



111 Maryland Avenue Rockville, MD 20850

Permit Extension Request Form Letter

Date: _____

Permit Holder: _____

Address: _____

Phone Number: : _____

Email: : _____

Permit # (s): _____

Reason for extension request: _____

Signed: _____ Date: _____

Fees

Fee: All Unexpired Permits - **\$61.50**

Expired Fence* - **\$61.50**

Expired Stand-Alone Trade Permits* – **\$61.50 OR 50% of original permit fee**
(whichever is greater)

Expired Building Permits* - **50% of permit fee OR minimum permit fee**
(whichever is greater)

*Expired permits may not be expired more than twelve months. If permit expired more than 12 months prior, you must re-apply for a new permit.

Instructions on How to Submit Permit Extension Request Form

Fill out the above form and save it with the file name of [PERMIT NUMBER] Extension Request.pdf (example: 2022-12345-ADD Extension Request.pdf OR MEC2021-12345.pdf)

If the permit has the naming convention of BLD20XX-XXXXX (or MEC, ELE, PMB, etc):

1. Email the above form to permits@rockvillemd.gov

If the permit has the naming convention of 202X-XXXX-XXX, you will need to upload the form into MGO:

1. Log into MGO
2. Click on My Account
3. Scroll down to My Permits
4. For the permit you wish to extend, click View Permit
5. Scroll down to Customer Documents
6. Click the Add File button
7. Click Upload Files
8. Navigate to where you saved the above form
9. Click Save