



Extended Construction Work Hours
Permit Information & Instructions

City Code Section 23-14 (h) authorizes issuance of permits for extended construction work hours if there is an emergency condition or if the public peace and quiet will not be unreasonably disturbed. A permit is required for any work performed:

<p>Winter Hours (October 16th - April 30th)</p> <ul style="list-style-type: none"> • On Legal Holidays • On Saturday or Sunday • Monday through Friday between 7:00 pm to 7:00 am 	<p>Summer Hours (May 1st - October 15th)</p> <ul style="list-style-type: none"> • On Legal Holidays that fall on a Sunday • On Sunday • Monday through Friday between 7:00 pm to 5:00 am • Saturday through Monday between 7:00 pm to 5:00 am <p>Note: Contractors may begin concrete pouring work at 4 a.m. on weekdays and 6 am on Saturdays.</p>
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Conditions for all approvals

- Construction traffic is limited to major streets. Use of residential neighborhood streets is prohibited.
- Maximum practical distance shall be maintained between residences and work sites.
- Residents within 500 feet will be notified by contractor in advance and provided contact name and phone number.
- This permit may be immediately revoked if city receives complaints that cannot be resolved.

APPLICATION INFORMATION

Original Application - \$390 (up to 30 days) **Renewal Application** - \$195 (up to 30 days)

Project Name: _____ Applicant: _____
 Project Address: _____ Company: _____
 Superintendent Name: _____ Address: _____
 Phone: _____ Email: _____
 Start Date: _____ End Date: _____ Phone: _____
 Day(s) of Week: _____ Signature _____
 Time(s) of Day: _____ Date: _____

FOR STAFF USE ONLY

Approved **Denied** Extended Hours Permit Number: **EXTH** **EXTR** _____
 Project # _____ Permit # _____ Processed By: _____
 Council District _____ Police Patrol Division _____ Quarter Section _____
 Site is within 500 feet of residence/hotel: Yes No Received any Noise Complaints: Yes No
 Fee Collected \$ _____ Date Paid _____ Receipt # _____
 Special Conditions: _____
 Authorizing Signature _____ Phone _____ Date _____

Required documents received:

- | | |
|---|---|
| 1. <input type="checkbox"/> Original application | 5. <input type="checkbox"/> Site plan (if applicable) |
| 2. <input type="checkbox"/> Rationale letter | 6. <input type="checkbox"/> Copy of notification flyer/letter (if applicable) |
| 3. <input type="checkbox"/> Copy of current construction permit | 7. <input type="checkbox"/> Copy of approved haul plan/permit (if applicable) |
| 4. <input type="checkbox"/> Construction schedule | 8. <input type="checkbox"/> Letter of consent (if applicable) |

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.

Extended Construction Work Hours Permit Information and Instructions

A permit is required for any construction work (including site work) performed:

<u>Winter Hours (October 16th - April 30th)</u>	<u>Summer Hours (May 1st - October 15th)</u>
<ul style="list-style-type: none">• On Legal Holidays• On Saturday or Sunday• Monday through Friday between 7:00 pm to 7:00 am	<ul style="list-style-type: none">• On Legal Holidays that fall on a Sunday• On Sunday• Monday through Friday between 7:00 pm to 5:00 am• Saturday through Monday between 7:00 pm to 5:00 am Monday <p>Note: Contractors may begin concrete pouring work at 4 a.m. on weekdays and 6 am on Saturdays.</p>

Extended Hours Construction Permit application form and information sheet are available on-line at https://www.phoenix.gov/pddsite/Documents/TRT/dsd_trt_pdf_00141.pdf Technical assistance is also available at extended.construction.hours@phoenix.gov.

REQUIRED DOCUMENTS TO SUBMIT:

1. **Original application** -requesting the dates and times for construction work to occur.
2. **Rationale letter** -explaining reason the work must be done outside the allowable times.
3. **Copy of current construction permit** - if original submittal.
4. **Construction schedule**
5. **Site plan**-showing proximity to residential and commercial.
6. **Copy of notification flyer/letter** (if 500 feet from residential). For any concrete pours or related work that is within 500 feet of a residential area. Flyer states the impacted area of work activity and includes contact name and phone number to call anytime. Contractor is required to distribute flyers. A template containing required information is available on request.
7. **Copy of approved haul plan/permit.** -If applicable.
8. **Letter of consent**, approval from developer for subcontractor's request. -If applicable.

PROCESS: A response to your request is typically given within **five (5)* working days** of receiving the application. *If you are near occupied residences, please allow additional time for research and notification.

1. Contractor completes and submits application to email; extended.construction.hours@phoenix.gov
2. Application is reviewed by Planning and Development staff. Review includes;
 - Staff researches whether the location is near a residential development.
 - Staff confirms notification flyers have pertaining information.
 - Staff confirms if neighborhood complaints have been received by any city department.
 - Staff coordinates final decision with corresponding council office.
3. Decision is provided to applicant/contractor in writing and is one of the following;
 - The extended construction work hours permit application is **approved as requested**.
 - The extended construction work hours permit application is **denied**.
 - The extended construction work hours permit application is **approved with conditions**.
4. Staff contacts the applicant to process payment. Fee for new permits is \$390 and is valid for 30 days. Fee for permit renewal is \$195 and valid for 30 days. Applications for a permit renewal follow the same process and are to be submitted no less than 5 days **prior to expiration** of the existing permit. If your permit has expired, the permit fee will be considered a new application and a new application fee of \$390 will be charged.
5. City staff issues the permit and applicant/contractor receives copy of permit via email.

NOTE: Any Extended Construction Work Hours permit may be immediately revoked if the city receives a complaint that cannot be resolved between contractors and complainant.