



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:

**Winter Hours (October 16th - April 30th)**

- On Legal Holidays
- On Saturday or Sunday
- Monday through Friday between 7:00 pm to 7:00 am

**Summer Hours (May 1st - October 15th)**

- On Legal Holidays that fall on a Sunday
  - On Sunday
  - Monday through Friday between 7:00 pm to 5:00 am
  - Saturday through Monday between 7:00 pm to 5:00 am Monday
- Note: Contractors may begin concrete pouring work at 4 a.m. on weekdays and 6 am on Saturdays.**

**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)                 |

## Extended Construction Work Hours Permit Information and Instructions

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

<b><u>Winter Hours (October 16th - April 30th)</u></b>	<b><u>Summer Hours (May 1st - October 15<sup>th</sup>)</u></b>
<ul style="list-style-type: none"><li>• On Legal Holidays</li><li>• On Saturday or Sunday</li><li>• Monday through Friday between 7:00 pm to 7:00 am</li></ul>	<ul style="list-style-type: none"><li>• On Legal Holidays that fall on a Sunday</li><li>• On Sunday</li><li>• Monday through Friday between 7:00 pm to 5:00 am</li><li>• Saturday through Monday between 7:00 pm to 5:00 am Monday</li></ul> <p><b>Note: Contractors may begin concrete pouring work at 4 a.m. on weekdays and 6 am on Saturdays.</b></p>

Extended Hours Construction Permit application form and information sheet are available on-line at [https://www.phoenix.gov/pddsite/Documents/TRT/dsd\\_trt\\_pdf\\_00141.pdf](https://www.phoenix.gov/pddsite/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.**