

Please note:

1. Only a maximum of two (2) permit extensions will be granted. Extenuating circumstances may allow for additional extensions.
2. The Fees associated with this request are non-refundable.

Fees

Fee: All Unexpired Permits - **\$67.25**

Expired Fence* – **\$67.25**

Expired Stand-Alone Trade Permits* - **\$67.25 OR 50% of original permit fee** (whichever is greater). Max \$2,360.00

Expired Building Permits* - **50% of permit fee OR minimum permit fee** (whichever is greater). Max \$2,360.00

*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 Permit Extension Request form and save it with the file name of [PROJECT NUMBER] Extension Request.pdf (example: 2022-12345-ADD Extension Request.pdf)

How to upload the form into MGO Connect:

1. Log into MGO Connect
2. Click my Dashboard
3. Find the project you wish to extend and click Open
4. Click the Docs tab and the Submitted tab
5. Click Add New File
6. Click the Add File button
7. Choose your file and upload it

Please Note - Fees are subject to change yearly. Please refer to the adopted fee schedule in effect at the time of submission.



111 Maryland Avenue Rockville, MD 20850

Permit Extension Request Form Letter

Date: _____

Permit Holder: _____

Address: _____

Phone Number: _____

Email: _____

Permit #(s): _____

Detailed Reason for Extension Request: _____

Signed: _____

Date: _____