

Utility Permit Time Frames

The utility permit process begins with the submission of a Permit Application for Utility Construction in the Public Right-of-Way. This process can take approximately 15 working days. Upon completing the review, the permit will either be issued or the application and plan(s) returned to the applicant for necessary corrections. Approved permits are generally issued for 6 months. The permit will contain a number of comments, conditions and traffic control regulations. The approved permit is given to the applicant for signature indicating acceptance of any stipulations and fees.

If the application is denied, the application and plans will be returned to the applicant along with the reason(s) for denial. The applicant must make the required modifications to the plans and/or permit application and resubmit both. From there, the 15 day process begins again.

If the permittee does not complete the work under the approved permit within the 6 months, the permittee must request an extension to the permit prior to the expiration date. Permit extensions shall be requested no more than 30 days before the original expiration date. Extensions are normally granted for an additional 6-month period and can be requested via the General Mailbox for the Utility Coordination Section at permits.str@phoenix.gov. or by contacting the appropriate plan reviewer. Utility permits will be extended only ONCE. If work is not completed within that 6 month extension period, the permittee shall submit a new application and plan(s) to the City of Phoenix.