



To request a building permit extension or reinstatement, complete the information below and submit the application to the Plan Review Section secretary on the second floor of Phoenix City Hall. Residential applications can be emailed to [residential.building@phoenix.gov](mailto:residential.building@phoenix.gov)

**Building, Civil, & Landscape Permits**

- Extension of unexpired permit for one year
- Extension of unexpired permit for 30 days. No more than two inspections per discipline necessary to obtain Certificate of Occupancy or Completion
- Reinstatement of expired permit for one year
- Reinstatement of expired permit for 30 days. No more than two inspections per discipline necessary to obtain Certificate of Occupancy or Certificate of Completion

**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 for 30 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)

Two-hour minimum for each inspection discipline plus two hour minimum plan review for administration

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

Permit Extension / Reinstatement Fee Code:

- BSPMTEXT\* - Commercial Building
- RESPMTEXT - Residential Building
- PEPMTEXT\* - Civil & Landscape
- FPPMTREI - Fire

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.