EXPIRED PERMIT PROCESSING ACTION

Date: _____ Permit #: _____ Process: _____

Job Address: _____

Request: ____ extension ____ re-open ____ re-issue

Contractor: _____

Contact phone number: _____

Contractor Explanation (or attach letter):

_____

_____

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_____
Qualifier Signature Date

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Staff Comment: _____

_____

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_____

Staff Approval: _____ Date: _____
(DISCIPLINE CHIEF OR ASSIGN)

Note: A permit may be reissued by a Permit Clerk with the approval of a Chief Clerk, if the permit has not been expired more than 6 months and has not been previously unexpired.