



# Application for Extension of Project Permit

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

As project permits are only valid for one year from the date of issuance, if not completed one may apply for an extension. This application for extension of time shall be approved or rejected by the Planning Commission. Fee is \$25.00 and needs to accompany this application. Please reference **Title 9, Section 902**.

**Permit Number:** \_\_\_\_\_

**Applicant's name:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

**Telephone number (daytime):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of approval of original Building Permit:** \_\_\_\_\_

**Date of Approval of any previous extensions:** \_\_\_\_\_

**Will the project be at least 25% complete within one year of date of original permit?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Are you using the same contractor to perform the work?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If No, who is the contractor performing the work?** \_\_\_\_\_

**New contractor's Business License:** \_\_\_\_\_

A copy of the contractor's Shepherdstown business license or license application MUST be attached.

**Please explain status of the project:**

**Applicant's Signature:** \_\_\_\_\_

The Planning Commission has reviewed this request for an extension and has taken the following action:

\_\_\_\_\_ **Approved extension until:** \_\_\_\_\_

\_\_\_\_\_ **Disapproved:**

**Date:** \_\_\_\_\_ **Zoning Officer:** \_\_\_\_\_