



City Code Section 23-14 (h) authorizes issuance of permits for extended construction work hours if there is an emergency condition or if the public peace and quiet will not be unreasonably disturbed. A permit is required for any work performed:

- **On Legal Holidays**
- **On Saturday or Sunday**
- **On Monday through Friday between 7:00 pm to 7:00 am (between October 1st - April 30th)**
- **On Monday through Friday between 7:00 pm to 6:00 am (between May 1st - September 30th)**

**Conditions for all approvals**

Construction traffic is limited to major streets. Use of residential neighborhood streets is prohibited. Maximum practical distance shall be maintained between residences and work sites. Residents within 500 feet will be notified by contractor in advance and provided contact name and phone number. This permit may be immediately revoked if city receives complaints that cannot be resolved.

**APPLICATION INFORMATION**

**Original Application** - \$300 (up to 30 days)       **Renewal Application** - \$150 (up to 30 days)

Project Name: \_\_\_\_\_ Applicant: \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Company: \_\_\_\_\_  
 Superintendent Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Day(s) of Week: \_\_\_\_\_ Signature \_\_\_\_\_  
 Time(s) of Day: \_\_\_\_\_ Date: \_\_\_\_\_

**----- FOR STAFF USE ONLY -----**

**Approved**     **Denied**      Extended Hours Permit Number:  **EXTH**  **EXTR** \_\_\_\_\_  
 Project # \_\_\_\_\_ Permit # \_\_\_\_\_ Processed By: \_\_\_\_\_  
 Council District \_\_\_\_\_ Police Patrol Division \_\_\_\_\_ Quarter Section \_\_\_\_\_  
 Site is within 500 feet of residence/hotel: Yes  No  Received any Noise Complaints: Yes  No   
 Fee Collected \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_  
 Special Conditions: \_\_\_\_\_  
 Authorizing Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

**Required documents received:**

- |   |   |
|---|---|
| 1. <input type="checkbox"/> Original application                | 5. <input type="checkbox"/> Site plan (if applicable)                         |
| 2. <input type="checkbox"/> Rationale letter                    | 6. <input type="checkbox"/> Copy of notification flyer/letter (if applicable) |
| 3. <input type="checkbox"/> Copy of current construction permit | 7. <input type="checkbox"/> Copy of approved haul plan/permit (if applicable) |
| 4. <input type="checkbox"/> Construction schedule               | 8. <input type="checkbox"/> Letter of consent (if applicable)                 |

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.

## Extended Construction Work Hours Permit Information and Instructions

A permit is required for any construction work (including site work) performed;

- **On Legal Holidays**
- **On Saturday or Sunday**
- **On Monday through Friday between 7:00 pm to 7:00 am (October 1st-April 30th)**
- **On Monday through Fridays between 7:00 pm to 6:00 am (May 1st- September 30th)**

Extended Hours Construction Permit application form and information sheet are available on-line at [https://www.phoenix.gov/pdds/site/Documents/TRT/dsd\\_trt\\_pdf\\_00141.pdf](https://www.phoenix.gov/pdds/site/Documents/TRT/dsd_trt_pdf_00141.pdf) Technical assistance is also available at [extended.construction.hours@phoenix.gov](mailto:extended.construction.hours@phoenix.gov).

### REQUIRED DOCUMENTS TO SUBMIT:

1. **Original application** -requesting the dates and times for construction work to occur.
2. **Rationale letter** -explaining reason the work must be done outside the allowable times.
3. **Copy of current construction permit** - if original submittal.
4. **Construction schedule**
5. **Site plan**-showing proximity to residential and commercial.
6. **Copy of notification flyer/letter** (if 500 feet from residential). For any concrete pours or related work that is within 500 feet of a residential area. Flyer states the impacted area of work activity and includes contact name and phone number to call anytime. Contractor is required to distribute flyers. A template containing required information is available on request.
7. **Copy of approved haul plan/permit.** -If applicable.
8. **Letter of consent**, approval from developer for subcontractor's request. -If applicable.

**PROCESS:** A response to your request is typically given within **five (5)\* working days** of receiving the application. \*If you are near occupied residences, please allow additional time for research and notification.

1. Contractor completes and submits application to email; [extended.construction.hours@phoenix.gov](mailto:extended.construction.hours@phoenix.gov)
2. Application is reviewed by Planning and Development staff. Review includes;
  - Staff researches whether the location is near a residential development.
  - Staff confirms notification flyers have pertaining information.
  - Staff confirms if neighborhood complaints have been received by any city department.
  - Staff coordinates final decision with corresponding council office.
3. Decision is provided to applicant/contractor in writing and is one of the following;
  - The extended construction work hours permit application is **approved as requested**.
  - The extended construction work hours permit application is **denied**.
  - The extended construction work hours permit application is **approved with conditions**.
4. Staff contacts the applicant to process payment. Fee for new permits is \$300 and is valid for 30 days. Fee for permit renewal is \$150 and valid for 30 days. Applications for a permit renewal follow the same process and are to be submitted no less than 5 days **prior to expiration** of the existing permit. If your permit has expired, the permit fee will be considered a new application and a new application fee of \$300 will be charged.
5. City staff issues the permit and applicant/contractor receives copy of permit via email.

**NOTE: Any Extended Construction Work Hours permit may be immediately revoked if the city receives a complaint that cannot be resolved between contractors and complainant.**