



Planning & Building Department  
Bureau of Building  
Exterior Elevated Elements, [www.oaklandca.gov/e3web](http://www.oaklandca.gov/e3web)

[balconycompliance@oaklandca.gov](mailto:balconycompliance@oaklandca.gov)

## REQUEST FOR EXTENSION OF INSPECTION COMPLIANCE DEADLINE

This form is provided for condominium buildings subject to the following California State Law regarding Exterior Elevated Elements inspections:

- Senate Bill 326: Common Interest Developments / Condominiums

### 1. Submit this form:

- As a PDF attachment, by email to [BalconyCompliance@oaklandca.gov](mailto:BalconyCompliance@oaklandca.gov) with “Request for EEE Extension” in the subject line  
OR
- As a hard copy by U.S. mail or in person to: Exterior Elevated Elements  
250 Frank Ogawa Plaza, Suite 2340  
Oakland, CA 94612

### 2. Pay the non-refundable fee: \$268

When your form is received, Department staff will contact you with instructions for paying by phone or by check. Your form will not be processed until the fee is paid.

PARCEL NUMBER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

OWNER(S): \_\_\_\_\_

### 3. Contact Information:

Owner phone: \_\_\_\_\_ Owner email: \_\_\_\_\_

Owner mailing address: \_\_\_\_\_

Authorized agent (optional): \_\_\_\_\_

Agent phone: \_\_\_\_\_ Agent email: \_\_\_\_\_

Agent mailing address: \_\_\_\_\_

CONDOMINIUM OWNERS: Submit only one form with one set of contact information for each building. List all parcel numbers comprising the building here:

**4. Basis for Request:**

In the first column, indicate the basic reason for the extension request.

In the second column, indicate which items, if any, you are submitting in support of your request. Indicate only the documents you are currently submitting. Department staff are authorized to require additional information, as needed.

<b>I am requesting an extension of inspection compliance deadline due to the following:</b>	<b>To support my request, I am submitting the following information:</b>
<input type="checkbox"/> Unusual delays related to circumstances beyond the reasonable control of the owner	<input type="checkbox"/> Documentation of delay due to major events, such as natural disasters, significant damage to the building requiring extensive repairs, etc. <input type="checkbox"/> Documentation of delay due to appeals, litigation, or permitting
<input type="checkbox"/> Financial hardship related to the cost of the required work	<input type="checkbox"/> Estimated cost of complying with inspection compliance deadline <input type="checkbox"/> Documentation of attempts to secure financing or inability to secure financing due to owner indebtedness <input type="checkbox"/> Documentation of the building's annual budget, cash reserves, or financial return over the most recent several years <input type="checkbox"/> Deed (or other legal) restrictions on ability to charge market rate rent or to increase rent

Provide a brief description of the specific reason(s) for this extension request:

**5. Owner Affidavit**

**Owner / Agent**

Under penalty of perjury, I certify that the information provided in this request is correct to the best of my knowledge.

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

Owner    Agent

**Note:**

- If approved, extensions will be for 30 days.

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**FOR BUILDING DEPARTMENT USE ONLY**

Record ID #: \_\_\_\_\_

Form appears incomplete, or more information is needed:

Form appears complete and information is assumed correct based on owner Affidavit:

Request is granted for extension through this date: \_\_\_\_\_

Request is denied

Building Department reviewer: \_\_\_\_\_ Date: \_\_\_\_\_