

How to Request an Extension for Building Permit Applications or Building Permits

The City of Branson allows for extensions on building permit applications and issued building permits when unforeseen factors arise. Follow the steps below to submit your extension request.

Step 1: Verify Your Eligibility - Extensions may be requested for:

- Building Permit Applications
- Issued Building Permits

Step 2: Complete the Extension Request Form - Extension Request Forms can be found on the City of Branson website, on the Planning and Development Department page or by clicking on the following link <https://bransonmo.gov/DocumentCenter/View/19156/Extension-Request-Form-for-Building-Applications-and-Permits>

You must complete, sign and date the form, including the following information:

- Project address and permit number.
- Your name, company (if applicable), address, email, and phone number.
- Reason(s) for requesting the extension.
- Indication of any active code enforcement violations on the site.
- Signature and date.

Step 3: Submit the Form - Submit the completed form to your Citizenserve Permit / Application File:

- **Please note only the Permit Applicant may upload extension requests to a Permit / Application File.**
- **Permit / Application Files must be in, “response required status” in order for an extension request to be uploaded.**
- **Please contact the Planning and Development Department for assistance with extension uploads or with verification of your permit or applicant status.**

Step 4: Extension Review - The Planning and Development Department will evaluate your request and either approve or deny the requested extension.

- Extension review factors include the following:
 1. Has the permit or application for permit been abandoned?
 2. Is the request for extension complete?
 3. Was the request for extension received prior to the expiration of the associated permit or application for permit?
 4. Is the property in compliance with applicable adopted codes and ordinances?
 5. Have factors which constitute the justifiable cause supporting the approval of the extension request been provided?

Step 5: Receive Notification - Once the extension request review has been completed, an email notification will be forwarded to the applicant through the Citizenserve portal, and documentation will be added to the corresponding Citizenserve Permit / Application File.

- If approved, the length of the extension and updated expiration date will be provided.
- If denied, the reasons will be explained.

Step 6: Appeal (Optional) - Please note that if you wish to appeal the denial of your Building Permit / Application Extension Request, you may do so by submitting a completed Building Board of Appeals Application along with the required fee. Board of Appeals Applications can be found on the City of Branson website, on the Planning and Development Department page or by clicking on the following link <https://bransonmo.gov/DocumentCenter/View/18340/BOARD-OF-APPEALS-Application-Final?bidId=>

- Applications for appeal along with the corresponding appeal application fee must be received by the Planning and Development Department within 7 days of the denial of the associated, Building Permit / Application Extension Request, in order to be considered by the Building Board of Appeals.
- The Building Board of Appeals will meet for the purpose of considering completed appeal applications. Meetings of the Building Board of Appeals will be scheduled within 30 days of receipt completed applications for appeal, by the Planning and Development Department.

Questions? Contact the Planning and Development Department:

- Email: planning@bransonmo.gov
- Phone: (417) 337-8549

Stay proactive in managing your permits to avoid delays. Submit your extension request as early as possible within the original validity period.