



FIRST CLASS CITY  
FIRST CLASS SERVICE

**CITY OF ROCHESTER**  
**BUILDING SAFETY DEPARTMENT**  
**HOUSING INSPECTION SERVICES DIVISION**  
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[www.rochestermn.gov/CitizenAccess](http://www.rochestermn.gov/CitizenAccess)

## REQUEST FOR AN EXTENSION OF A CORRECTION ORDER

This worksheet is designed to help you request a temporary extension for the completion of a Correction Order, by outlining the information required to assess your request. You may use this form or provide your own letter incorporating the same information. The following information should be included:

Owner of rental property \_\_\_\_\_  
Owner's address \_\_\_\_\_  
Contact phone number \_\_\_\_\_  
Contact email address \_\_\_\_\_  
Rental property address \_\_\_\_\_  
Type of rental unit (i.e. single family dwelling, duplex, apt. bldg.) \_\_\_\_\_  
Type of construction (i.e. wood frame, masonry) \_\_\_\_\_

<b>Reason for Extension:</b>

<b>Completion date:</b>
<i>I understand and agree that this/these correction(s) must be completed by the above completion date. I must schedule a re-inspection on or before that date and obtain the required building permit(s) if required for its completion. If I do not fulfill the terms of this Extension agreement, I understand the Code violation will be referred to the City Attorney for legal action.</i>

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Please attach any contracts or work orders that will indicate when the correction(s) will be completed.  
A building permit may be required for the completion of this correction.  
Please return this signed form to the address or email above.