



City of Phoenix

How to Renew AOP (Annual Operating Permit) in Shape Phx

1. Login to Portal Account

2. Scroll down the page to In-Progress Registrations, click on View

Home REQUESTS SEARCH/PAY RECEIPTS INVOICES PERMITS MORE Search... Balance: \$0.00 cosima.smith Logout

Apply For Permit Apply For New License Apply For New Operating Permit Apply For Code Modification Submit Code Enforcement Complaint

Welcome to SHAPE PHX Portal

The new SHAPE PHX Portal provides a number of new Planning and Development Department online services for the residents of City of Phoenix. Please see some helpful information/tips for usage of the new features below:

ONLINE PERMIT APPLICATIONS
PDD strives to process your Permit Applications as promptly as possible. Please refer to links listed below for detailed instructions relevant to your Permit Application. Checking these first may help you move through the application process with greater ease. Our Permit Types are listed below with the related reference materials.

CONSTRUCTION AND TRADES – RESIDENTIAL

- Residential Building Pre-Log Admin Review Checklist
- Residential Construction Application

Balance
FULL BALANCE SEARCH/PAY F...
You have no balance owing

Helpful Links
Impact Fee Data
FAQs
Topics A-Z

In-Progress Registrations

	AOP-03397	Annual Operating Permit	created 10/21/2022	5/3/2023	Issued	View
	AOP-03397-2023	Annual Operating Permit	created 5/3/2023	5/3/2023	Submitted	Pay Now View

3. Click on Renew

Request revision Schedule Inspection **Renew**

Operating Permit: Fire Registration Application

Save & Exit

Application Details Cancel Next

Do not use the back button at this time to modify application. If changes need to be made, a new application must be started.

Information

Applicant: cosima.smith (training)
Registrant: Ori Health
Address: 150 S 12TH ST

Registration Details

Registration Type: Annual Operating Permit



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4. Verify the Application Details, click the next button.

Your Application Progress

- 1 Application Details In Progress
- 2 File History

Request revision Schedule Inspection **Renew**

Operating Permit: Fire Registration Application

Save & Exit

Cancel **Next**

Application Details

Do not use the back button at this time to modify application. If changes need to be made, a new application must be started.

Information

Applicant	cosima smith
Registrant	Or's Behavioral Health
Address	2140 E BROADWAY RD

Registration Details

Registration Type	Annual Operating Permit
Subtype	GRP Home / Behavioral Health
Capacity	5
Expedited Review Request	<input type="checkbox"/>

Facility Details

Name of Facility	Or's Group Home
Facility Address	2140 E BROADWAY RD
Building Number	
Unit/Suite	
Square Footage	0
DHS License Number	

5. Verify the application information, ensure there is an Applicant, Registrant and Address, click the Next button.

Your Application Progress

- 1 Information In Progress
- 2 Registration Details Pending
- 3 Facility Details Pending
- 4 Site Contacts Pending
- 5 Additional Information Pending
- 6 Confirmation Pending

Operating Permit: Fire - Renewal Registration Application

Save Progress & Exit

Cancel **Next**

Information

The following online application process is for the Phoenix Fire Dept. Operating Permit. Currently there are only eleven available. This process will let you do a majority of the application process online. For the ones not included on this web page you will need to continue following the current procedures. (Note : Do not use the back button at this time to modify application. If changes need to be made, a new application must be started.)

Applicant

Person applying for License on behalf of Licensee

Registrant

Primary Business or Person account which owns the Registration to allow portal members to see record.

Address

Provide the address that this license is associated with.



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6. Verify the Registration Details, click the Next button.

Your Application Progress Operating Permit: Fire - Renewal Registration Application [Save Progress & Exit](#)

- 1 Information**
Applicant cosima smith
Registrant Ori's Behavioral Health
Address 2140 E BROADWAY RD
- 2 Registration Details**
In Progress
- 3 Facility Details**
Pending
- 4 Site Contacts**
Pending
- 5 Additional Information**
Pending
- 6 Confirmation**
Pending

Registration Details

Do not use the back button at this time to modify application. If changes need to be made, a new application must be started.

Registration Type *

Subtype

Capacity

Expedited Review Request

Issue Date

Expiration Date

Renewed Date

Date License was renewed or extended

[Back](#) [Next](#)

7. Verify the Facility Details, click the Next button.

Your Application Progress Operating Permit: Fire - Renewal Registration Application [Save Progress & Exit](#)

- 1 Information**
Applicant cosima smith (training)
Registrant Ori Health
Address 150 S 12TH ST
- 2 Registration Details**
Registration Type Annual Operating Permit
Subtype Medical Facility
- 3 Facility Details**
In Progress
- 4 Site Contacts**
Pending
- 5 Additional Information**
Pending
- 6 Confirmation**
Pending

Facility Details

Do not use the back button at this time to modify application. If changes need to be made, a new application must be started.

Name of Facility

Facility Address

Building Number

Unit/Suite

Square Footage

DHS License Number

Owner of Facility *

Ownership Change

Owner Phone

Please enter phone number without any formatting. Example - instead of adding as (123) 456-7890 enter as 1234567890

[Back](#) [Next](#)



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8. Enter the Site Contact, Contact for Inspection, On Site Phone Number and Onsite Contact Email, click the Next button.

Your Application Progress

Operating Permit: Fire - Renewal Registration Application Save Progress & Exit

1 Information
Applicant cosima smith
Registrant Ori's Behavioral Health
Address 2140 E BROADWAY RD

2 Registration Details
Registration Type Annual Operating Permit
Subtype GRP Home / Behavioral...
Capacity 5

3 Facility Details
Owner of Facility Ori's Behavioral Health
Name of Facility Ori's Group Home
Facility Address 2140 E BROADWAY RD

Site Contacts Back Next

Do not use the back button at this time to modify application. If changes need to be made, a new application must be started.

On Site Contact *

Contact For Inspection *

On Site Phone

Please enter phone number without any formatting. Example - instead of adding as (123) 456-7890 enter as 1234567890

Email *

On Site Fax

9. Verify all information and click on the Submit Registration Button.

Building Number

Unit/Suite

Square Footage 0

DHS License Number

Owner of Facility Ori's Behavioral Health

Ownership Change

Owner Phone

Site Contacts Edit

On Site Contact cosima smith

Contact For Inspection cosima smith

On Site Phone

Email

On Site Fax

Additional Information Edit

Description

Submit Registration Application

10. Click in the checkbox and then click the I Agree button.

Acknowledgement

AGREEMENT: By clicking 'I Agree': I certify that I understand that an operational permit shall be required for licensed facilities. A fire inspection is conducted upon opening, upon change of ownership, and prior to expiration, and complies with the Arizona department of health services (ADHS) requirements. I attest that I have the required documentation and that I am authorized to submit this permit.

I, cosima smith, hereby to attest that I completed the Registration Application. Here is my email: smthasiyyah@gmail.com.

Cancel I Agree

Description

Submit Registration Application



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11. Make note of your revised AOP Number (this will be your original permit number with the new year added to the end. Click on the Back to Home button to go to the payment screen.

Your Application Progress Operating Permit: Fire - Renewal Registration Application

- 1 Information**
Applicant cosima smith
Registrant Ori's Behavioral Health
Address 2140 E BROADWAY RD
- 2 Registration Details**
Registration Type Annual Operating Permit
Subtype GRP Home / Behavioral...
Capacity 5
- 3 Facility Details**
Owner of Facility Ori's Behavioral Health
Name of Facility Ori's Group Home
Facility Address 2140 E BROADWAY RD
- 4 Site Contacts**

Confirmation

Your Registration Application has been submitted and is now being processed. Your reference number is AOP-07873-2023.

[Back To Home](#)

12. Click on the Pay Now button, this will take you to a confirmation screen

FULL BALAN... SEARCH/PAY...

Balance	Pay Now
AOP-07873-2023	\$200.00
	<hr/> \$200.00

13. Click in the checkbox next to the fee you want to pay and then click the Go to Cart and Pay button.



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Back

Search By
Select One

Number: AOP-07390 Total Fees: \$150.00
Total Balance: \$150.00 Applicant: cheryl sayegh
Address: 1940 W GREENWAY RD Registration Type: Annual Operating Permit
Registrant: Children's Playhouse

Search By Fee#/Type/Status

<input type="checkbox"/> Fees#	Fee Type	Amount Paid	Status	Amount Outstan...
<input type="checkbox"/> 0809328	Facility Permit Application Fee - Day Care	\$0.00	Unpaid	\$150.00

Total Selected Amount:\$0.00

14. The application is now submitted. Staff will complete processing and your application will be assigned by a Supervisor to a fire inspector. The fire inspectors keep their own calendars and will contact you to schedule an appointment.