

Zoning Information Guide



City of Phoenix
PLANNING DEPARTMENT

"Planning with People for a Better Phoenix"

City of Phoenix Application Procedures for Temporary or Permanent Extensions of Premises/Patio Permit

The Extension of Premises/Patio Permit application is administered by the Arizona Department of Liquor Licenses & Control (DLLC). The City of Phoenix makes a recommendation to the DLLC on Temporary and Permanent Extensions of Premises/Patio Permit applications. This form is intended to guide applicants through the City process for the Extension of Premises. For DLLC procedures please contact (602) 542-5141.

Temporary Extensions of Premises/Patio Permit

All application materials should be submitted six to eight weeks prior to the proposed event. Temporary extensions of premises will require either an [Administrative Temporary Use Permit](#) or a [Temporary Use Permit](#), which could significantly extend the timing of this process. Staff will not sign off on an application without the appropriate use permits.

If your application proposes outdoor activities in a zoning district that does not permit by-right outdoor uses, you will be required to obtain the required entitlement in accordance with Section 708.D of the Phoenix Zoning Ordinance.

1. Application materials

- ☐ Signed [Application for Temporary Extension of Premises/Patio Permit](#). This document is maintained by the Arizona Department of Liquor Licenses & Control (DLLC) and can be accessed at [Alphabetical Forms Index - Arizona Department of Liquor Licenses and Control \(azliquor.gov\)](#)
- ☐ **Description of Events Form** (attached, City form)
- ☐ One 8.5" x 11" copy of **Site Plan**
- ☐ [Administrative Temporary Use Permit](#) (if [Temporary Use Permit](#) is not required)

2. The above application materials (4) must be submitted to the following location for review:

City of Phoenix Planning & Development Department, Zoning Counter
200 West Washington Avenue, Second Floor
Phoenix, AZ 85003-1611

For general planning & zoning information, please call **(602) 262-7131, Option 6**.

- 3.** Once the review of your application is complete you will be contacted to pick up the application from the Planning & Development Department at the above address.
- 4.** Once you have picked up your application from the Phoenix Planning & Development Department and received your necessary licensing you will take your application to the DLLC, located at:

**Arizona Department of Liquor License & Control
800 West Washington Avenue, Fifth Floor
Phoenix, AZ 85007-5141**

At this point, the City review of your application has been completed and the DLLC will make the ultimate determination on your application. For information regarding the DLLC procedure please contact the DLLC at **(602) 542-5141**.

Permanent Extensions of Premises/Patio Permit

Some permanent extensions of premises will require use permits, which could significantly extend the timing of this process. Staff will not sign off on an application without the appropriate use permits.

1. Application materials

- ☐ Signed [Application for Extension of Premises/Patio Permit](#). This document is maintained by the Arizona Department of Liquor Licenses & Control (DLLC) and can be accessed at [Alphabetical Forms Index - Arizona Department of Liquor Licenses and Control \(azliquor.gov\)](#)
- ☐ One 8.5" x 11" copy of **Site Plan**

2. The above application materials (2) must be submitted to the following location for review:

**City of Phoenix Planning & Development Department, Zoning Counter
200 West Washington Avenue, Second Floor
Phoenix, AZ 85003-1611**

For general planning & zoning information, please call **(602) 262-7131, Option 6**.

3. Once the review of your application is complete you will be contacted to pick up the application from the Planning & Development Department at the above address. The expansion of alcoholic consumption areas may require a use permit from the Phoenix Planning & Development Department. The appropriate use permits must be obtained before the City will sign-off on a permanent extension of premises. Once the application has been signed off you will need to take the application to the DLLC, located at:

**Arizona Department of Liquor License & Control
800 West Washington Avenue, Fifth Floor
Phoenix, AZ 85007-5141**

At this point, the City review of your application has been completed and the DLLC will make the ultimate determination on your application. For information regarding the DLLC procedure please contact the DLLC at **(602) 542-5141**.

This publication can be made available in alternate format upon request. To request a reasonable accommodation, please contact Les Scott at leslie.scott@phoenix.gov or TTY: 7-1-1.

"Planning with People for a Better Phoenix"

[illegible]

Contact Person:

Phone: _____ **Email:** _____

This and other forms can be found on our website: [Planning & Development \(phoenix.gov\)](http://phoenix.gov/Planning)

Revised 10/18/22