

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

Every permit except for a special use permit expires 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.

Must fill out the Application for Six Month Extension on Installation Permit form

COMPLETING APPLICATION INSTRUCTIONS:

1. Applicant Name –Name of person completing form.
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 –Please ensure to provide a detailed explanation for requesting extension attach additional sheet(s) if necessary.
7. Provide current Installer, Contractor and/or Subcontractor information – provide information as noted.

Please note: Must have a licensed Installer and/or Contractor with a valid license and the appropriate license classification perform all work related to the installation, utility connections and all attached accessory structures

PAYMENT & APPLICATION SUBTTAL:

Request for a 6 Month Extension and payment must be submitted by mail, over the counter or online.

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

ONLINE PAYMENT:

Direct link to payment portal: <https://events.azhousing.gov/payments/>

Select the following options:

Payment category: MFG Housing – Permits
Payment type: Permit Extension

Under “Payment Details” section the Applicant is required to upload in **PDF format** the completed 6 Month Extension form and any supporting documents if applicable.

If additional document(s) must be provided and not originally submitted when making the payment they must be emailed directly to: MHdocs@azhousing.gov. Reference the permit number and receipt information on the email.

PAYMENTS MADE BY MAIL OR OVER THE COUNTER:

Checks or certified funds must be made out to: **Arizona Department of Housing**

Mailing Address:

Arizona Department of Housing
P. O. Box 6280
Phoenix, AZ 85005

Physical Address:

Arizona Department of Housing
1110 W. Washington, Suite 280
Phoenix, AZ 85007