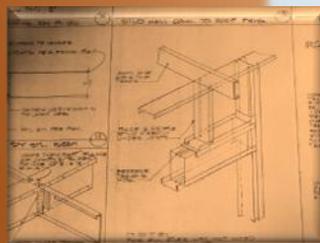


# Applicant's Guide to the Online Permit Application Process



One Stop Shop Partners



## Foreword

The digital submittal and review process will enable Maricopa County personnel to continue servicing our Citizens, while utilizing the latest advances in technology to improve our efficiency, performance, and productivity. Our goal is to meet and exceed our customer's expectations.



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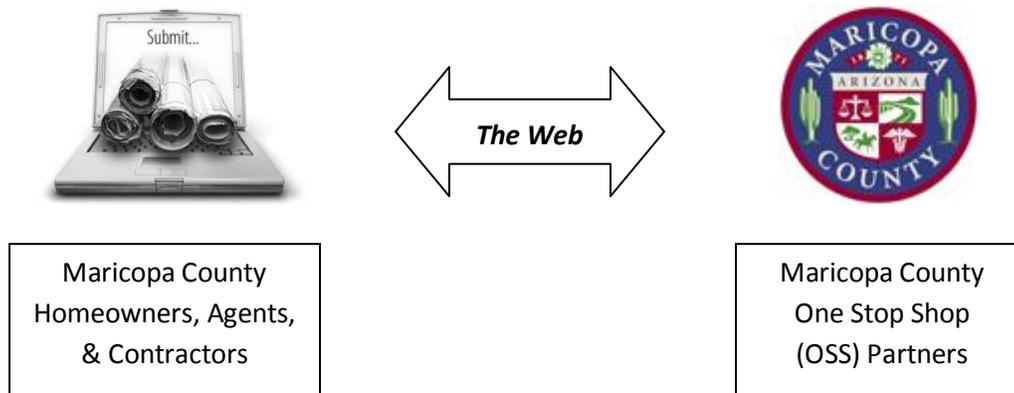
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# Before You Begin...

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## Overview

A digital submittal simply stated, is an “...*online paperless permit application process.*” Documents such as permit applications, deeds, plans, reports, etc., are submitted in digital form through Planning & Development’s web portal. The digitized documents are then received, reviewed, and processed by Maricopa County One Stop Shop (OSS) partners.



Currently, our County homeowners, agents, and contractors allocate considerable time, money, and personnel to the permit application process. Digital submission offers the opportunity to reallocate these resources and reduce cost. The complete process which includes application pre-submittal, application acceptance, project review, re-submittals, fee payments, official permit approval, and inspection scheduling, will be conveniently and efficiently handled through the web.

## Online Permit Process Overview, Nine Stages:

- I. Register with [Online Permit Manager](#) (new users only)
- II. [Login](#) to Online Permit Manager and initiate a building permit tracking number
- III. Install ProjectDox® Components (new users only)
- IV. Login to [ProjectDox®](#), upload your files (drawings/documents) and submit the eForm (application).
- V. Monitor your project folder for review comments from the Maricopa County OSS partners. Review comments may include re-submittal requests.
- VI. Resubmit your documents or drawings, if and only if you are asked to do so by the Maricopa County OSS partners.
- VII. Pay your [fees](#)
- VIII. Download and print your approved set of plans and official building permit
- IX. Schedule the [inspection](#)(s) as appropriate for your project

# Before You Begin...

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## Tools and Skills

This document will guide you through the Online Permit Application process. Below you will find a list of skills necessary for utilizing this submission method. Please carefully review the minimum skill requirements.

### Minimum Skill Requirements:

- Must have basic internet navigation skills
- Must have the ability to scan a document and save it in PDF (Adobe Acrobat) format

### In addition, you must have:

- An email account
- An accessible high speed internet connection
- The ability to print a document
- Drawings must be in .DWG, .DGN, .DWF, .DXF, .PDF, .TIFF or .PLT format
- Other documents may be in .PDF format
- Adobe PDF reader (available at <http://www.adobe.com/products/acrobat/readstep2.html>)

### Customer Support:

You may contact our customer service team by email, if you have any questions or concerns concerning the use of the Online Permit Application process at: [pdcustomerservice@mail.maricopa.gov](mailto:pdcustomerservice@mail.maricopa.gov)

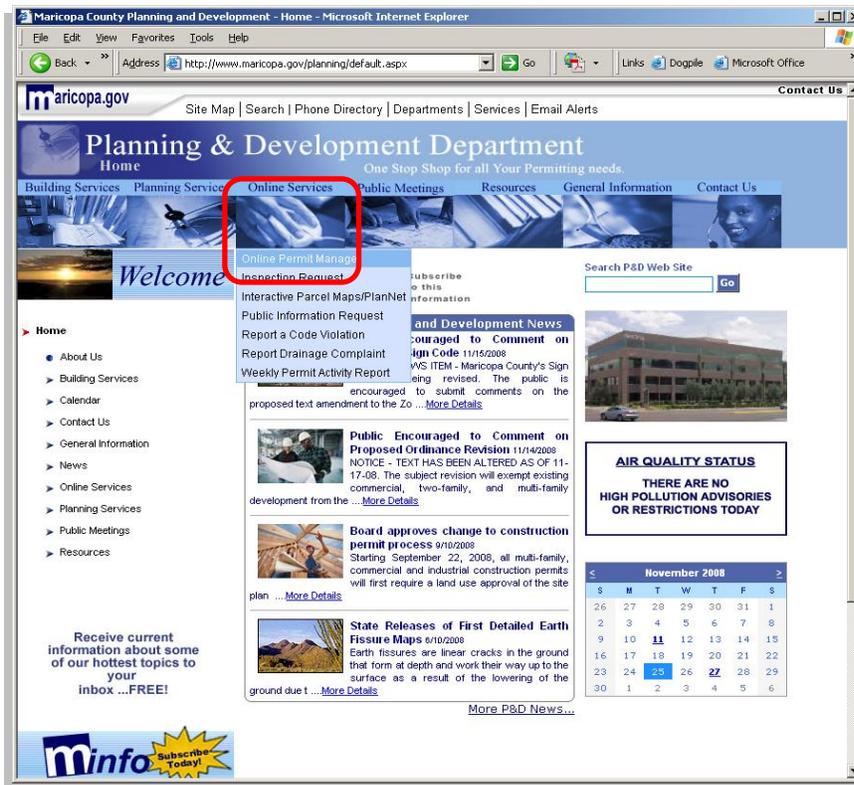
*In order to submit your building plans, they will need to be in a digital format. If you are working with a professional architect or engineer, your project plans are most likely already in this format. If not, they can be scanned and saved to your computer's hard drive for later uploading.*

# Getting Started

## Accessing the Website

Let's begin by accessing the Maricopa County Planning & Development website located at:

<http://www.maricopa.gov/planning>



Online Services allow you to register as a first time user, apply for a permit, review the permit status, and schedule an inspection, in addition to the numerous other options listed under this category.

From the Planning & Development Department website:

Step 1 – Select the Online Services option

Step 2 – Select Online Permit Manager

Step 3 – The Online Permit Manager page will display general information relative to the Online Permit Application process. Please review the information. When you are ready to continue, select the [Online Permit Manager](#) link.

The Online Permit Manager link will launch the Permit Manager home page. Thumbnail image is seen to the right.



# Permit Manger

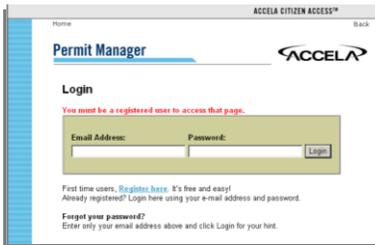
## Registration

The Permit Manager home page, accessed through the Citizen Access Portal, is your gateway to establishing an account and applying for a permit. You may review steps 1-3 on the previous page to recall how to reach this site.

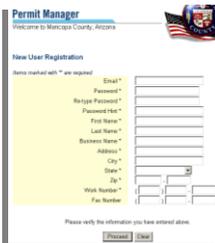


Step 4 – First time users will be required to register. Upon completing step 5, you will be given the option to login or register. You only need to register one time!

Step 5 – From the Permit Manager home page select  [Apply for a Permit](#)



Step 6 – From the Login screen select [Register here](#) to register



Step 7 -- Complete the New User Registration form. You will be typing your own email and choosing a password. This information will be used for future login purposes. ***Please store this information where it can be easily retrieved, should you need a reminder.***

Step 8 – Read and acknowledge the Privacy Statement

Step 9 – Read and acknowledge the Terms and Conditions

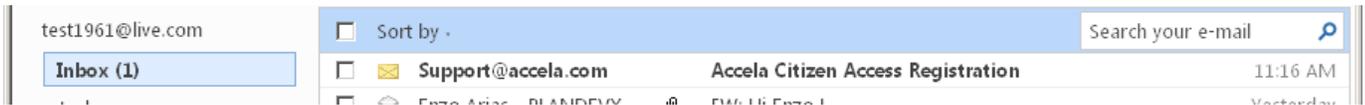
- Choosing “**I agree**” indicates that you accept the terms and conditions.
- If you choose to select “**I disagree**”, the registration process will be cancelled. However, you will be returned to Step 7 and given the opportunity to re-register.

# Permit Manger

## Registration continued

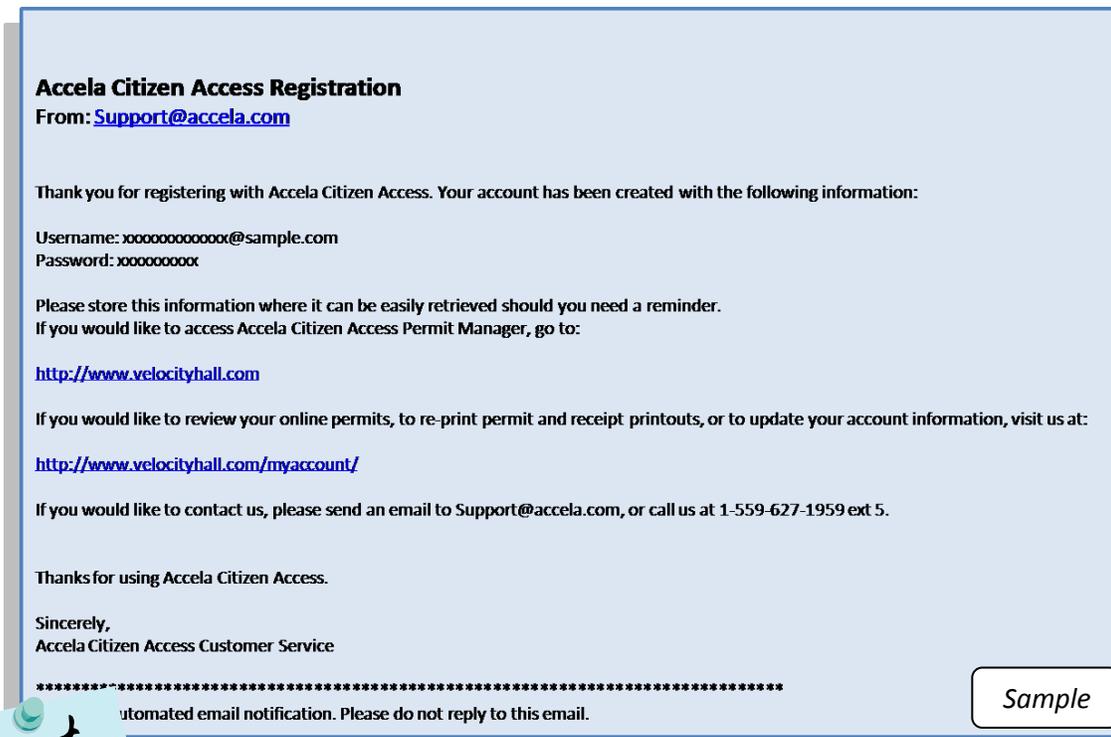
Step 10 - Permit Manger displays the Registration Confirmation Page and simultaneously emails a confirmation to your email address on file. The confirmation will contain the subject heading Accela Citizen Access Registration.

Sample confirmation email:



The email will contain:

- i. a record of your username and password
- ii. a link to the Citizen Access Portal/Permit Manager home page <http://www.velocityhall.com>
- iii. a link to the Permit Manager Login Screen <http://www.velocityhall.com/myaccount/>



Congratulations! You have successfully registered.

Use your registered account to submit future online permit applications.

The next step is to apply for an online permit.

# Permit Manger

## Logging In

After you have completed the registration process and established an account, you are ready to begin the Online Permit Application process. To accomplish this task, go to the Citizen Access Portal to launch the Permit Manager Login screen. Review steps 1-4 if you need assistance or you may use the link embedded in the Accela Citizen Access Registration confirmation email.

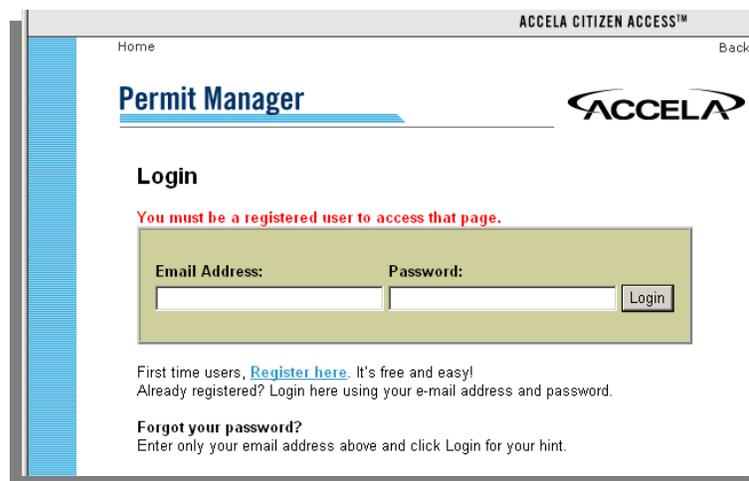


From the [Online Permit Manager](#) home page:

Step 11 – Select the following link  [Apply for a Permit](#) to go to the login screen

Step 12 – At the login screen (see below), enter your email address and password. You may refer to your registration confirmation email, should you need a reminder.

Step 13 – Click Login



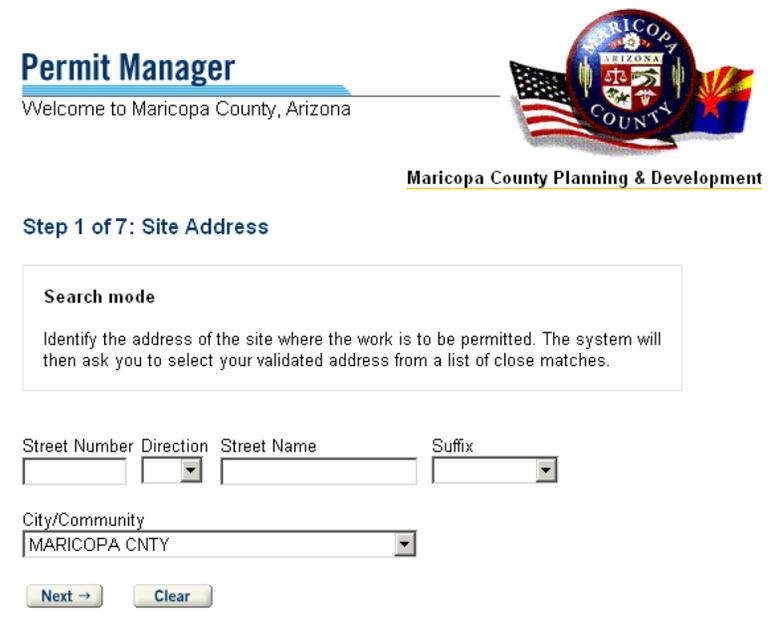
# Permit Manger

## Applying for a Permit

Initialization of the Online Permit Application will require the following seven steps:

### Step 1 of 7 – Site Address

- a. You will be asked to enter your building project’s site address
- b. Select Next when finished



The screenshot shows the 'Permit Manager' website header with the Maricopa County logo and the text 'Welcome to Maricopa County, Arizona'. Below the header is the title 'Step 1 of 7: Site Address'. A 'Search mode' box contains the instruction: 'Identify the address of the site where the work is to be permitted. The system will then ask you to select your validated address from a list of close matches.' The form includes input fields for 'Street Number', 'Direction' (a dropdown menu), 'Street Name', and 'Suffix'. Below these is a 'City/Community' dropdown menu with 'MARICOPA CNTY' selected. At the bottom are 'Next →' and 'Clear' buttons.

**If the system is unable to validate your address, you will receive the following message:**

No matching addresses were found. Please change your search criteria.

Therefore, in order continue with the process, you must reenter the following default address:

***1 N Project***



The screenshot shows the same form as above, but with the default address entered: 'Street Number' is '1', 'Direction' is 'N', 'Street Name' is 'Project', and 'City/Community' is 'MARICOPA CNTY'. A yellow box labeled 'Example' is placed over the 'Next →' button.

# Permit Manger

## Applying for a Permit continued

### Step 1 of 7 – Site Address *continued*

- c. Once validated, the address will appear as a hyperlink. Click on the hyperlink to move to Step 2.

### Step 1 of 7: Site Address

#### Address 1 of 1

Please select an address below to continue...

[1 N PROJECT, MARICOPA CNTY, AZ](#)



### Step 2 of 7 – Legal Description

- a. Read through the acknowledgements and select “**Agree**” to continue.
- b. To decline the acknowledgement, choose “**Disagree**”. However, this will void the Online Application process.



### Special Instructions for Homeowners/Agents and Contractors



**Homeowners/Agents** – When applying for a permit, you must select “Homeowner” as the license type and enter the word “Owner” for the license number.

**Contractors** – Must supply their actual license number and license type.

# Permit Manger

## Applying for a Permit continued

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### Step 3 of 7 – Permit Type

- a. Enter a complete and accurate description of work in the designated field. Your work description will be compared to your site plan, building plans and other supporting documents for uniformity.
- b. Select your permit type and sub type for your project, from the drop down boxes.
- c. Click Next when finished

### Description of Work Examples

Description of work to be performed	Single family residence with 6' high CMU perimeter fencing, 120 linear ft.
Description of work to be performed	Single family residence with basement and in-ground swimming pool with gas heater.
Description of work to be performed	Single family residence with above ground 500 gallon propane tank, 6' high CMU perimeter fencing, 120 linear ft.
Description of work to be performed	Single family residence with 24' x 24' detached garage.

Please note that that it is very important for the applicant to state the scope of the project in the “Description of work...” field.

# Permit Manger

## Applying for a Permit continued

### Step 4 of 7 – Work Items

From the Work Items page, select Next to continue to step 5.

Home Back

### Permit Manager

Welcome to Maricopa County, Arizona



Maricopa County Planning & Development

Step 4 of 7: Work Items

Maricopa County Planning & Development

Permit Address	1 N PROJECT MARICOPA CNTY, AZ This is a test only!
Description of work to be performed	
Permit Type	Residential Permit
Permit Sub Type	NEW RES:NEW RESIDENTIAL

#### Fee Items

\* indicates required fields

Description	Value

Note: It may take over a minute after you click the 'Next' button for the system to process the information you entered with the agency and to retrieve the next set of data for the permit application.

Next →

### Step 5 of 7 – Review Application

- Verify your project information. This is your last opportunity to make changes.
- Disregard the fee items at this time. This information will be reviewed and updated by our staff, once the project has been accepted.
- Select **Process Permit** to continue
- The credit card transaction will not take place until our staff has determined that you have a complete submittal package. Once our staff has reviewed your submittal and determined that it meets our minimum requirements, you will be sent an email notification instructing you how and when to pay your upfront submittal fee.

Home Back

### Permit Manager

Welcome to Maricopa County, Arizona



Maricopa County Planning & Development

Step 5 of 7: Review Application

Check the following information carefully as it will appear on your permit exactly as shown. If you wish to make a correction to the work items, press the back button on your browser.

Maricopa County Planning & Development

Permit Address	1 N PROJECT MARICOPA CNTY, AZ This is a test only!
Work Description	
Permit Type	Residential Permit
Permit Sub Type	NEW RES:NEW RESIDENTIAL

Applicant

License: Homeowner owner

#### Fee Items:

Description	Value	Fees
SUB-TOTAL:	\$0.00	
TOTAL:	\$0.00	

Credit Card Payment **Process Permit**

### Step 6 of 7 – Payment (*This step will not display.*)

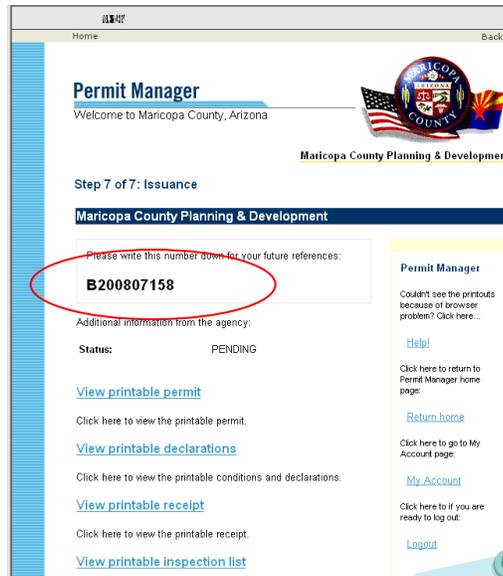
Our staff must first review and accept your submittal. Proceed directly to step 7.

# Permit Manger

## Applying for a Permit continued

### Step 7 of 7 – Issuance

You have reached the seventh and final step in the initiation of the Online Permit Application. Please take a moment to record the project reference number (e.g. *B2008xxxxxx*) displayed on the screen. Although the step is titled “Issuance”, this **does not imply** that a building permit has been issued. Official permit issuance will occur later in the process. Issuance at this step indicates that a building permit tracking number has been created.



As you complete the above steps and enter the next phase of the process, you will receive an email invitation from the permit project electronic plan check system called **ProjectDox®**. This next process will allow you to upload your documents and drawings, complete your eForm (electronic application), and manage your project submittal. ProjectDox® is the key interface that will facilitate the digital submission process.

Congratulations! You have successfully *initiated* the Online Permit Application. You may now [logout](#) of Permit Manger and await an email invitation from ProjectDox®. It will arrive soon!

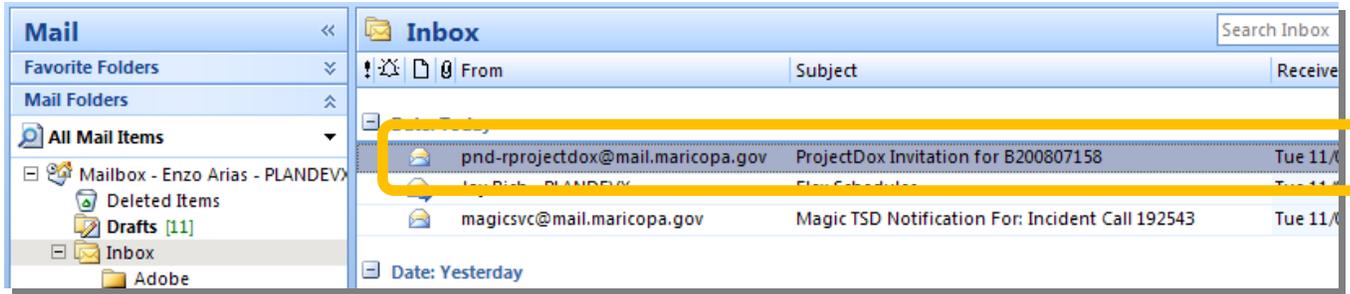
**Note: The online permit application process is not yet complete. After receiving the email invitation from ProjectDox®, you must log in and complete the process. Please continue reading the following chapters of this guide.**

# ProjectDox®

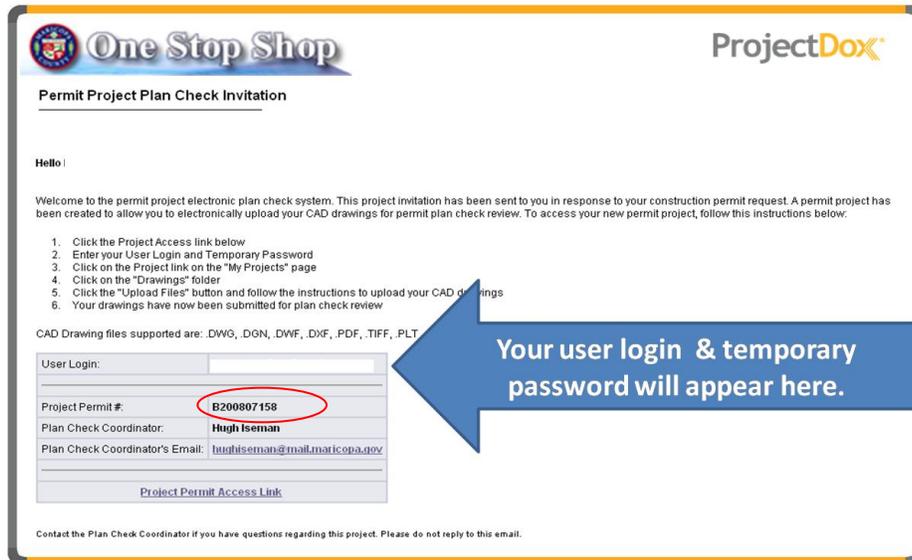
## ProjectDox® Email Invitation

Upon completing the steps in Permit Manger you will receive an automatic email invitation from the permit project electronic plan check system (ProjectDox®) with the subject line titled *ProjectDox Invitation*. The invitation email will contain specific instructions how to proceed with the Online Permit Application Process. The email will also contain the project reference number (building permit tracking number) that should match your records. Follow the instructions on your invitation email, carefully.

### Sample Inbox View



### Sample Email View



From the invitation email, clicking the [Project Permit Access Link](#) will take you to the ProjectDox® Web Portal (a.k.a. the ProjectDox® Login screen).



# ProjectDox®

## Installing ProjectDox® Components

*Recommendation* – Before you log in to ProjectDox® for the first time, download the ProjectDox Components.msi file to receive all necessary client-side components. Click the [Install ProjectDox Components](#) link. Once the components have been downloaded, you will not need to repeat this action.



## ProjectDox® Login

Enter your user login and temporary password on the [ProjectDox®](#) Web Portal. Your ProjectDox® email invitation will contain your login information. Once you have logged in, the contact information page will automatically display on the very first login attempt. Your objective is to complete the required fields and change your temporary password. After you have changed your temporary password to a permanent password, you will be taken to the main Projects View and allowed to continue with the digital submission process.

# ProjectDox®

## Main Projects View

This is the main projects view, also known as the “My Projects Page.” Step 3 of the email instructions tell you to “click on the project link.” The project link is the project reference number (building permit tracking number) you initiated in Permit Manager. If you do not know your reference number, then refer to your email invitation.

The next task is to upload your project relevant documents and drawings. Begin by clicking the project reference number (building permit tracking number) you wish to work on. If this is your first time working in ProjectDox®, then you will only have one project reference number displayed. As you continue to submit online permit requests, their corresponding reference numbers will list on this page, as shown.

ProjectDox - Microsoft Internet Explorer

One Stop Shop

Planning & Development Department  
ProjectDox Web Portal - Maricopa County, Arizona

Back Forward Projects Profile Logout

Active projects for

Press Enter to search:

Project	Options	Description	Owner	Status
<a href="#">B200806743</a>	<a href="#">i</a> <a href="#">📄</a> <a href="#">✉</a>	B200806743 10/10/2008 7:02:11 AM	<a href="#">Hugh Iseman</a>	[None]
<a href="#">B200806939</a>	<a href="#">i</a> <a href="#">📄</a> <a href="#">✉</a>	B200806939 10/21/2008 2:45:42 PM	<a href="#">Hugh Iseman</a>	[None]
<a href="#">B200807158</a>	<a href="#">i</a> <a href="#">📄</a> <a href="#">✉</a>	B200807158 11/4/2008 10:32:15 AM	<a href="#">Hugh Iseman</a>	[None]
<a href="#">B200807180</a>	<a href="#">i</a> <a href="#">📄</a> <a href="#">✉</a>	B200807180 11/4/2008 2:14:43 PM	<a href="#">Hugh Iseman</a>	[None]

Your submitted (active) projects will be listed here. (building permit tracking number)

Submission dates and times

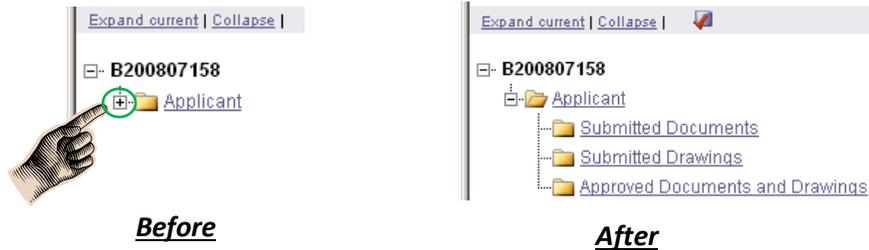
For Maricopa County use only

For Maricopa County use only

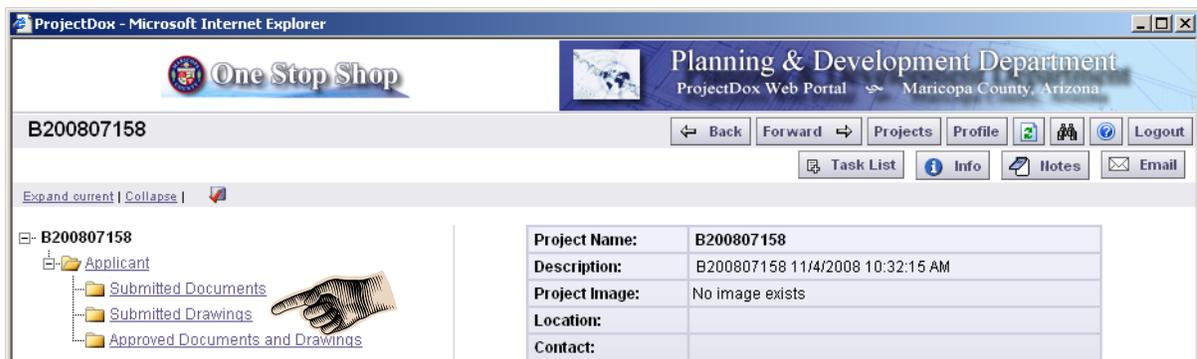
This example illustrates a customer that has initiated four projects. We are going to work with sample project B200807158 (see pages 13 and 14). Hence, to begin the process for project B200807158, you would click on ***B200807158***.

## Upload CAD Drawings and Documents

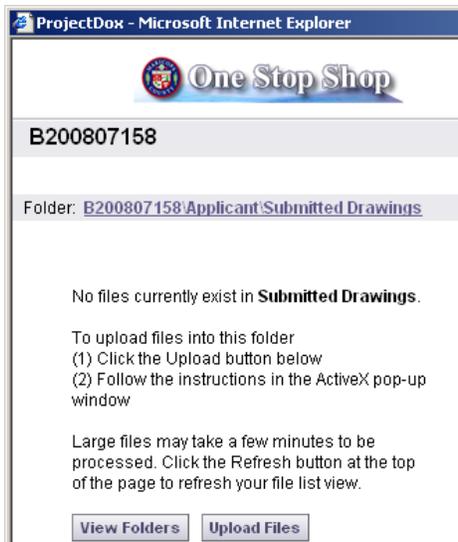
The Applicant folder contains three subfolders: 1) Submitted Documents; 2) Submitted Drawings; 3) Approved Documents and Drawings. Expand the Applicant folder to see and begin working with the three subfolders. Initially you will not see the third subfolder (*Approved Documents and Drawings*).



This page allows you to upload the appropriate documents (deeds, reports, etc.) and drawings.



## Uploading

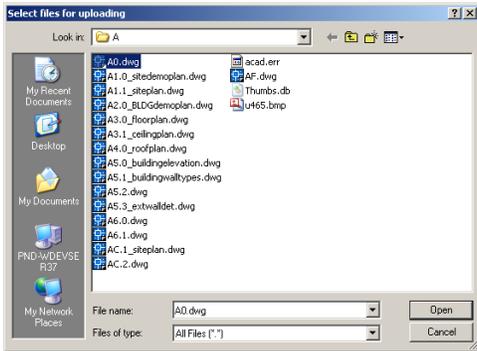


The process of uploading your files is quite easy, outlined by steps 4, 5, and 6 of your email instructions.

- a. The process begins by clicking on the subfolder titled “Submitted Drawings”, as seen above.
- b. Next, select the Upload Files button

# ProjectDox®

## Uploading continued



Search your files and select the **drawing** you wish to upload. You may load more than one file if necessary. It is strongly recommended that you save all drawings into one file, instead of submitting multiple drawing files.



Once you have chosen your drawings and the file name appears in the window, as shown to the left, select Upload Now.

**Do not select *Upload Now* until you are certain that these are the correct files. You cannot undo this transaction!**



A thumbnail of the drawing file now appears in ProjectDox® within the Submitted Drawings folder. To view the downloaded file, you may click on the thumbnail. Repeat the process outlined above, if necessary.

Click **View Folders** to return to the folders screen



The folders screen now lists “1 Files – 1 New” in the Submitted Drawing subfolder.

Repeat these steps when uploading your **documents** (deeds, reports, etc.) to the Submitted Documents subfolder.

# ProjectDox®

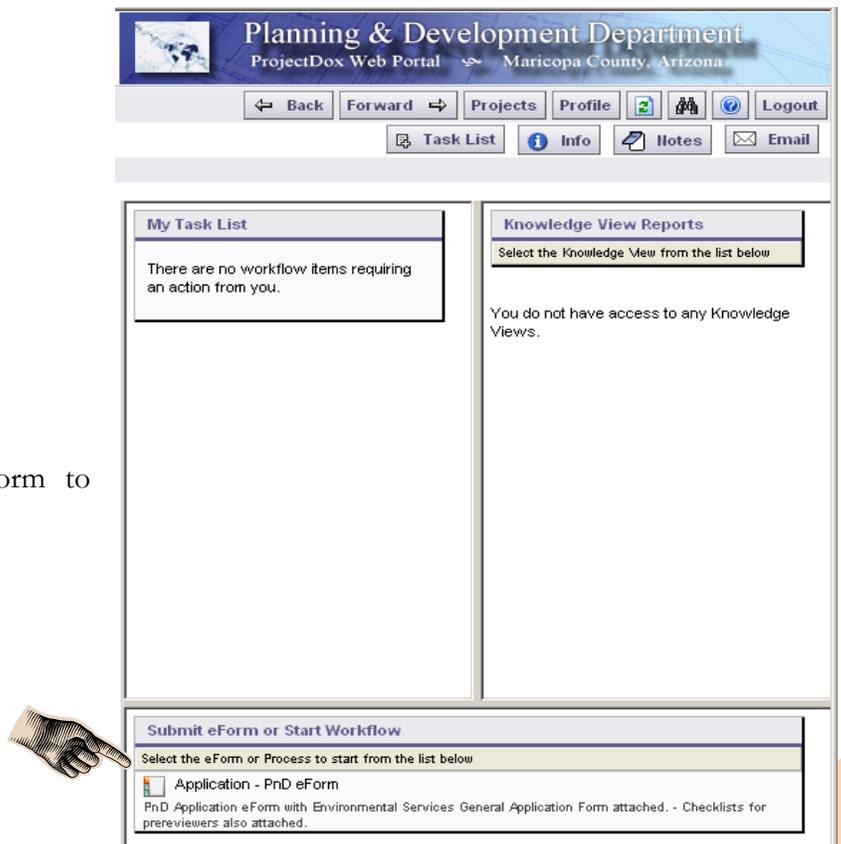
## Launch eForm

By this stage you have successfully uploaded the **drawings** and **documents** for your project. The last step to initializing an Online Permit Application is completing an eForm. The eForm contains four documents requiring your approval or completion.

Step 1 – To locate the eForm click the Task List button



Step 2 – Click Application PnD eForm to launch



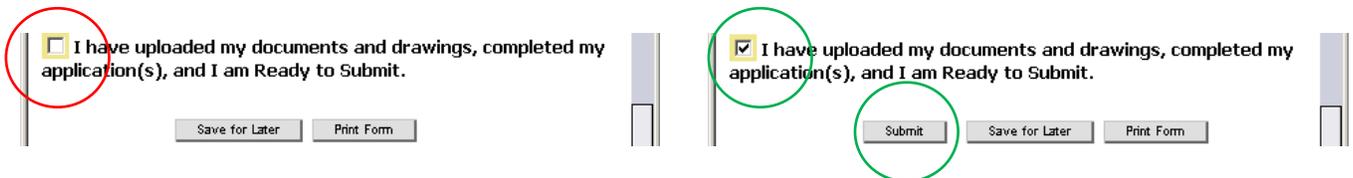
## Complete eForm

You must thoroughly answer all the sections of the eForm. You have the option to save your work and return to it later, by selecting the “Save for Later” button. You may also print a hard copy of the eForm for your records, by selecting the “Print Form” button.

eForm Contents:

- Applicant’s Acknowledgement of Financial Responsibility
- Development Disclaimer
- Environmental Services General Application
- Planning and Development Building Activity Application Form

Once you have completed the eForm and have acknowledged the disclaimer that states, “*I have uploaded my documents and drawings, completed my application(s), and I am Ready to Submit*”, you will be able to **Submit** the eForm.



Upon completion of these tasks, your online building permit request will be transmitted to Maricopa County for pre-submittal review.

### Important Notice

Do not press the submit button until you have uploaded your documents and drawings. Pressing submit should be your last action. If you accidentally select submit without having uploaded your documents and drawings, you will need to restart the entire process. Restarting includes reapplying through the Citizen Access Portal located on the Maricopa County Planning & Development website located at: <http://www.maricopa.gov/planning>.



# Process Recap

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## Checklist

The following list will recap the primary tasks that are necessary to initiate and submit an online building permit request.

- ✓ Prepare documents and drawings in the acceptable digital format
- ✓ [Register](#) with Online Permit Manager (new users only)
- ✓ Receive email confirmation from Accela Citizen Access Registration (new users only)
- ✓ Login to Permit Manger and initiate a building permit reference number
- ✓ Receive ProjectDox® email invitation
- ✓ Install [ProjectDox®](#) Components (new users only)
- ✓ Login to ProjectDox®
- ✓ Access your project link and Applicant folder
- ✓ Upload files (drawings and documents)
- ✓ Locate, complete, and submit eForm (application, acknowledgement, and disclaimer)
- ✓ Await Pre-Submittal Review response from the Maricopa County OSS



Upon completion of these tasks, your online building permit request will be transmitted to Maricopa County for Pre-Submittal Review. During Pre-Submittal Review, our specialists will evaluate and determine if your application packet (eForm, drawings, and documents) is in compliance with the minimum submittal standards. The Online Permit Application process bears the exact stringent submission requirements as does the traditional “walk-in” permit application process. Application packets that meet the minimum submittal requirement will be accepted and routed for formal review. You will receive an email conformation with instruction how to pay the initial fee online.

Application packets that do not meet our minimum requirements will not be accepted. However, you will receive an email notification requesting that you “correct all items referenced in the ProjectDox® checklist(s) and resubmit” within 10 business days. In other words, you have an opportunity to review the comments left by our staff, make the necessary corrections, and resubmit the files through ProjectDox®.

# Re-submittals

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## Overview

The re-submittal process is designed to allow applicants the opportunity to make the necessary corrections to their original Online Permit Application packet, which includes the drawings, documents, and eForm. All paper and Online Permit Application requests are carefully screened by our personnel. Only those submittal packets that meet the minimum requirements will be accepted and processed. Reasons for submission rejection include but are not limited to:

- Missing documents (e.g. deeds, reports)
- Residential site plan missing:
  - Distance to shared well
  - Easements
  - Labeled driveway
  - Parcel / owner block
  - Septic locations
  - Scale
  - Set-backs
  - Vicinity map
- Incomplete application (eForm)
- Residential building plan missing:
  - Load calculations
  - Elevations with height dimensions
  - Roof and floor framing plans
  - Cross sections and connection details for both longitudinal and transverse
  - Summary of livable, garage, patios and porches

If for example, your residential site plan was missing the “labeled driveway” and was not accepted in the initial submission, then you would have the opportunity to make the necessary corrections on your original CAD drawing and upload the “updated” file to your ProjectDox® Applicant/Submitted Drawing subfolder. The procedure to uploading a re-submittal is the same as uploading the original drawings and documents. See Chapter titled CAD Drawing and Documents for steps to uploading files.



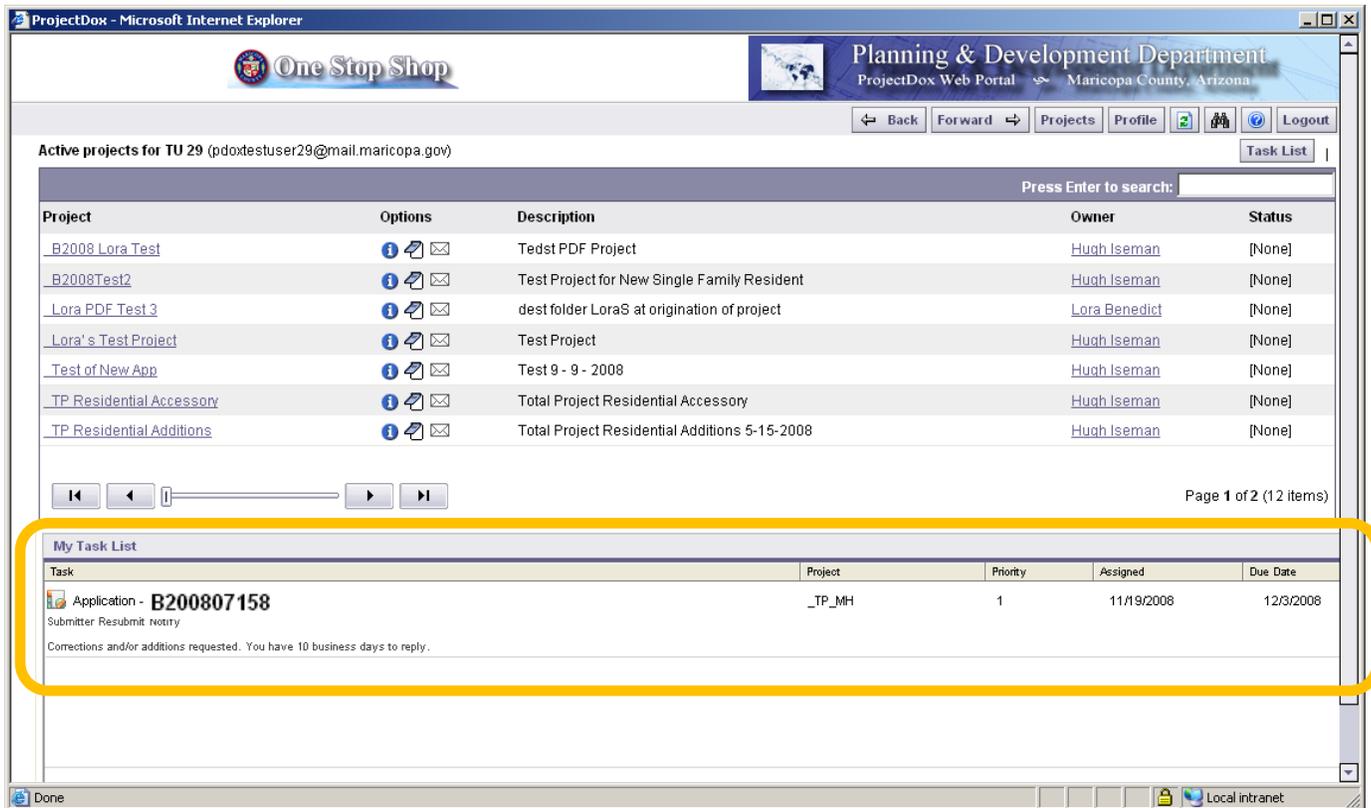
**Important Notice: When uploading your re-submittals, it is critical that you maintain and reuse the original file names.**

# Re-submittals

## My Task List

Q: How do I know if I have to make a correction and resubmit?

A: The ProjectDox® My Task List field will contain a “*submitter resubmit notification*”.



The *My Task List* field will only display items that require the applicant’s attention. Hence, if this field is blank, you have “no tasks to complete”. If the field is populated as we see in the illustration above, then you have a “task to complete.” Let’s zoom in closely to the task and read its contents.

My Task List		
Task	Assigned	Due Date
 Application - B200807158 Submitter Resubmit Notify Corrections and/or additions requested. You have 10 business days to reply.	11/19/2008	12/3/2008

In this example the task indicates “corrections and/or additions requested.” The task was assigned to you on 11/19/2008. Your due date to complete and resubmit the corrections/additions is on or before 12/03/2008.

# Re-submittals

## My Task List continued

Completing your task will require the following steps:

Step 1 – Click on the Application icon to begin the process. This will launch the eForm that you had previously submitted.



My Task List		
Task	Assigned	Due Date
Application - PnD <b>B200807158</b> Submitter Resubmit Notify Corrections and/or additions requested. You have 10 business days to reply.	11/19/2008	12/3/2008

Step 2 – Once the eForm has launched, click the [View](#) link to display the Pre-Review Checklist.

**Application - PnD eForm - Microsoft Internet Explorer**

**Corrections and/or additions requested. You have 10 business days to reply.**

Pre-Review\_Checklist\_ B200807158 [View](#) 11/19/2008 2:36 PM



The Pre-Review Checklist will be a vital tool for you to determine what corrections and/or additions need to be made and resubmitted. The Pre-Review Checklist is a long form, so please review it thoroughly.

### Sample:

The top of the Pre-Review Checklist contains an area for you to leave your comments.



**Pre-Review,  
Building Activity,  
Residential Site Plan  
and Residential Building Plan**



**PnD Permit Tracking #:**  
B200807158

1st Pre-Submittal Review
 2nd Pre-Submittal Review

**Customer Comments**

Reply by Applicant to Maricopa County -

The Environmental Services division can leave you specific comments or instructions.

**Environmental Services**

**1st Pre-Submittal Review**

Pre-Submittal Reviewer:  Date Reviewed:

No Septic Required

Correct Application/Supplemental

Provide additional information/Correct items

Correct Application/Supplemental and Provide Additional information/Correct Items

PASS - Application meets submittal requirements

**Comments**

Septic Dimensions from the Manufactured Home needs added to the Site Plan.

# Re-submittals

## My Task List continued

The Planning and Development division can leave you specific comments or instructions.

Planning and Development	
1st Pre-Submittal Review	
Pre-Submittal Reviewer: [TU 1]	Date Reviewed: 11/19/2008
<input type="radio"/> Correct Application/Supplemental <input type="radio"/> Provide additional information/Correct items <input type="radio"/> Correct Application/Supplemental and Provide Additional information/Correct Items <input type="radio"/> PASS - Application meets submittal requirements	
<b>Comments</b>	
See items below.	

Towards the bottom of the form you will find the Building Activity Checklist and the Residential Site Plan Checklist. Corrections and/or additions will be highlighted in blue. In this example you are being asked to “supply proof of ownership /copy of official recorded deed” and the “septic dimensions from the manufactured home needs added to the site plan.”

PLANNING AND DEVELOPMENT SECTION		
Building Activity Checklist		
Required Documents	Yes/No	Comments
1. Completed Application	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Comments Here
2. Proof of ownership / copy of official recorded deed (Primary structure only)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Comments Here - Please Supply.
3. Supplemental Information Form	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Comments Here

Residential Site Plan Checklist	
1. <input type="checkbox"/> North Arrow Comments Here	12. <input type="checkbox"/> Dedicated street access including street name Comments Here
5. <input type="checkbox"/> Use of adjacent parcels – vacant residential, etc. (all sides) Comments Here	16. <input type="checkbox"/> Distance to shared well, property and septic tank / field (if applicable) Comments Here
6. <input type="checkbox"/> Parcel Dimensions, all sides Comments Here	17. <input checked="" type="checkbox"/> Septic location with setback to nearby buildings (unless on public sewer). Indicate tank and disposal drain field. (Primary should have two test holes.) Comments Here - See Environmental Comments.

Your task is to make these corrections and/or additions, and resubmit your packet for a second Pre-Submittal Review.

# Re-submittals

## My Task List continued

Once you have made the corrections and/or additions to your files, you must upload the files to your ProjectDox® Applicant folder, as follows:

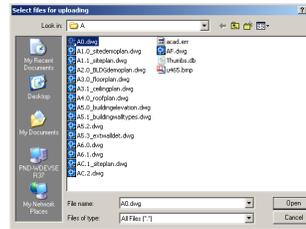
### *Sample Scenario*

You have been asked to submit a deed and to make corrections to the site plan.

Step 1 – Go to the Applicant folders and click the subfolder titled “Submitted Documents”



Step 2 – Click 



Step 3 – Search your files and select the deed

Step 4 – Click  to upload the deed

 Do not select **Upload Now** until you are certain that this is the correct file. You cannot undo this transaction!



Step 5 – Now upload the corrected site plan to the “Submitted Drawings” subfolder, following the same process listed above.

### Important Notice

When uploading your re-submittal drawing, it is critical that you maintain the original file name. For example, if on your first pre-submittal the site plan was named “site\_plan\_1”, then if you resubmit this plan with a correction, you must maintain the same file name.



# Re-submittals

## My Task List continued

Upon completion of step 5, you have uploaded your corrected and/or additional files. There are two more forms (eForm & Pre-Review Checklist) to resubmit.

Step 6 – Launch your “My Task List” field by selecting the Task List button located in the upper right hand corner.



Step 7 – Click on the Application icon



Step 8 -- Once the eForm has launched, click the [View](#) link to open the Pre-Review Checklist.



- a. Leave comments in the “Customer Comments” section of the Pre-Review Checklist
- b. Scroll to the bottom and  the Pre-Review Checklist

Step 9 – Review the eForm for accuracy and click Re-Submit, to complete the task.



You have successfully resubmitted your application packet.

## Reference Information

### Hyperlinks and Phone Numbers

For your convenience Maricopa County partner agencies are now co-located and serving you Monday through Friday, 8:00 am to 4:30 pm.



501 N. 44<sup>th</sup> Street (2<sup>nd</sup> floor)  
Phoenix, Arizona 85008  
602-506-3301



Department	Web Site	Phone
Planning and Development	<a href="http://www.maricopa.gov/planning">www.maricopa.gov/planning</a>	602-506-3301
Environmental Services	<a href="http://www.maricopa.gov/envsvc">www.maricopa.gov/envsvc</a>	602-506-6616
Air Quality	<a href="http://www.maricopa.gov/aq">www.maricopa.gov/aq</a>	602-506-6010
Flood Control	<a href="http://www.fcd.maricopa.gov">www.fcd.maricopa.gov</a>	602-506-1501
MCDOT	<a href="http://www.mcdot.maricopa.gov">www.mcdot.maricopa.gov</a>	602-506-8600
To get to Maricopa County's Permit Manager Home Page	<a href="http://www.velocityhall.com">www.velocityhall.com</a>	NA
Maricopa County Permit Manager Login Screen	<a href="http://www.velocityhall.com/myaccount">www.velocityhall.com/myaccount</a>	NA
Maricopa County ProjectDox® Web Portal	<a href="http://pndwww2.maricopa.gov/projectdox/">pndwww2.maricopa.gov/projectdox/</a>	NA
Planning and Development Customer Service	<a href="mailto:pdcustomerservice@mail.maricopa.gov">pdcustomerservice@mail.maricopa.gov</a>	NA