

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 –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 –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 Submittal:

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 request and payment online.

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

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