To request a plan review extension, complete the information below and submit the application to the Plan Review Section Secretary III on the second floor of Phoenix City Hall. Applications can also be faxed to (602) 732-2414.

Plan review extensions are valid for no more than 180 days. Approved extensions will be assessed an extension fee pursuant to Appendix A.2 of the Phoenix City Code.

Date: _______________  Plan Review Number: __________________________

Site Address: ___________________________________________________________

Applicant: __________________________________________________________________

Applicant Signature: ______________________________________________________

Telephone: ____________________________  Fax: _____________________________

Email: ___________________________________________________________________

Reason for Request:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Staff Decision: □ Approved  □ Denied

Review Expires: _______________________  Extended To: _________________________

Authorized Signature: ______________________________  Date: ____________________

Fee Codes: (Based on current fee schedule)
□ COMPLNEXT – Commercial Building Safety Plan Review Extension Fee
□ RESPLNEXT – Residential Building Safety Plan Review Extension Fee
□ PEPEXT* – Civil Plan Review Extension Fee