



To request a building permit extension or reinstatement, complete the information below and submit the application to the Plan Review Section secretary on the second floor of Phoenix City Hall. Residential applications can be emailed to residential.building@phoenix.gov

Building, Civil, & Landscape Permits

- Extension of unexpired permit for one year
- Extension of unexpired permit for 30 days. No more than two inspections per discipline necessary to obtain Certificate of Occupancy or Completion
- Reinstatement of expired permit for one year
- Reinstatement of expired permit for 30 days. No more than two inspections per discipline necessary to obtain Certificate of Occupancy or Certificate of Completion

Demolition Permit

- Extension of unexpired permit for 30 days
- Reinstatement of expired permit for 30 days

Non-Permitted Construction (Section 114)

- Extension of unexpired permit not to exceed 90 days
- Reinstatement of expired permit for 30 days

Fire Permit

- Extension of unexpired permit for 180 days
- Reinstatement of expired permit

Date: _____ Permit Type: _____ Permit Number: _____

Site Address: _____

Applicant: _____ Signature: _____

Telephone: _____ Fax: _____

E-mail: _____

Construction Status: _____

Estimated Construction Completed Date: _____

Reason for Request (Add attachments if necessary): _____

----- Staff Use Only -----

Permit Extension / Reinstatement: Approved Denied Staff: _____ Date: _____

Fee: 50% of permit fee (50% of double permit fee for non-permitted construction)

Two-hour minimum for each inspection discipline plus two hour minimum plan review for administration

New Permit Expiration Date: _____ Extension / Reinstatement Fee: \$ _____

Permit Extension / Reinstatement Fee Code:

- BSPMTEXT* - Commercial Building
- RESPMTEXT - Residential Building
- PEPMTEXT* - Civil & Landscape
- FPPMTREI - Fire

Comments: _____

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.