



Date

Name  
Company Name  
Address  
City, ST Zip

**BUILDING MAINTENANCE REGISTRATION EXPIRATION**

Dear Customer:  
Address:  
BMR License No. \_\_\_\_\_

Our records indicate your BMR Registration permit has expired or will expire on: \_\_\_\_\_ .

Section 118.5 of the Phoenix Building Construction Code Administrative Provisions states that registrations shall be renewed not later than 12 months after initial registration by payment of a renewal fee equal to the application fee. Any work performed after expiration shall be a violation of this code.

In order to remain current with the BMR Program, you will need to return the completed and signed forms to our office within 30 days to avoid complete removal from the program. A fee of \$600 is required to obtain a BMR license.

City of Phoenix  
Annual Facilities Permit Program  
Building Maintenance Program  
438 W. Adams Street  
Phoenix, AZ 85003

If you choose not to renew under the BMR Program, please notify us in writing that you would like to be removed from the program.

If you have any questions, concerns or need additional information please contact 602-262-7501 or [BMR@phoenix.gov](mailto:BMR@phoenix.gov).

Sincerely,

Building Maintenance Program  
Planning and Development Representative