



Maricopa County Planning & Development

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Quick Guide to Downloading

The following document will walk you through the seven steps to downloading an issued building permit and approved plans from ProjectDox®.

Step 1: Log in to [ProjectDox®](#).

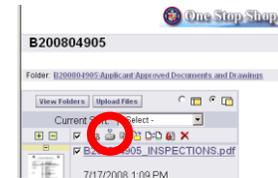
Step 2: Select the building permit tracking number link from the active projects list (e.g. [B200804905](#)).

Step 3: Open the Approved Documents and Drawings subfolder, located within the Applicant folder.

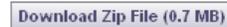
Step 4: Toggle (click) all check boxes “On”.



Step 5: Select the download checked files icon.



Step 6: Select the Download Zip File (x.x MB) button.



Step 7: Save the downloaded files to your computer or network drive.

Important Notice

Copies of the approved construction plans that display the “*Maricopa County Approval to Construct*” stamp and the issued building permit, must be on site and available to the building official until completion of the project. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official. Failure to comply may result in a failed inspection and additional costs.

**ALL CONSTRUCTION DOCUMENTS MUST HAVE BEEN APPROVED
BY MARICOPA COUNTY AS PART OF AN ISSUED BUILDING PERMIT.**