



FIRST CLASS CITY
FIRST CLASS SERVICE

CITY OF ROCHESTER
BUILDING SAFETY DEPARTMENT
HOUSING INSPECTION SERVICES DIVISION
4001 West River Parkway NW Ste. 100 Rochester, MN 55901
Phone: 507-328-2600
Office Hours: Monday – Friday 8 am – 5 pm
rbsrental@rochestermn.gov
www.rochestermn.gov/BuildingSafety
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) _____

Reason for Extension:

Completion date:
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.

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.