



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 is required to obtain/renew a BMR license. **Please reference the PDD FINAL FEE SCHEDULE> 9. Building Maintenance Registration Fees> B. Facility Registration Per Year**

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.

Sincerely,

Building Maintenance Program
Planning and Development Representative