construction or demolition in respect of which it was issued has not, in the opinion of the Chief Building Official, been seriously commenced,</p> <p>b) if the construction or demolition of the building is, in the opinion of the chief building official, substantially suspended or discontinued for a period of more than one year.</p>		
Office Use Only		
Request is: Approved Denied		Approved Extension Date:
Comments:		
CBO Name:		CBO Signature:

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the Building Code Act, 1992 and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.