



Purpose

This document will serve as the process and guideline for the installation of new street light construction. The Planning and Development Department (PDD) inspects the installation of new street lighting associated with development in public rights-of-way. Once the installation has been approved, the roadway lighting will be under the control of the City of Phoenix.

Permit Types and Uses

1. **CUT Permit**
 - a. Required for trenching and working in the rights-of-way.
 - b. Trenching inspections will be performed by a civil inspector.
2. **STL Permit**
 - a. Required for installation of new street light construction associated with private development in the public rights-of-way.
 - b. Vertical street lighting and junction box inspections will be performed by a PDD Electrical Inspector.

Street Light Development Process



Plan Submittal and Review

1. The developer will submit a pre-application package to the Site Development Counter.
2. The Plan Review Management Assistant will schedule the pre-application meeting, when required.
3. The plan review disciplines involved will provide a pre-application review of the project.
4. The Street Lighting Electrical Inspector (EI) will identify whether additional streetlights will be needed.
5. At the pre-application or preliminary meeting, the developer will be notified whether additional streetlights will be required.
 - a. If no additional lights are required, the developer shall submit three (3) copies of the preliminary approved site plan showing all existing streetlights.
 - b. A letter will be issued to the developer accepting the existing street lighting.
 - c. When additional lighting is required the developer shall submit three (3) copies of the street lighting plan to the Payments and Submittals Counter. The fee will be \$405 per sheet.
6. The EI will perform a plan review to ensure that the street light plan meets the City of Phoenix specifications, details, and standards.
 - a. If the revisions are required, the developer will be notified to complete revisions and resubmit.
7. When the plans are approved, the developer will be notified, and they are ready for the utility design.
8. The developer will pick up the plans and contact Arizona Public Service (APS) or Salt River Project (SRP) for the utility circuitry design.
9. APS or SRP will submit the completed utility design to the City of Phoenix, Streets Transportation Department, Utility Coordination Group.
10. When the utility design has been approved, the Utility Coordination Group will notify the EI by sending a copy of the Street Transportation Utility Permit.
11. The EI will notify Civil Permits & Water Services Counter that the Utility Trenching Plan is approved.
12. Civil Permits & Water Services Counter will then create a CUT permit and notify the EI.
13. The EI will create an STL permit as a child of the CUT with no fees attached.
14. The EI will then notify the developer or contractor that the permits are ready to be picked up at the Civil Permits & Water Services Counter.
15. The contractor will pay for the bond and any remaining fees prior to picking up the CUT and STL permits.
16. Once the CUT and STL permits have been issued, construction may begin.

CUT Inspections

1. The contractor will call 602-262-7811 to schedule the required inspections and notify the civil inspector to complete the pre-construction meeting.
 - a. A pre-construction meeting is required to discuss the scope of work, traffic control, verification of plans and current utility permits from Streets Transportation Department.
 - b. Inspections will be needed to verify clearances from structures, utilities crossings, proper back fill material, compaction, and pavement and/or concrete replacement in the rights of way.

STL Inspections

1. The contractor will call 602-262-7811 to schedule the required inspections and notify the electrical inspector to complete the pre-construction meeting.
2. Underground inspection requirements
 - a. Request inspection code number 315
 - b. Verify pole base or hole dimensions and depth below grade
 - c. Verify electrical raceways and junction box locations
 - d. Verify the length of light poles if they are on site
 - e. 20 Year Photocell installed per specification
3. Final inspection requirements
 - a. Request inspection code number 399
 - b. Verify pole height above finished grade
 - c. Verify pole and mast type
 - d. Verify fixture type and wattage
 - e. Inspect junction boxes for grounding and terminations
 - f. Inspect the hand hole for wire termination, fusing, and grounding
 - g. All poles must have utility pole numbers adhered to the pole prior to being energized. (APS and SRP Requirement)
4. The Electrical Inspector will issue the utility clearance and notify the CET.
 - a. The utility clearance will include:
 1. The STL permit number
 2. Utility Job Number
 3. Pole Number / Type
 4. Site Address / Project Name
 5. Pole Identification / Height
 6. Fixture Type / Wattage
 7. Pole Quantity

Project Closeout

1. The CET will review and verify the utility clearance information
2. A letter of authorization will be issued to the APS or SRP and Streets Transportation Department (602-256-4168).

Key Contacts

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| 1. PDD Street Lighting Chief Engineering Technician (CET): | 602-262-7223 |
| 2. Street Transportation Department Utility Coordination Group: | 602-534-6999 |
| 3. PDD Inspections Communications Section: | 602-262-7811 |
| 4. PDD Electrical Inspector: | 602-448-1990 |
| 5. Street Light Outage: | 602-495-5125 |
| | (Option 1 for APS and Option 2 for SRP) |

Streets Department Street Light Repair Website

[Street Light Repair · Customer Self-Service](#)