



City of Othello Building & Planning Department

500 E Main Street
Othello, WA 99344
(509) 488-3302 Fax (509) 488-0102

REQUEST TO CANCEL, EXTEND, OR RENEW

PERMIT NUMBER: _____

PROPERTY ADDRESS: _____

OWNER /CONTRACTOR: _____

PHONE: _____

EMAIL: _____

- Cancel permit, work was not started
- Six month extension (ONLY ONE EXTENSION WILL BE ALLOWED)
- Renewal (EXCLUDING ROW & STE PERMIT TYPES)

Please explain, in detail the circumstances regarding your request. Be sure to include the date in which the work will be completed in your explanation if you are requesting an extension.

Signature: _____ Date: _____

Print Name: _____

****A written request for a time extension for the above referenced permit is required and must be received within 30 days prior to expiration date. A maximum 180 calendar day extension is allowed if approved by the City Building Official. Failure to request an extension will require the issuance of a new building application and permit, including additional fees.