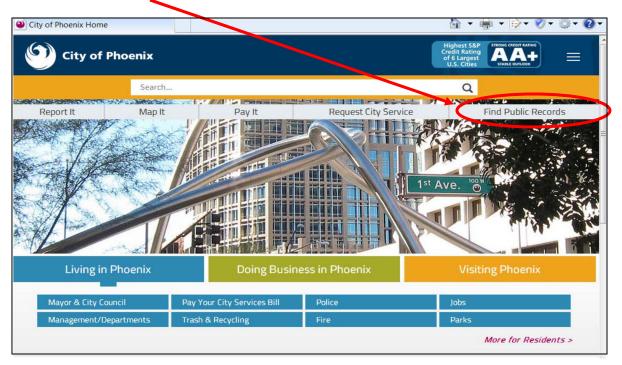
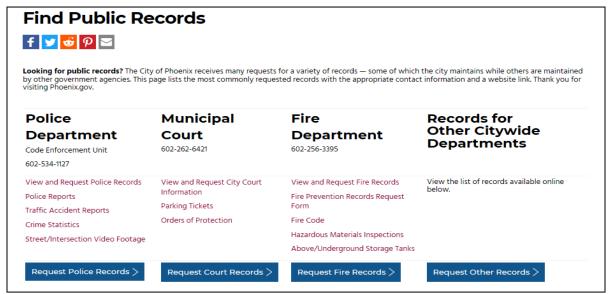


Customers have access to City of Phoenix permitting and plan review information on-line. View phoenix.gov from the convenience of your office or home on desktop or mobile device.

- 1. Enter **phoenix.gov** in the URL address of your favorite browser and follow the step below:
- 2. Click on "Find Public Records"



3. Scroll down Find Public Records page to locate Planning & Development Department link



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For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

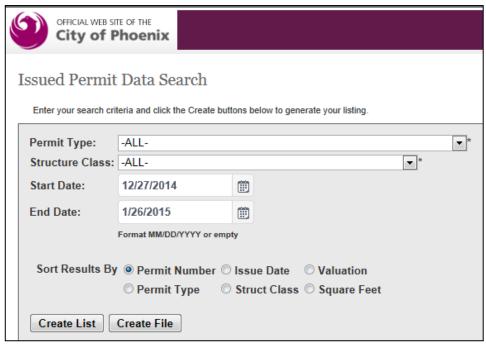
## 4. Click on "Permits, Inspections and Certificate of Occupancy"

Finance Department 602-262-7166	City Financial Reports Phoenix Online Checkbook Monthly Revenues and Expenses
Neighborhood Services Department 602-534-4444	Blighted Property / Zoning Violations Reports  Neighborhood Associations  Code Enforcement Case Status Report
Planning and Development Services 602-262-7800	Permits, Inspections and Certificates of Occupancy  Permits from 1995 to current are available through an online searchable database  Building Code

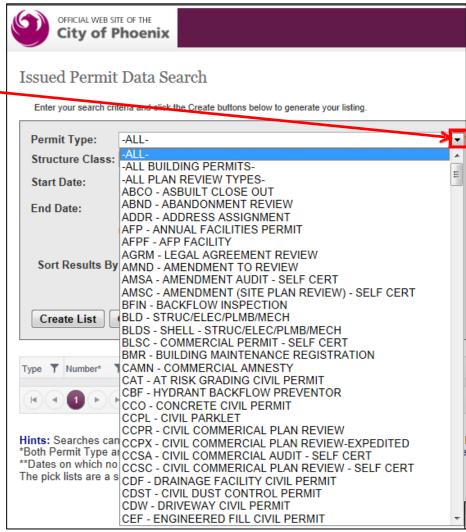
## 5. Click on "Issued Permit Data Export"

Electronic Plan Review	Submit plans for review online Learn more
Online Permitting Services	Search, print, submit and pay for selected permits (Brochure). Visit our Development Center to submit other permits.
Online Payments	Pay for plan review and permit fees online
Inspections	
· ·	
Inspection Request or Cancellation	Must have information from the building permit payment receipt to submit On-line
Inspection Request or Cancellation, How To	
Search	
Permits Search	Search issued and temporary permits multiple ways
Plan Review Search	Search plans submitted for review (plan review number, address, professional name/license, project number or project name)
Project Search	Search permits associated with a particular project.
Elevator Permits Search	Print certificate of inspection and conditional permit to operate elevator
Certificates of Occupancy and Completion Search	Search by permit number, address or parcel number
Mana	
Maps	
Planning and Development Maps	
Development Impact Fee Map	
Historic Preservation Maps	
Zoning Maps	
Research - Permits	
Issued Permit Data Export	View and export plan reviews submitted and permits issued in Phoenix. Results limited to 365 days at a time.
Permit and Plan Type Listings	View dynamic list of permit and plan types by category

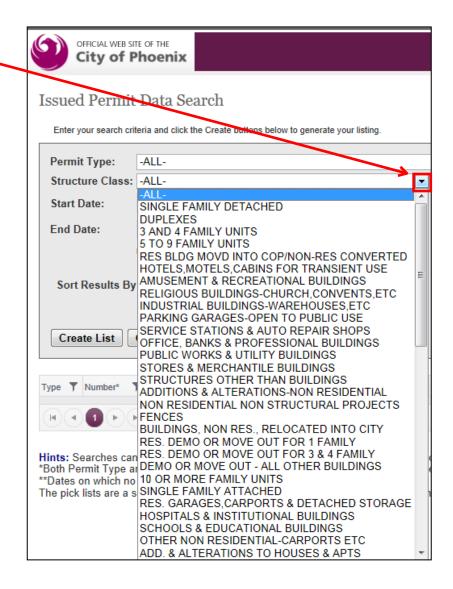
**6.** A search criteria page is displayed to allow a custom search.



 a. To select a specific Permit Type, click "PERMIT TYPE" drop down arrow and select desired Permit Type.



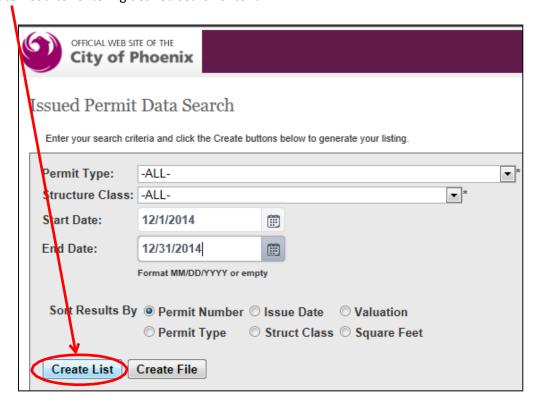
To select a specific Structure
 Class, click on "STRUCTURE
 CLASS" drop down arrow and
 select desired Structure Class.



c. Enter **Start Date** and **End Date** or using drop down calendar and select desired dates. Search window is limited to any 365 Day period.
 01/1/2014 – 12/31/2014



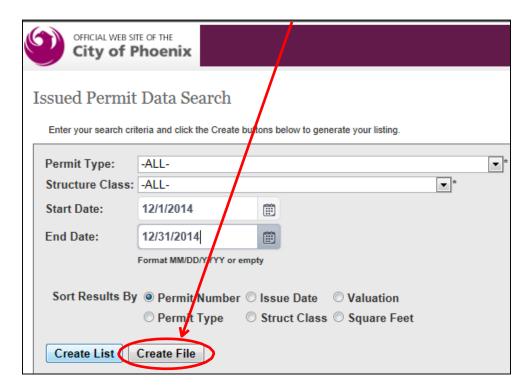
7. Click Create List after entering desired search criteria.



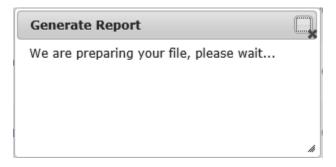
**8.** A list of permits matching the selected criteria will be displayed at the bottom of the page. Use report **navigation tools** to move from page to page.



9. To create an extract file of the permits returned, click **Create File**.



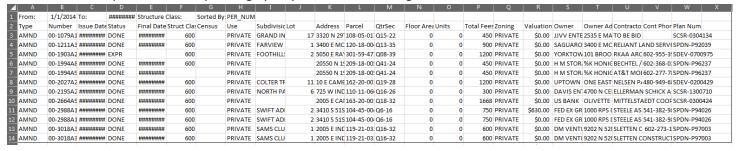
a. A message may appear indicating that the report is being generated:



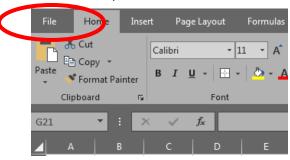
b. An action box may appear at the bottom of your browser window. Options may include **Open, Save or Cancel.** Actions may differ between browsers. Select the option desired.



c. Select "**Open**" to display Excel file. Results will be displayed in software setup to display Excel spreadsheets depending upon your device's settings.



d. To Save to a specific location, select the File tab on top left corner of excel spreadsheet.



a. Select "Save as'.

i.



- ii. Browse to the desired folder location
- iii. Name file as desired (e.g. December 2014).
- iv. Select "Save"
- v. Once you have saved the permit, an action box may appear at the bottom of your browser window. Select **desired option**.