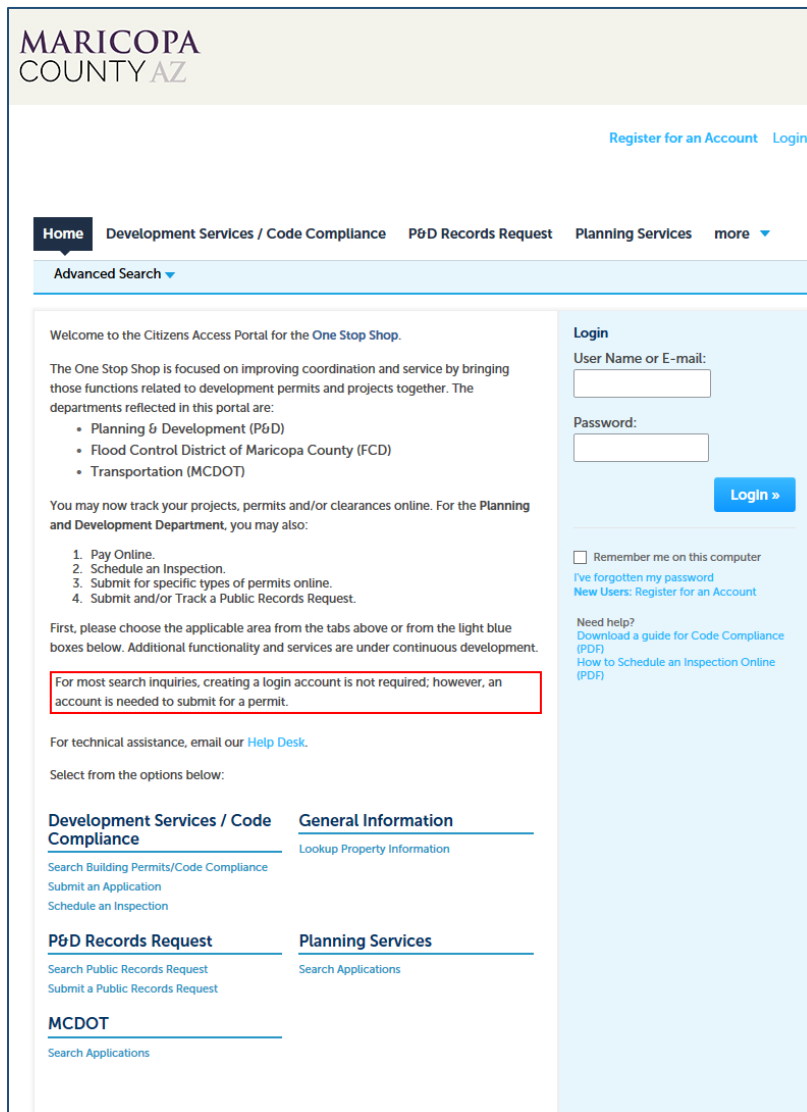


Planning and Development’s Citizen Access portal known as the Online Permit Manager has recently been redesigned. The url to access this site has changed. Regular users will have noticed that they are being redirected to the new site. The url for the new site is <https://accela.maricopa.gov/citizenaccessmccoss/>

 <https://accela.maricopa.gov/citizenaccessmccoss/>

While the look of the site has change, the same functions remain with some minor changes in the location of certain items. The following screen shots will show you how to access permit information.

The Home page has only changed its look and feel.



The screenshot shows the Maricopa County Citizens Access Portal. At the top left is the Maricopa County AZ logo. On the right, there are links for "Register for an Account" and "Login". Below the logo is a navigation menu with "Home" selected, followed by "Development Services / Code Compliance", "P&D Records Request", "Planning Services", and a "more" dropdown. An "Advanced Search" dropdown is also visible. The main content area is divided into two columns. The left column contains a welcome message, a list of departments (Planning & Development (P&D), Flood Control District of Maricopa County (FCD), and Transportation (MCDOT)), a list of services (Pay Online, Schedule an Inspection, Submit for specific types of permits online, Submit and/or Track a Public Records Request), and a note about search inquiries. The right column contains a "Login" section with input fields for "User Name or E-mail:" and "Password:", a "Login" button, and a "Remember me on this computer" checkbox. Below the login section are links for "Need help?", "Download a guide for Code Compliance (PDF)", and "How to Schedule an Inspection Online (PDF)".

For assistance please contact pdcustomerservice@mail.maricopa.gov

To check your permit status, pay fees or schedule an inspection, search for your project on the search screen.

MARICOPA COUNTY AZ

[Register for an Account](#) [Login](#)

Home **Development Services / Code Compliance** P&D Records Request Planning Services more ▾

[Search Building Permits/Code Compliance](#) [Submit an Application](#) [Schedule an Inspection](#)

Search for Permit or Application

Enter information below to search the Maricopa Count Planning and Development database. Permits or Applications can be searched for by entering any of the following information:

- Site Address
- Contractor License Information
- Parcel Number
- Permit and Application Information

If the project dates before May 18, 2009 and may have received a final inspection or may be expired, terminated, suspended, cancelled or voided, you may search our former database at www.VelocityHall.com.

For assistance with starting your search, please consult the [Guide to Search Velocity Hall](#)

General Search General Search ▾

Permit Number: Permit Type:

Project Name:

Start Date: End Date:

License Type: State License Number:

First: Last: Name of Business:

Street No.: Direction: Street Suffix:

Street Name: Street Type:

Unit Type: Unit No.: Parcel No.: Lot: Subdivision:

City: State: Zip:

Business License #:

Country:

[Search Additional Criteria](#)

For assistance please contact pdcustomerservice@mail.maricopa.gov

Once you have your project, go to the “Record Info” tab and click the blue triangle to see the options available.

The screenshot displays the Maricopa County Online Permit Manager interface. At the top left is the Maricopa County AZ logo. On the top right, there are links for "Register for an Account" and "Login". A navigation menu includes "Home", "Development Services / Code Compliance" (highlighted with a dark background), "P&D Records Request", "Planning Services", and a "more" dropdown. Below the navigation is a search bar with options: "Search Building Permits/Code Compliance", "Submit an Application", and "Schedule an Inspection".

The main content area shows permit information for "Permit B201702706: Residential_Accessory" with a "Record Status: Issued". Below this is a tabbed interface with four tabs: "Record Info" (selected and highlighted with a blue underline and a blue triangle), "Payments", "Conditions" (with a red circle containing the number 3), and "Custom Component". A red dashed arrow points to the blue triangle on the "Record Info" tab.

Below the tabs is an orange alert box with a star icon, stating: "This record was locked by REQUIREMENT on 03/28/2017. Condition: F-STBD SITE TO BE DEVELOPED Severity: Required Total Conditions: 3 (Required: 3)". A "View Condition" button is located to the right of the text.

The "Work Location" section displays the address: "4341 E BROADWAY Rd, PHOENIX AZ 85040".

The "Permit Details" section is divided into two columns. The left column, titled "Applicant:", lists fields for "Your Name", "Your Business Name", "1234 YOur Street", "Your City, AZ, 85000", "United States", "Home Phone:1234567890", and "Youremailaddress@youremailprovider.com". The right column, titled "Project Description:", contains the text "TEST PERMIT//ADDING A DETACHED CASITA WITH ELECTRICAL".

At the bottom left of the permit details, there is a "More Details" link with a right-pointing triangle and a "Print/View Permit >" button.

Before you move from this page, you can check the permit information by expanding the triangle next to and under “More Details”.

To move to "Processing Status" or any item listed under **Record Info**, click on it and you will move to that page.

MARICOPA COUNTY AZ

Logged in as: Your Name Collections (0) Account Management Logout

Home **Development Services / Code Compliance** P&D Records Request Planning Services more ▾

Search Building Permits/Code Compliance Submit an Application Schedule an Inspection

Permit B201702706: Residential_Accessory Record Status: Applied [Add to collection](#)

Record Info ▾ Payments ▾ Custom Component

Permit Details

Processing Status

Related Permits

Attachments

Inspections (Verify Required Drainage Inspection By Viewing Your Issued Permit)

Your Name
Your Business Name
1234 YOur Street
Your City, AZ, 85000
United States
Home Phone:1234567890
Youremailaddress@youemailprovider.com

Project Description:
TEST PERMIT//ADDING A DETACHED GARAGE WITH ELECTRICAL

Owner:
MARICOPA COUNTY
301 W JEFFERSON ST 10TH FL
BOARD OF SUPERVISORS
PHOENIX AZ 85003

More Details

Application Information

A. GENERAL INFORMATION

CAP SubType: Detached Dwelling Unit / Casita
Online Submission: Yes
Estimate of Project Valuation: 2000

B. DIRECTIONAL INFORMATION

Nearest Intersection: Here St & There Dr.
Directions to Construction Site: Down the road a piece.
I understand that there is a 200 character limit including spaces for text fields: Yes

C. BUILDING INFORMATION

Lot Square Footage: 43560




SERVICE PROVIDERS

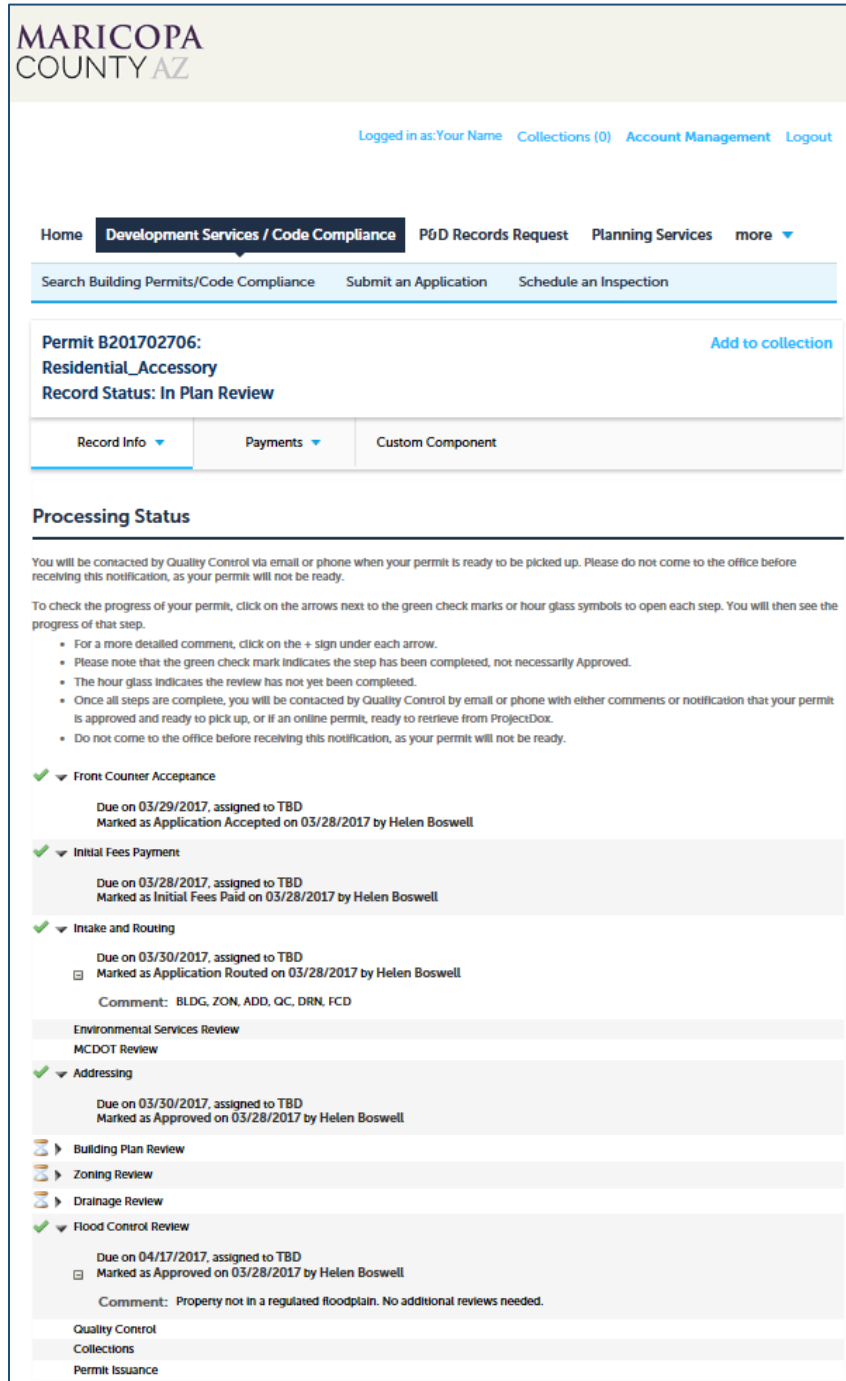
Electric Sys: Arizona Public Service
Gas Sys: Southwest Gas
Water Sys: Arizona Water Co
Sewer Sys: Septic
Fire District: Avondale

Parcel Information

Parcel Number: 123-02-001D
Parcel Area: 141396

Legal Description:
NW4 SEC30 T1N R4E B201300257 STORAGE ROOM/OFFICE SPC/RESTROOM REN

To see all the information on the progress of your permit, expand all the green check marks  and plus boxes  to see all the processing items and comments. The hour glass symbol  means that the step is in progress.



MARICOPA COUNTY AZ

Logged in as: Your Name Collections (0) Account Management Logout

Home **Development Services / Code Compliance** P&D Records Request Planning Services more ▾

Search Building Permits/Code Compliance Submit an Application Schedule an Inspection

Permit B201702706: Add to collection
Residential_Accessory
Record Status: In Plan Review


Record Info ▾ Payments ▾ Custom Component

Processing Status


You will be contacted by Quality Control via email or phone when your permit is ready to be picked up. Please do not come to the office before receiving this notification, as your permit will not be ready.

To check the progress of your permit, click on the arrows next to the green check marks or hour glass symbols to open each step. You will then see the progress of that step.


- For a more detailed comment, click on the + sign under each arrow.
- Please note that the green check mark indicates the step has been completed, not necessarily Approved.
- The hour glass indicates the review has not yet been completed.
- Once all steps are complete, you will be contacted by Quality Control by email or phone with either comments or notification that your permit is approved and ready to pick up, or if an online permit, ready to retrieve from ProjectDox.
- Do not come to the office before receiving this notification, as your permit will not be ready.

 ▾ **Front Counter Acceptance**

Due on 03/29/2017, assigned to TBD
 Marked as Application Accepted on 03/28/2017 by Helen Boswell


 ▾ **Initial Fees Payment**

Due on 03/28/2017, assigned to TBD
 Marked as Initial Fees Paid on 03/28/2017 by Helen Boswell


 ▾ **Intake and Routing**


Due on 03/30/2017, assigned to TBD
 Marked as Application Routed on 03/28/2017 by Helen Boswell
 Comment: BLDG, ZON, ADD, QC, DRN, FCD


Environmental Services Review
 MCDOT Review


 ▾ **Addressing**

Due on 03/30/2017, assigned to TBD
 Marked as Approved on 03/28/2017 by Helen Boswell

 ▸ Building Plan Review

 ▸ Zoning Review

 ▸ Drainage Review

 ▾ **Flood Control Review**

Due on 04/17/2017, assigned to TBD
 Marked as Approved on 03/28/2017 by Helen Boswell
 Comment: Property not in a regulated floodplain. No additional reviews needed.

Quality Control
 Collections
 Permit Issuance

For assistance please contact pdcustomerservice@mail.maricopa.gov

To schedule an inspection, click on the “Inspections” link under **Record Info**.

The screenshot shows the Maricopa County Online Permit Manager interface. At the top, the Maricopa County logo is on the left, and user information (Logged in as: Your Name, Collections (0), Account Management, Logout) is on the right. Below this is a navigation menu with 'Home', 'Development Services / Code Compliance' (highlighted), 'P&D Records Request', 'Planning Services', and 'more'. A secondary menu below 'Development Services / Code Compliance' includes 'Search Building Permits/Code Compliance', 'Submit an Application', and 'Schedule an Inspection'. The main content area displays 'Permit B201702706: Residential_Accessory' with a status of 'Record Status: In Plan Review' and an 'Add to collection' link. Below this are three tabs: 'Record Info' (selected), 'Payments', and 'Custom Component'. A red heading reads 'Inspections (Verify Required Drainage Inspection By Viewing Your Issued Permit)'. A paragraph explains reasons for scheduling issues, followed by a bulleted list of causes such as browser compatibility, permit expiration, outstanding fees, and unmet milestones. At the bottom, an 'Upcoming' section contains a link 'Schedule or Request an Inspection' which is pointed to by a red dashed arrow. Below it, a 'Completed' section shows 'There are no completed inspections on this record.'

Then click on the “Schedule or Request an Inspection” link.

For assistance please contact pdcustomerservice@mail.maricopa.gov

A pop up screen will appear where you are able to select the inspection code you need.

Schedule/Request an Inspection ×

Maricopa County is currently experiencing a very high demand for inspections that exceeds our capacity to complete. Once our capacity has been reached for each day, your inspection request will be scheduled for the next available business day. We apologize for the inconvenience.

Available Inspection Types are listed below. Inspections happen between 7 AM and 2:30 PM.

In conformance with the adopted building codes, all inspections listed below shall be considered as required inspections for any project with construction related to the areas of the inspections. It is the responsibility of the owners / builders / developers / contractors to ensure that all needed inspections are requested and performed.

Failure to receive all needed inspection approvals is a violation of adopted building codes. For a complete listing of available inspections, please review your issued permit.

- 105 Footing Set Back
- 111 Stem-Basement
- 143 Drainage-Basemt Floor Elev
- 212 Bsmt Underfloor Copper
- 215 Bsmt Concrete Reinforce
- 222 Bsmt Underfloor Plumbing
- 242 Bsmt Underfloor Electrical
- 151 Drainage-Pre-FFE
- 840 Electrical Other
- 834 Mechanical-Other

< Prev 1 2 3 Next >

Continue
Cancel

Schedule/Request an Inspection ×

Inspection type: 105 Footing Set Back

1. Select an appointment date by clicking in the calendar. 2. Click in the circle next to "All Day", and then click the Continue button. Note: If the circle is greyed out, then the specific date is no longer available for inspection scheduling. Please select a different day. Remember that the Inspections will take place from 7 AM to 2:30 PM.

Mar 2017							Apr 2017							May 2017								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
			1	2	3	4							1		1	2	3	4	5	6		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27		
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31						
							30															

< Prev Next >

Available Times for Monday, Apr 03 2017

- All Day (12:00 AM - 11:59 PM)

Continue
Back
Cancel

Continue through each screen until you have selected the date and made any additional notes. You will have the option to update the contact or add a note for the inspector such as a gate code or request for an ETA. When you are done, hit the Finish button.

For assistance please contact pdcustomerservice@mail.maricopa.gov