



**Community Planning & Economic Development Department**

Code Administration, 245 N. Rose St., Suite 100, Kalamazoo, MI 49007

Telephone: (269) 337-8026 Fax: (269) 337-8513

Email: [cpd@kalamazoo-city.org](mailto:cpd@kalamazoo-city.org)

***TIME EXTENSION REQUEST***

Date: \_\_\_\_\_

Attn: \_\_\_\_\_  
(Housing Inspector Name)

I am requesting a time extension for repairs at the following property address:

\_\_\_\_\_

Please allow until (date) \_\_\_\_\_, to complete the violations listed below:

Mark here for additional time needed for *ALL VIOLATIONS*.

If not all violations, list the ones which are the subject of this time extension request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments/Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

Telephone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*(CP & D Staff Only)*

Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_ (1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> Request)