

INSTRUCTIONS FOR COMPLETING & SUBMITTING APPLICATION FOR SIX MONTH EXTENSION ON INSTALLATION PERMIT

All permits except special use permits expire 6 months from the date the permit is issued. Extension request must be received by the Office prior to the expiration date. The Director **may**, grant a one-time extension for a period not to exceed 180 days if justifiable cause is demonstrated.

Complete the Application for Six Month Extension on Installation Permit form

Completing Application Instructions:

1. Applicant Name –provide information as noted.
2. Date – provide information as noted.
3. Email Address (**required**) –Email address to whom electronic communication from the office will be sent.
4. Permit Number –Only **one** Installation Permit per request
5. Date Permit Issued - provide information as noted.
6. Detailed Explanation for requesting extension –Provide a detailed explanation for requesting the extension, attach additional sheet(s) if necessary.
7. Provide current Installer, Contractor and/or Subcontractor information – provide information as noted.

Please note: A licensed Installer and/or Contractor with a valid license and the appropriate license classification to perform all work related to the installation, which includes utility connections and all attached accessory structures is required.

Submitting payment & form instructions:

Request for a 6 Month Extension and payment must be submitted by mail or over the counter. At this time we do not have the availability to submit requests and payments online.

Refer to the Fee Schedule for the 6 Month Extension on Permit cost.

Checks or certified funds must be made out to: **Department of Fire, Building & Life Safety**

ADDRESS:

Department of Fire, Building & Life Safety
1110 W. Washington, Suite 100
Phoenix, AZ 85007