



To request a permit extension or reinstatement, complete the information below and submit to the appropriate division mailbox below:

- Residential applications can be emailed to residential.building@phoenix.gov.
- Commercial applications can be emailed to pdd.officeofcustomeradvocacy@phoenix.gov.
- Civil applications can be emailed to pdd.cws.permits@phoenix.gov.
- Fire applications can be emailed to pdd.fireplanreview@phoenix.gov.
- Landscape and CSIT applications can be emailed to pdd.siteplanning@phoenix.gov.
- Sign applications can be emailed to pdd.signservices@phoenix.gov

Building, Civil, & Landscape Permits

- ☐ Extension of unexpired permit for one year
- ☐ Reinstatement of expired permit for one year

Demolition Permit

- ☐ Extension of unexpired permit for 30 days
- ☐ Reinstatement of expired permit for 30 days

Non-Permitted Construction (Section 114)

- ☐ Extension of unexpired permit not to exceed 90 days
- ☐ Reinstatement of expired permit not to exceed 90 days

Fire Permit

- ☐ Extension of unexpired permit for 180 days
- ☐ Reinstatement of expired permit

Date: _____ Permit Type: _____ Permit Number: _____

Site Address: _____

Applicant: _____ Signature: _____

Telephone: _____ Fax: _____

E-mail: _____

Construction Status: _____

Estimated Construction Completed Date: _____

Reason for Request (Add attachments if necessary): _____

----- Staff Use Only -----

Permit Extension / Reinstatement: ☐ Approved ☐ Denied Staff: _____ Date: _____

Fee: ☐ 50% of permit fee (50% of double permit fee for non-permitted construction)

☐ Hourly Inspections based on remaining inspection left to complete permit plus two hour minimum plan review for administration (Requires Special Authorization from Building Official Designee or Supervisor).

New Permit Expiration Date: _____ Extension / Reinstatement Fee: \$ _____

Permit Extension / Reinstatement Fee Code:

☐ BSPMTEXT* - Commercial Building

☐ RESPMTEXT - Residential Building

☐ PEPMTEXT* - Civil & Landscape

☐ FPPMTREI - Fire

☐ BSCINSP - Hourly Inspection

☐ BSCOTHPR - Hourly Admin

Comments: _____

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.