LL152 EXTENSION REQUESTS

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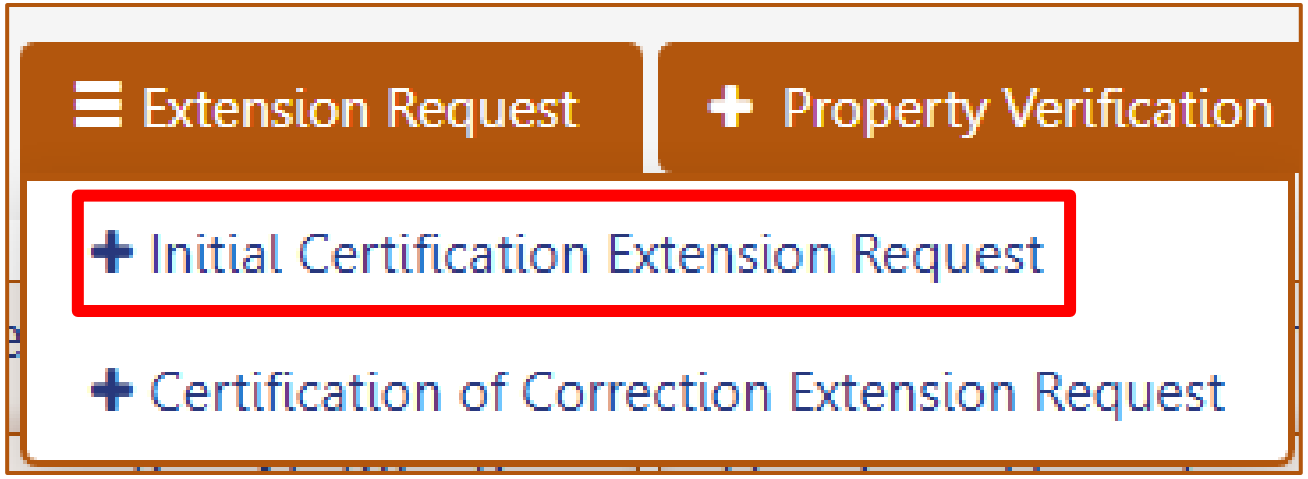
- Owners may request extensions for filing initial certifications at any point prior to their sub cycle end date.
- Extensions grant an **extra 180 days past the end of the sub-cycle** to file the initial certification.
- Hover over the **Extension Request** button and select **+Initial Certification Extension Request**.



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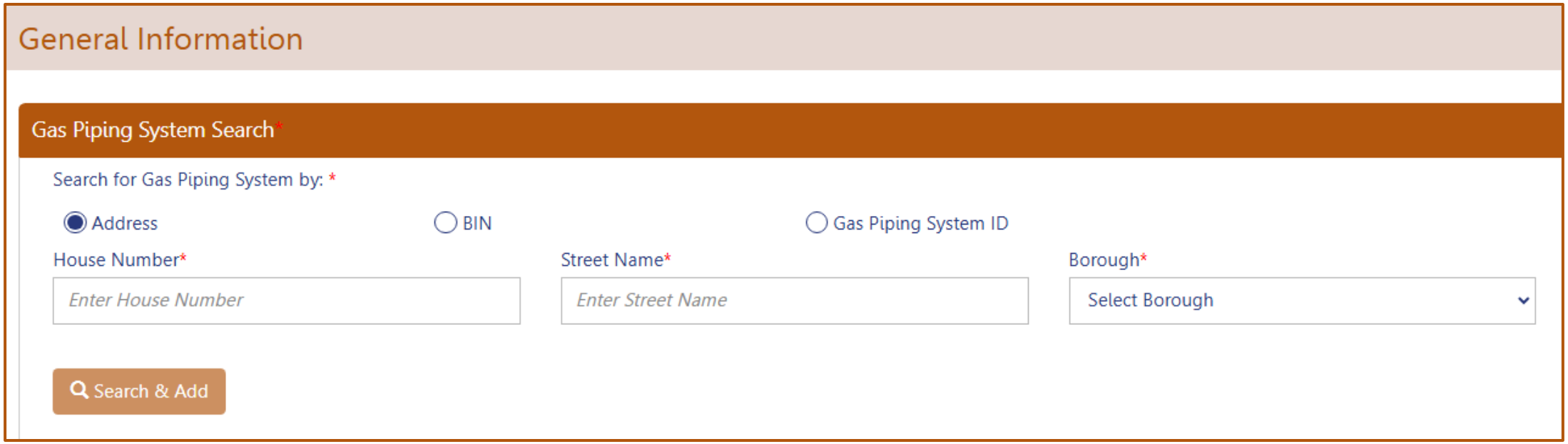

- Search for your building by **Address**, **BIN**, or **Gas Piping System ID**.
- Click **Search & Add**.
- Confirm the location on the pop-up window.

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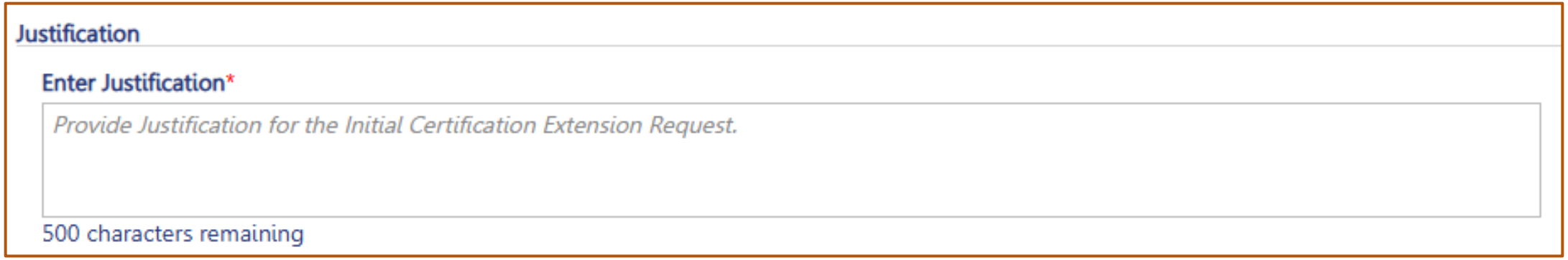
- Enter **Applicant**, **Owner** and **Owner Representative** information as described in the Initial Certification section.
- Enter the **Justification** for the request in the text box at the bottom of the General Information tab.



- Save the request.
- Pay the **fee** if the Owner Type is **Private**.
- Complete the **Documents** and the **Statements & Signatures** tabs before Submission.

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- These requests will appear on the **Initial Certification Extension Request** tab of the dashboard.

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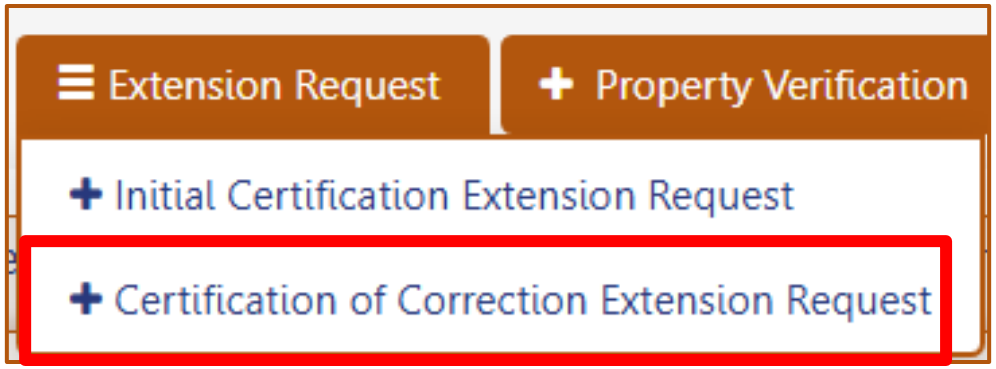
- As part of reporting conditions on the Initial Certification, the applicant is asked how long will be needed to correct the condition. The options are 120 days or 180 days from the date of inspection.
- If the applicant indicates 120 days to correct the condition, users may request an extension up to the 180-day deadline.
- Hover over the **Extension Request** button and select **+Certification of Correction Extension Request**.



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- Search for the property as shown above.
- Stakeholder information will be auto filled from the initial certification.
- Enter **Justification** in the text box.
- Upload any required **documents** and complete the **Statements & Signatures** tab before submission.
- Applicants must also pay the fee if the owner type is Private.

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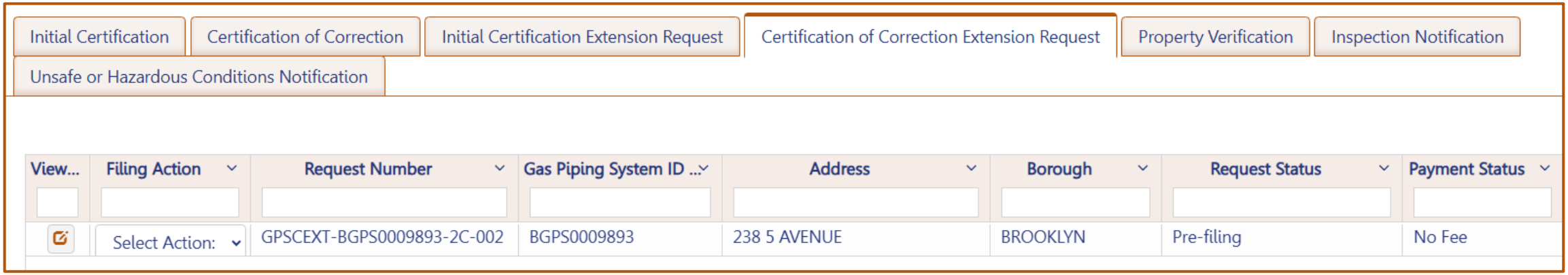

- These requests will appear on the **Certification of Correction Extension Request** tab of the dashboard.