

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

Fees are determined by the fee schedule that is in place when the request is submitted.

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 that once your request is uploaded to the project, intake staff have 3 calendar days to review and complete the intake process. After the request is accepted and all fees are paid, your request will undergo a 3-calendar-day review.



111 Maryland Avenue Rockville, MD 20850

Permit Extension Request Form Letter

Date: _____

Permit Holder: _____

Address: _____

Phone Number: _____

Email: _____

Project #(s): _____

Detailed Reason for Extension Request: _____

Signed: _____

Date: _____