



This document summarizes the time limit of an application and provides consistency in processing plan review extensions.

**TIME LIMITATION OF APPLICATION**

An application for a permit or standard plan approval for any proposed work shall be deemed to have been abandoned 12 months after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that one or more extensions of time may be granted for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. The application for extension shall include payment of a non-refundable fee as set forth in Appendix A.2 of the Phoenix City Code.

**POLICY**

- Staff shall be flexible in the approval of plan review extensions as long as the applicant can demonstrate the application was pursued in good faith and there is justifiable cause.
- Corrections or revisions to plans that have expired shall not be accepted unless a plan review extension is approved.
- Permits shall not be issued from plan reviews that have expired unless a plan review extension is approved.

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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.