



Deadline Extension Requests

Deadlines are not automatically extended. Failure to notify the City of Phoenix Environmental Services Division (ESD) that required actions cannot be completed by the specified deadline(s) shall be considered noncompliance with Phoenix City Code Chapter 28 and may result in further enforcement action.

The ESD will consider requests for deadline extensions only if the following are provided:

- The extension request is made in writing or email prior to the specified deadline date.
- A specific amount of time or a specific date is included in the written request (i.e. when the work will be completed).
- A detailed explanation outlining the need for the deadline extension is included in the written request.
- Documentation supporting the reason(s) for the requested deadline extension accompanies the written request.

Examples of supporting documentation include, but are not limited to:

- Copies of bids/proposals from licensed contractors or plumbers
- Copies of a signed contract for construction with a licensed contractor or plumber
- Copies of documents indicating a transfer of business ownership

Note: If an extension is requested, you will be operating at your own risk. If a problem (blockage, overflow, etc.) occurs after you are aware of the issue, you will be potentially responsible for any damages occurred due the problem and a deadline extension may be denied.

Written deadline extension requests and supporting documentation may be delivered or transmitted to:

**City of Phoenix
Environmental Services Division
Commercial Inspections
2474 South 22nd Avenue
Phoenix Arizona 85009
FAX (602) 534-7151**

The City's goal for commercial users is compliance. If you have any questions regarding this supplement or any other issue, please call the City of Phoenix Environmental Services Division Commercial Program at (602) 262-1859, Monday through Friday, 8:00 a.m. to 4:30 p.m.

CITY OF PHOENIX

WATER SERVICES DEPARTMENT
ENVIRONMENTAL SERVICES DIVISION
2474 SOUTH 22ND AVENUE, BUILDING 31
PHOENIX, ARIZONA 85009-6918
(602) 262-1859 PHOENIX.GOV/ESD