



KIVA # _____ **Project Name:** _____

Reviewed By: _____ **Phone:** _____ **Date:** _____

Applicant: _____ **Phone:** _____

Urban developments on tight sites require additional consideration during the planning phase in order to limit project delays and disturbance to adjacent properties and the public. This document provides guidance for submitting a *Construction Logistics Plan* to identify needed coordination and approvals prior to building permit issuance.

The developer will be required to submit a (minimum) 24" x 36" plan sheet detailing the scope and location of applicable construction activities proposed for the site. In addition, this checklist and a narrative may be used to describe the project logistics. This submittal is concurrent with the building plan review process and is made directly to the Team Leader at time of building plan log-in.

Check all conditions that may apply to your project and include further detail in the *Construction Logistics Plan*:

- ☐ Offsite staging or lay down yards
- ☐ Interim parking lots for affected businesses or site workers
- ☐ Employment (hiring) office during construction
- ☐ Temporary generators
- ☐ Work outside of authorized hours (generally 7:00 AM – 7:00 PM, Monday – Friday)
- ☐ Crane (include location with dimensioned swing limits)
- ☐ Road, alley or sidewalk closures or restrictions
- ☐ Parking meter hooding
- ☐ Construction adjacent to pedestrian routes
- ☐ Construction or excavation adjacent to right-of-way or neighboring properties
- ☐ Electrical transformers
- ☐ Any other applicable construction related activities
- ☐ Neighborhood notification and coordination
- ☐ Maricopa County Dust Control Permit

The following sections provide further guidance and contact information that may be used in developing and implementing the *Logistics Plan*.

ZONING

The following activities require an *Administrative Temporary Use Permit* (ATUP) submitted in person at the Zoning Counter in the City of Phoenix Planning and Development Department or through the SHAPE PHX Customer Portal at <https://shapephx.phoenix.gov/s/> :

- Construction staging / lay down yards
- Interim surface parking lots (If within the downtown area a Use Permit is required).
- Employment (hiring) office during construction
- Temporary generators

[Zoning Adjustment Application Handout for Variances and Use Permits](#)

An application and additional information on applying for an ATUP can be found at:
[Zoning Administrative Temporary Use Permit](#)

General information and technical assistance is also available at (602) 262-4870.

RIGHT OF WAY

The Right-of-Way Management Section within the Street Transportation Department is responsible for the review and approval of traffic control specifications. The following activities require a *Temporary Restriction and Closure System* (TRACS) permit:

- Roadway, alley or sidewalk closure
- Traffic lane restrictions
- Sidewalk restrictions
- Parking meter hooding

To request a TRACS permit application and permit, coordinate with your Civil Inspector or contact the Right-of-Way Management section at (602) 262-6235.

****Light Rail restriction OR encroachment should be coordinated with Valley Metro directly at 602-652-5060**

EXTENDED CONSTRUCTION WORK HOURS

City Code 23-14 (h) restricts construction to non-holiday weekdays between the hours of 7:00 AM to 7:00 PM October 1st through April 30th and 6:00 AM to 7:00 PM May 1st through September 30th. Permits for extended work hours may be issued for emergency conditions or if the public peace and quiet will not be unreasonably disturbed. Apply for an *Extended Construction Work Hours* permit at the following link:

[dsd_trt_pdf_00141.pdf](#)

General information and technical assistance is also available at 602-534-1836 or by email at extended.construction.hours@phoenix.gov

SAFEGUARDS DURING CONSTRUCTION

Adjoining public and private property shall be protected from damage during construction. Excavations, overhead work and water runoff shall all be considered in the *Construction Logistics Plan*.

Protection of pedestrians must comply with 2012 IBC Sec 3306 and Table 3306.1, which may include the use of covered walkways. The following link outlines the policy to obtain the appropriate pedestrian protection permit.

[dsd_trt_pdf_00623.pdf](#)

ELECTRICAL TRANSFORMERS

Potential transformer fire safety hazards must be considered when locating utility transformers *Oil Insulated Transformers Guideline* for information on transformer locations.

[dsd_trt_pdf_00449.pdf](#)

MARICOPA COUNTY DUST CONTROL PERMIT

Information and applications can be found and submitted at.

<https://www.maricopa.gov/aq/divisions/compliance/dust> or by phone at 602-526-6120

NOTE: Upon issuance of building permits, the contractor will be required to schedule a preconstruction meeting with the Planning & Development Department inspection team to discuss implementation of the *Construction Logistics Plan*.