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<tr>
<td>5/16/14</td>
<td>Ronda Hollander</td>
<td>First Draft</td>
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<td>6/2/14</td>
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<td>Updated format, screen shot and instructions</td>
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PDD Online Permits: Allows applicants to submit non-construction related permits online. The application process is a five step process 1) Register online (1st time only), 2) Enter all applicant and permit information, 3) Upload files (if needed) and agree to terms, 4) Pay for permit using Online Payments or other method, and 5) print permit or continue with plan review process using Electronic Plan Review (EPR). NOTE: One registration needed for both Electronic Plan Review Application and PDD Online Permits.

2. Search: Applicants can search for permitting, plan review, certificate of occupancy, and general building permitting information at their convenience freeing City staff process applications and review plans more effectively. Note: Plan review and permit applications entered online will not appear in Search results until successful payment is received and permit is create in KIVA. To view applications submitted online, use My Permits.

3. Permit Inspections: Once a permit is issued an inspection must be scheduled by the applicant. Inspections can be scheduled or cancel online, by phone or in person at the Development Center.

4. Electronic Plan Review Application: Allows applicants to submit an application for building plan review online. After application is successfully created a project is created to all applicants to upload electronic plans via ProjectDox for City staff to review. NOTE: One registration needed for both Electronic Plan Review Application and PDD Online Permits.

   a. ProjectDox: Separate system which allows applicants to upload electronic plans with supporting documentation, review plan corrections, resubmit corrected plans, complete workflow task (e.g. file upload and payments), and access final approved plan/permits for download and/or printing. NOTE: ProjectDox requires a separate log in from the online application systems.

5. Online Payments: Allows applicants to pay plan review and permit fees online using a credit card. Payments can be processed online for any permit or plan review fees due regardless of how they were initiated (e.g. in-person or online). NOTE: Payments made for Electronic Plan Review require an additional task to be completed in ProjectDox to begin the plan review process or issue the building permit following a successful payment.
6. **My Profile:** Online applicants are required to create an account and register prior to submitting any permit applications (e.g. non-construction, construction, Electronic Plan Review, or fire). If contact information changes, applicants can use My Profile to update applicant and self-certification information and reset their password.

7. **My Permits:** All plan review and permit application submitted online can be viewed and managed in one place. Permit applications can be reviewed, changed or deleted until payment is made. Once payment is made and permit is issued (temporary or final), My Permits will display links to the permit and receipt for applicant to review and print as needed. After payment, permits will also appear in Search results.

8. **Shopping Cart:** Plan review and permit fees can be placed in the shopping cart regardless of how they were submitted (online or in-person). All payment made online must be use a credit card and will be processed/authorized via a third party credit card processing company.

9. **Log On / Log Off:**

10. **Help:** Links to the latest manual and frequently asked questions are available from within PDD Online on the PDD Online Permits page. Below are links to these and more:

    a. Visit [Planning and Development Online Services](#)
    b. Visit [PDD Online Services User Manual](#)
    c. Visit [Frequently Asked Questions (FAQs)](#)
    d. Visit [Electronic Plan Review (EPR)](#)
    e. Visit [Inspections](#)
To access PDD Online services enter phoenix.gov/pdd/onlineservices and select the desired option. Note an account is only needed if customers want to submit plans or permits online. All other services do not require an account.
Security

Registration / Create an Account

No account is required to search, pay for permits/plans, or schedule an inspection. Prior to submitting plans or permits electronically, applicants must register and create an account. Information provided is used during the application submission process.

1. To REGISTER
   a. Select from top right menu bar to view Sign in options
   b. Select Create An Account
   c. Enter Profile Information
      i. Valid email address required
      ii. Only one account is needed for both plan review and permit submission
      IMPORTANT: Your registration profile is shared between PDD Online Permits and Electronic Plan Review (same email address and password). Your registration profile information is used to populate the applicant information, so keep your information current.
      iii. Self-Certification information is only valid for Self Certified Professional. To learn more visit Self Certification Program.
   d. Click Save
      i. An email will be sent to your registration email account
      ii. You must respond to initial email to activate account
   e. Open registration email delivered to your inbox and confirm your registration.
   f. Click Log On
   g. Sign In and begin submitting.
Log On
First time applicants must register prior to submitting plan or permits. See Registration/Create an Account for details.

1. Click Log On in the upper right hand corner of the page

Note: Login options and format may differ between internet browsers. Examples below are based on Internet Explorer 9.

2. Enter Email, Password, and click Sign In.

3. A Welcome! message appears in the top menu bar indicating who is logged on (e.g. Welcome! ccontractor@gmail.com). Additional menu options are displayed. Select menu option desired.

Forgot Password
1. From Log On screen select Forgot Password and enter your registration Email address
2. An email will be sent to your Email inbox with a temporary password
3. In the Log On window,
   a. Enter your Email address
   b. Cut and paste the temporary password from the email (Be careful not to copy extra spaces)
   c. Click Log On.

IMPORTANT: Remember to set permanent password in My Profile after logging in.
Log off
To ensure others cannot access your account,

1. Click **Log Off** in the upper right hand corner.

Manage Profile
Applicant who have register can manage their own profile once they are logged in. Options include changing your password and updating your profile information to speed up application entry.

**Note:** Profile options and format may differ between internet browsers.

1. Click **My Profile** and change information desired and click **Update/Save**.

2. To reset your password, click **My Profile** then **Change Password**. Enter your old password followed by your new password twice. A message will appear indicating your password has been changed.
PDD Online Permits
Many over-the-counter type permits are now available online. Customers can submit permit, add permits to shopping care, pay via credit card, print permits and begin work all from the convenience of their office, home, or mobile devices. Once work is completed, inspections can also be scheduled or cancelled online. Each permit requires varied information necessary to assess fees, issue permits, and support review, inspection and compliance activities.

Create Online Permit Application

![Create Online Permit Application](image)

**IMPORTANT:** If the type of work you are performing does not appear online, permit(s) must be obtained in person at the Development Center. Un-permitted work is subject to higher fees and many result in demolition.

1. Click **Log On** and create an account or sign in. Applicant must register their first time with a valid email address and activate their account from the email account provided. See Registration / Log On instruction for detailed instruction.
2. **Select permit type** desired after successful log on.

3. **Review Scope of Work** displayed includes building code references that must be followed, valid type of work that may be performed and notes that will appear on the Issued Permit.

![Image of Permit Scope](image)

**IMPORTANT:** Make sure your work fits within the parameters of the Permit Scope. Selecting the wrong permit type or doing work outside of the defined scope will result in additional fees. Permit fees already paid are non-refundable.

4. Click **Continue** to proceed with application process or **Cancel** to return to the list of permits.

5. A valid address or parcel is required to apply for a permit. Most permits issued by the City of Phoenix are within the City of Phoenix limits. In some cases, permits for properties outside of City of Phoenix limits may be issued (e.g. Fire permits).

![Image of Permit Search](image)

**Search for valid property:**

a. **ADDRESS:** Enter part or all of your address and click **Search or Enter**

b. **NO ADDRESS:** Enter the parcel number (format 999-99-999…) and click **Search or Enter**

   If your property is within Maricopa County and does not have an address, you can obtain the parcel number(s) through the Maricopa County Recorder’s Office.

c. Unable to find address, send detailed email to **property.record@phoenix.gov** for assistance.
6. **Select desire address** from list of valid addresses provided.

![Address Search Results](image)

7. **Verify Property Owner, Parcel, and Address Selected** are correct

![Verify Property Owner and Address Selected](image)

   a. If information is not correct, search again and pick the right property.

   b. If unable to find property, visit Maricopa Country Recorders Office to obtain parcel numbers and search by parcel number.

   c. If unable to find address or parcel, email property.records@phoenix.gov for assistance.
8. **Projects:** A project may have been created for work performed at the address/property selected.
   a. To associate your permit with a previous project, select the desired Project number by using the project dropdown box.

   ![Choose a Project](image1)

   b. Otherwise, leave it “UNASSIGNED…” for the system to assign.

   ![Choose a Project](image2)

9. **Holds:** Permits cannot be submitted when certain Property or Project holds are present. If holds exist, the following pop-up box will appear with instructions.

   ![Property Address On Hold](image3)

   a. When holds exist, the Choose a Project will display “Hold Project”.
   b. Applicant cannot continue submitting the application until the issue is resolved.
   c. Follow instruction provided to resolve hold(s).
   d. If hold(s) cannot be resolved over the phone, applicant will need to meet with City staff to resolve any remaining issues.

10. Click **Next** to continue with application, assuming all previous validation has been met.
11. Permit Application at a Glance:

   a. Project Address Information
   b. General Permit Information.  (*Permit details/options vary depending upon permit selected*)
   c. Additional Permit Comment.  (*Application permit comments related to the permit*)
   d. Applicant Contact Information (*Applicant submitting online permit*)
   e. Field Contact Information.  (*Field Contact options vary depending upon permit selected*)
12. Enter **Additional Location Information** for the Inspector to locate your work site. This is especially important for job sites which are difficult to locate (examples: Northeast corner of property, Su 450, or behind Building A200 on southwest corner).

13. Enter permit specific information in **General Permit Information**. Options required may vary from permit to permit. Provide accurate information to ensure permit issued is valid.

**IMPORTANT**: Entering incorrect permit information may result in additional fees and extend development time. Permit fees already paid are non-refundable.
14. **Application Contact Information** is loaded from your registration profile. Keep your profile information current to ensure accurate application and contact information.

![Applicant Contact Information](image)

- To update profile, click **My Profile**.
- Make changes and **Save**

15. **Field Contact Information** options and instructions vary depending upon the permit type selected.

   ![Welcome](image)

- **Use My Information**: Loads Field Contact information from your registration profile
- **Use Owner**: Loads Field Contact information from the current property Owner on file
- **Select/Search Contractor**:
  - i. Provide input box to type Contractor’s name. Enter at least 3 characters to see a list of contractors.
  - ii. Select desired contractor
- **Update information as needed**
16. Optional **Additional Permit Comments** can be entered (e.g. additional directions, instructions or comments to help aide the City Inspector in reviewing and approving the work on site).

```
Additional Comments
Please see neighbor, Sally Smith, to east for access key
```

17. After providing all required information, click **Save and Continue**

a. Your permit application will be saved and displayed for your review

**IMPORTANT:** A permit is not issued until payment is received.

Permit applications requiring uploaded files are assigned a temporary permit number until City staff can review application, verify/approve files, and issue final permit. Payment must be received prior to review, approval, and permit issuance.

18. **Verify application information** is accurate and complete.

a. Fees assessed appear at bottom of application.

b. Select **Edit Permit** to make changes.

c. Select **Delete Permit** to delete and start over.

d. If file upload is required, see next step

e. If no file upload needed, skip next step, agree to terms, and pay fees.
19. **File Upload**: Some permits require files to be uploaded for review and approval prior to permit issuance. If the following box appears, complete the following steps for each file.
   
   a. Select the **file type**
   b. Enter a **Title** (optional)
   c. **Browse** to find the file desired
   d. Click **Upload File** to copy file to permit

   ![Supporting Files](image)
   
   **IMPORTANT**: Upload File button must be selected to upload file.

20. **Read and agree to terms** once all information is verified and additional information provided.
   
   a. **Enter your name or initials**.

   ![AGREEMENT](image)
   
   **AGREEMENT**: By entering my name below and clicking "I Agree", I hereby certify I am the owner or I am acting on the owner’s behalf and the information contained in this permit application is correct and accurate to the best of my knowledge; I understand the requested permit will authorize only the work stated in the scope of this permit. I agree to pay all fees and obtain all inspections in accordance with applicable City of Phoenix Codes and Ordinances. I understand that any work beyond the scope of this permit will require additional permit(s) and fee(s), in which case this permit fee will not be refunded.

   ![I Agree | Add to Cart](image)

   b. **Click I Agree | Add to Cart**

   **IMPORTANT**: Permit will not appear in Applicant’s shopping cart until agreement terms are signed and “I Agree | Add to Cart” is selected.
**My Permits**

Prior to a permit being issued, the permit application must be completed, the terms of the permit agreed to, and payment received. **NOTE: Pending permit applications are only valid for 60 days. If they have not been paid for, the temporary permit is removed from the KIVA system and customer will have to re-apply.**

1. Click **My Permits** menu link.

2. A list of permit application will be displayed. Options include:
   a. **View Issued Permit/Receipt:** *(Successful payment received and permit issued)*
      i. Click **Permit Number** link (e.g. 14007645) or
      ii. Click **Permit Receipt Number** link (e.g. 15-0068215)
      iii. Depending upon browser, pop-up box may appear
   1. View/Open, download, or save

   b. **View Permit Application in Progress** *(not approved)*:
      i. Click **Pending Approval** or **Payment Required** links to view application
ii. Select Edit, Delete, or agree to terms (name or initials) and Add to Cart.
iii. Remember to pay for permits

3. Permit applications in process will have one of the following statuses:
   a. **Pending Approval**: Application saved, Permit not issued, Waiting Payment
   b. **Payment Required**: Application saved, Permit not issued, Waiting Payment. Eligible for payment via credit card.
   c. **Need Support Files**: File(s) must be uploaded to submit permit application
   d. Only application with a status of **Pending Approval or Payment Required** can be paid for via credit card.

4. Permit application already paid for will have the following status:
   a. **Complete & Approve**: Application accepted, Payment Received, and Permit Issued

**Edit Permit Application**
Prior to payment, applicant can change permit application information. The applicant must complete all required information, correct any errors, save the permit application and agree to the terms prior to payment. Depending upon information provided, permit fees may change.

Permit application can be deleted from the Shopping Cart or within the application

1. Click **My Permit**
2. Select the desired permit by clicking the **Permit Number** or **Permit Status** link.
3. The permit application is displayed
4. Make necessary changes
5. Click **Save and Continue** or agree to terms and click “I Agree | Add to Cart”.

**Delete Permit Application**
Applicant can permanently delete application where payment has not been received.

1. Click **My Permit**
2. Select the desired permit by clicking the **Permit Number** or **Permit Status** link.
3. The permit application is displayed
4. Click **Delete**
5. A pop-up window will appear
6. Click **OK** to delete or **Cancel** to exit
My Profile

Applicant who have register can manage their own profile using My Profile. Applicants must be logged in to access My Profile. Options include changing your password and updating your profile information to speed up application entry.

Note: Profile options and format may differ between internet browsers. Examples below are based on Internet Explorer 9.

1. Click My Profile to view current registration profile information.

2. Change desired information and click Update Profile / Save.

3. To reset your password, click Change Password. Enter your old password followed by your new password twice. A message will appear indicating your password has been changed.
Search / Research Menu

The Search menu is for Plan Review, Permits, Project and more where fees have been paid regardless of whether they were submitted online or in person. Use My Permits to view Plan Review and Permit applications where fees have not been paid. Once the online application fees are paid, they will also be available via Search.

**Common Search Features:**

**Search Results Options:** Each search list presented provides several ways of viewing and navigating the results.

**Sort Ascending/Descending:** By clicking on the up and down arrow next to a column heading, you can sort the results in ascending or descending order.

**Filter Column:** By clicking the funnel next to a column heading, you can filter the results as desired.

**First Page:** By clicking the far left hand arrow at the bottom of the results, you can navigate to the first page in the list. This option only appears if more than one page of results is returned and you are not on page one.

**Last Page:** By clicking the far right hand arrow at the bottom of the results, you can navigate to the last page of results. This option only appears if more than one page of results is returned.

**Next Page:** By clicking the right facing arrow, you can navigate to the next page.

**Previous Page:** By clicking the left facing arrow, you can navigate to the previous page.

1. Click Search.

2. Click Search Category desired and enter needed information to find permits, projects, plan review information, certificate of occupancy and general permitting information as needed. Depending upon the type of search requested, information required and results displayed will differ.
Search - Permit Information Download

1. Select Permit Type, Structure Class, Start Date, End Date, and Sort Results options.

![Image of Permit Data Search](image)

2. Click Create List to display a list of permits found. Use Search Results Options to view and navigate results.

![Image of Permit List](image)

3. Click Create File to acquire an excel spreadsheet of permits. A pop-up box will appear providing options to Open, Save, or Cancel the file created.

![Image of Permit File Download](image)
Search - Project Information Search by Project

1. Enter **Project Number** or **Project Name** and click **Search**.

![Project Information Search](image)

2. Project information found will be displayed. Use Search Results Options to view and navigate results.

![Search Results](image)
Search - Building Permit Information Search

1. Enter permit search criteria and click **Search**.

<table>
<thead>
<tr>
<th>Permit Information Search</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>By Type and Number</strong></td>
</tr>
<tr>
<td>Select a permit type and enter the permit number:</td>
</tr>
<tr>
<td>Type: <strong>Type List</strong></td>
</tr>
<tr>
<td><strong>By Address</strong> (can use wildcard in number and street)</td>
</tr>
<tr>
<td>Number</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>By Professional Name</strong> (should use wildcard)</td>
</tr>
<tr>
<td>Precede and follow a key word in the name with wildcards(*) Example: <em>paradise</em></td>
</tr>
<tr>
<td>Professional Name:</td>
</tr>
<tr>
<td><strong>By Professional State License #</strong></td>
</tr>
<tr>
<td>Professional State License</td>
</tr>
<tr>
<td><strong>By Project Number</strong> (can use wildcard)</td>
</tr>
<tr>
<td>Project numbers begin with the two digit year followed by a &quot;.&quot; and then the number Example: 99-1234</td>
</tr>
<tr>
<td>Project Number:</td>
</tr>
<tr>
<td><strong>By Project Name</strong> (should use wildcard)</td>
</tr>
<tr>
<td>Precede and follow a key word in the project name with wildcards(*) Example: <em>paradise</em></td>
</tr>
<tr>
<td>Project Name:</td>
</tr>
<tr>
<td><strong>By Solar\Green\Adaptive Re-use</strong></td>
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<tr>
<td>☐ Solar</td>
</tr>
<tr>
<td>☐ Green</td>
</tr>
<tr>
<td>☐ Adaptive Re-Use</td>
</tr>
<tr>
<td>Start Date: <strong>5/3/2014</strong></td>
</tr>
</tbody>
</table>

*Show temps? ☐ Yes ☐ No  
CLEAR  SEARCH
2. A list of permits found will be displayed.
3. Use Search Results Options to view and navigate results.

4. Click the permit link to view the Building Permit. A pop-up box will appear providing options to Open, Save, or Cancel the file created.
5. Click **Inspection History** button to see specific inspections for a given permit. Use Search Results Options to view and navigate results.

6. Click **Inspection Notes** to view details.
Search - Plan Review Information Search

1. Enter Plan Review search criteria and click Search.

2. A list of plan reviews found will be displayed. Use Search Results Options to view and navigate results.
3. **Click Review button** to view plan review activities.

<table>
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<tr>
<th>REVIEW</th>
<th>ASSIGNEE-CONTACT</th>
<th>DEPT</th>
<th>START DATE</th>
<th>COMPLETED</th>
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</table>

**Search - Certificate of Occupancy Search**

1. Use Search Results Options to view and navigate results.

**Search - Permit and Plan Type Listing**

1. Use Search Results Options to view and navigate results.
**Permit Inspection**

Permit Inspections can be scheduled, viewed, and cancelled online.

1. Click **Permitting Inspection**
2. Enter the **Permit Number** and **Inspection Key** (web key) found on your permit receipt or issued permit.

3. Click **Retrieve Permit** to view the permit.
**Electronic Plan Review Overview**

Submitting plans electronically is a multi-step process requiring two accounts. One account to submit the permit application using PDD Online Service – Electronic Plan Review and a second account to upload and manage projects in ProjectDox. Recommendation: Use same email address for both accounts.

**IMPORTANT:** ProjectDox is a separate vendor system to manage electronic projects and requires specific tasks be completed inside of ProjectDox to ensure the Plan Review process is completed in a timely manner.

Applicants are responsible for the following task:

<table>
<thead>
<tr>
<th>Task</th>
<th>Task Description</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Submit Application</td>
<td>Online Services – Electronic Plan Review</td>
</tr>
<tr>
<td>2a.</td>
<td>Upload project files (plans and supporting files)</td>
<td>ProjectDox</td>
</tr>
<tr>
<td>2b.</td>
<td>Complete <strong>ApplicantUpload_Confirmation</strong> task</td>
<td>ProjectDox – Workflow Portals</td>
</tr>
<tr>
<td>2c.</td>
<td>Pay for Plan Review Permit Application</td>
<td>In-person, by mail, or online via Online Services - Online Payments</td>
</tr>
<tr>
<td>2d.</td>
<td>Complete <strong>FeePayment</strong> task</td>
<td>ProjectDox – Workflow Portals</td>
</tr>
<tr>
<td>2e.</td>
<td>Receive Plan Review notification</td>
<td></td>
</tr>
<tr>
<td>3a.</td>
<td>Review revisions requirements</td>
<td>ProjectDox</td>
</tr>
<tr>
<td>3b.</td>
<td>Correct plans</td>
<td>Personal plan creation software (cad, etc.)</td>
</tr>
<tr>
<td>3c.</td>
<td>Upload revised project files</td>
<td>ProjectDox</td>
</tr>
<tr>
<td>3d.</td>
<td>Complete <strong>ApplicantResubmit</strong> task</td>
<td>ProjectDox - Workflow Portals</td>
</tr>
<tr>
<td>3e.</td>
<td>Pay additional Plan Review fees, as needed</td>
<td>In-person, by mail, or online via Online Services - Online Payments</td>
</tr>
<tr>
<td>3f.</td>
<td>Complete <strong>FeePayment</strong> task</td>
<td>ProjectDox - Workflow Portals</td>
</tr>
<tr>
<td>4.</td>
<td>Download Completed Plans</td>
<td>ProjectDox</td>
</tr>
</tbody>
</table>

**FINAL PLANS**

| 5a.  | Acquire permit(s) needed to perform work              | In-person or via Online Services – PDD Online Permits (if available) |
| 5b.  | Pay for permits                                       | In-person, by mail, or online via Online Services - Online Payments |
| 5c.  | Perform work and schedule inspection(s)              | In-person, by phone, or via Online Services – Permit Inspections |
Visit [phoenix.gov/epr](http://phoenix.gov/epr) for latest EPR guidelines and How To detailed step by step instructions.

---

**Electronic Plan Review**

**User Group Meetings**

The purpose of these monthly meetings is for users to discuss ideas, questions, comments or concerns relating to Electronic Plan Review. Space is limited so please contact Rene Macias at 602-256-3400 to register and for the location, date and time of the next meeting.

**Electronic Plan Review (EPR)**

The city of Phoenix Planning & Development Department is now offering the ability to submit development plans electronically using the Internet.

Benefits of submitting electronically include:
- reduced physical trips for plan drop off/pick up and associated payments
- reduced printing of hard copies
- potentially improved review turnaround time through more efficient communication non-linear plan review processes

Two Systems

Electronic Plan Review requires applicants to interact with two separate systems. One is a WEB portal that allows applicants to electronically complete and submit a plan review application and make fee payments. The second system is the city of Phoenix ProjectDox system which is where the applicant uploads drawings and supporting documentation.

Separate logins are required for each of the two systems; however, the same email address and password can be used for both. The basic functions of each system are outlined below.

**Functions of the Electronic Plan Review WEB portal:**
- Create and submit plan review application
- Make fee payments for plan review and building permits

**Functions of the ProjectDox system:**
- Upload drawings and documentation
- Manage drawing markups and drawing versions
- Email notifications between applicant and city prompted by completing tasks
- Provide approved drawings for download and printing

To qualify for submitting electronically you must follow the Submittal Guidelines contained in the links below.

**How To Links**

**Getting Started**
- Plan submittal guidelines
- Internet Explorer 9 and Less Setup
- Internet Explorer 10/11 Setup
- Electronic Plan Review workflow at a glance
- Electronic Plan Review permit types
- How to create user IDs

**Submitting a Project**
- How to submit an application
- How to upload drawings/documentation
- How to invite a user

**Making a Payment**
- How to make fee payment
- How to complete the fee payment task in ProjectDox

**Plan Corrections**
- How to view project comments
- How to view correction request changemarks
- How to print markups
- How to submit your corrected drawings

**Project Reports**
- How to view project status
- How to view correction request markups in a report

If you have questions feel free to contact us at 602-534-5934.

[Click EPR](http://phoenix.gov/epr) to get started.
Step 1: Submit Permit Application
Visit phoenix.gov/epr for latest EPR guidelines and detailed How-to step by step instructions Login

1. Applicant must register and create an account in PDD Online system to submit permits applications online.
   a. Click Log On.

   b. If account exists, Sign In with email and password

      IMPORTANT: The Electronic Plan Review shares the same registration account/profile as the PDD Online Permitting Services.

   c. To create an account,
   i. Follow Registration / Create an Account instructions.
   ii. After creating account, Log On

2. Click Electronic Plan Review to enter an application, pay for permits and upload plans.

3. Click Plan Review Application and Fee Payments to view and submit Electronic Plan Review permit.
4. Click **Start a New Application** to view the Application Options page.

5. Click links to guidelines or click **Continue** to enter a new application.
6. View Plan Types by using list dropdown.

7. Select Plan Type and click Next.

8. Depending upon the Plan Type selected, subsequent questions will be asked.

9. Select the appropriate options and click Next until all questions have been answered.

10. A project will be created in ProjectDox for uploading files.

11. Pay Plan Review Application Fee (see Online Payments)

Step 2: Upload Plans /Supporting Documents using ProjectDox

Visit phoenix.gov/epr for latest EPR guidelines and detailed How-to step by step instructions Login

1. Click **Electronic Plan Review**.

![Image of PDD Online Services](image1)

2. Click **ProjectDox Electronic Plan Review System**.

![Image of ProjectDox](image2)

3. A separate registration is required for ProjectDox. **Use same email as PDD Online for consistency.**
   a. Enter your **email address and password** and click **Login**.

![Image of Login Page](image3)
4. Following successful login, existing project(s) will be displayed.

5. Menu options are displayed on the top right. Depending upon your access some option may or may not be displayed.

6. Click desired **Project** to view details and upload project files. Below is an example of a newly created project.

7. Click **Workflow Portals** and complete **FeePayment** task.
8. The project creation process creates the folder structure for uploading documents.

<table>
<thead>
<tr>
<th>Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECKLISTS</td>
<td></td>
</tr>
<tr>
<td>DRAWINGS</td>
<td>Plan Drawing Files</td>
</tr>
<tr>
<td>SUPPORTING DOCUMENTS</td>
<td>Building supporting documents</td>
</tr>
<tr>
<td>SUPPLEMENTAL DOCUMENTS</td>
<td></td>
</tr>
<tr>
<td>APPROVED PLAN SET</td>
<td>Official Final Approve Plan Set</td>
</tr>
</tbody>
</table>

9. Click the desire folder and click **Upload Files**. See EPR Submittal Guidelines for file types and naming conventions.

10. Large files may take several minutes to process.

11. After all files are uploaded, click **Workflow Portals** and complete **ApplicantUpload_Complete** task.

12. After the FeeUpdate task and ApplicantUpload_Complete task are done in ProjectDox, City staff will be notified to verify plan submission and schedule plan review.

13. Applicant will be notified by email when plans need revisions or plans are in final status ready for download.

Visit [phoenix.gov/epr](http://phoenix.gov/epr) for latest EPR guidelines and detailed How-to step by step instructions.
Online Payments

Online payments allow customers to pay for plan review and permit application fees in a completed status. It doesn't matter whether the permits or plans where submitted in person, applied for on-line, or resulted from the Electronic Plan Review processes.

PDD Online Shopping Cart is used to collect multiple permits to allow for payment using a credit card. The City uses a third party credit card authorization company and customers will be transferred outside of the City to make payment. The City does not store credit card information so customers have to enter their credit card billing information at the time of payment. Credit card information entered must match the credit card billing information for validation and authorization.

Shopping options include:

- Add permits submitted in person (in complete status) to shopping cart
- Add permits submitted online to shopping cart after agreeing to terms
- View shopping cart
- Removing items from the cart
- Editing a permit application submitted online prior to payment
- Deleting a permit application submitted online prior to payment (cannot be undone)
- Pay for one or more permits with Credit Card
- Continue to submit permit applications online
- Empty shopping cart

NOTE: Items in the shopping cart for more than 7 calendar days may be removed. Applicant can add the applications back to the shopping cart as desired. When permits are added to the shopping cart, permit fees are recalculated based on current rates.
Shopping Cart
Permits submitted in person or entered by City staff must be added to the shopping cart prior to payment. Permits can be added to the shopping cart two different ways:

- Permit submitted in person and entered by City Staff are added using Online Payments
- Permit submitted online by applicant are added using My Permits

1. To view your shopping cart, click **Shopping Cart**

![Shopping Cart Image]

To meet new credit card security requirements, the "Billing Information" address on the next screen must now match the credit card billing address or the transaction will be declined.

2. To add permits submitted in-person and entered by City staff:
   a. Click **Online Payments** to search for a permit submitted in person.

   ![Online Payments Image]

   **NOTE:** If permits were entered online by Applicant, use **My Permits** to select and add to shopping cart.

   b. Enter the **Permit Type**, **Permit Number**, and click **Search**

   ![Search Image]

   c. Add desired permits to your shopping cart.
   d. Repeat the process for additional permit.
   e. When shopping is complete, click **Shopping Cart**
   f. Verify **shopping cart total** and click **Pay With My Credit Card.** See for details.
3. To add permits applications entered by applicant online:
   a. Click **My Permits** menu link to select permits to add to shopping cart.

   ![Permit List](image)

   **NOTE:** If permits were submitted in-person and entered by City staff, use **Online Payments** to find and add to shopping cart.

   b. A list of permits entered the applicant is displayed.

   c. Select permits in **Pending Approval / Payment Required** status to add to shopping cart.

   d. **Review application and agree to terms**
      
      i. Agreement is found at bottom of application
      ii. **Sign agreement** with name or initials
      iii. Click “**I Agree | Add to Cart**”.
      iv. Permit will appear in shopping cart

      **IMPORTANT:** If Applicant has not agreed to the terms of the online application, the permit will not appear in their shopping cart. Fees are subject to change and are recalculated when the permit application is changed or shopping cart is displayed.

   e. **Verify shopping cart total** and click **Pay With My Credit Card** or continue shopping.
Pay With My Credit Card

1. Click **Shopping Cart** menu option to view cart

   IMPORTANT: Permit entered online and not paid for may be removed. Applicant can re-add them when ready to pay. Fees are subject to change and are recalculated whenever the permit is changed or added to the cart.

2. **Verify Total Fees** as this total will be charged to your credit card

3. Click **Pay With My Credit Card** to be transferred to the City’s Credit Card authorization vendor.

**Transfer to Credit Card Processor:** When Applicant is being transferred to an outside credit card processor, a message is displayed.

**IMPORTANT:**

- Please have your credit card and credit card billing information available for authorization
- Do not use the browser back button.
- Applicant is only transferred back to PDD Online upon:
  - successful payment
  - applicant requests payment cancellation using cancel link provided
- If problem occurs on credit card processing site, applicant may need to re-login to PDD Online.
4. Enter Credit Card billing information
   
a. Enter billing name and address.

b. Credit card information must match the credit card billing information (e.g. billing address)

c. Use valid email address to receive an email authorization from credit card processing company

d. Click **Next**

5. Enter credit card information and click **Next**.
6. Verify payment information is correct and click Pay

![Payment Screen](image)

**IMPORTANT:** Depending upon size of shopping cart, authorization may take up to 1 minute. **DO NOT CLOSE BROWSER OR USE BACK BUTTON.**

7. **If the payment authorized successfully,** the permit(s) will be issued and applicant and customer will be transferred back to the PDD Online website to view and print permit(s) and receipt(s).

![Permit Screen](image)

a. Click the **Permit Number** or **Permit Receipt Number** links as needed.

b. Depending upon browser, file options may be displayed (View/Open, download, or save).

8. **If payment is declined,** an error message will be displayed. Applicant can change payment information and try again up to 3 times.

9. **Credit card processor send email notification** to email provided during payment entry.
Appendix A: Sample Online Permits Scopes of Work
Permits allowed online are subject to change. Scopes of online permits are subject to change up until the permit is issued. Below is sample scope of work descriptions by permit. See online for current scopes.

Residential

**Electrical Service Clearance**

*PDD Online - Electrical Service Clearance*


**Description of Work:** Inspection of electrical service for meter clearance due to inactivity for a period of 6 months. No additional electrical work is being done.

Relocation of service entry requires utility approval. Clearance will be withheld if additional unpermitted work is evident on site.

**Electrical Upgrade to 100 AMP**

*PDD Online - Electrical Upgrade to 100 AMP*


**Reviewer:** Web Permit

**Description of Work:** Service upgrade per current electrical code. Upgrade existing electrical service to 100 A; 120/240 volt; 1 phase; 3 wire service. No additional electrical work can be completed on this permit. Relocation of service entry requires utility approval. Clearance will be withheld if additional unpermitted work is evident on site.

**Electrical Upgrade to 200 AMP**

*PDD Online - Electrical Upgrade to 200 AMP*


**Reviewer:** Web Permit

**Description of Work:** Service upgrade per current electrical code. Upgrade existing electrical service to 200 A; 120/240 volt; 1 phase; 3 wire service. Relocation of service entry requires utility approval. Clearance will be withheld if additional unpermitted work is evident on site.
Electric Water Heater Replacement

PDD Online - Electric Water Heater Replacement


REVIEWER: WEB PERMIT

DESCRIPTION OF WORK: REPLACEMENT OF ELECTRICAL WATER HEATER WITH SAME SIZE AND TYPE IN SAME LOCATION PER CURRENT PLUMBING AND ELECTRICAL CODES.

Filed Consultation (Future Action)

PDD Online - Field Consultation (Future Action)


REVIEWER: WEB PERMIT.

DESCRIPTION OF WORK: FIELD CONSULTATION WITH INSPECTOR. CALL 602-262-7811 TO SPEAK WITH A SUPERVISOR AND SCHEDULE A JOBSITE MEETING. A SEPARATE PERMIT WILL BE REQUIRED FOR ANY CONSTRUCTION WORK.

Gas Clearance

PDD Online - Gas Clearance


REVIEWER: WEB PERMIT

DESCRIPTION OF WORK: GAS TEST FOR CLEARANCE TO RESET METER. PRESSURE TEST REQUIRED PER UNIFORM PLUMBING CODE 1204.3.2 REQUIRED GAUGE FACE MUST HAVE 1/10 POUND INCREMENT. TEST TO REMAIN ON SYSTEM UNTIL VERIFIED BY CITY INSPECTOR.
Gas Water Heater Replacement


2012 IPC ( ) 2012 UPC ( )

PROVIDE COMBUSTION AIR AND VENTILATION AS REQUIRED BY CURRENT PHOENIX MECHANICAL AND PLUMBING CODES AND REGULATIONS.

**NOTE: IF GAS PIPING IS BEING REPLACED, A PRESSURE TEST OF THE SYSTEM IS REQUIRED PER 2006 IRC SECTION 2417.4.1 TEST TO REMAIN ON SYSTEM UNTIL VERIFIED BY CITY INSPECTOR.

DESCRIPTION OF WORK: REPLACEMENT OF EXISTING GAS WATER HEATER WITH ONE OF THE SAME SIZE AND TYPE AT THE SAME LOCATION PER CURRENT PLUMBING/MECHANICAL CODES AND REGULATIONS.

Meter Socket Replacement


REVIEWER: WEB PERMIT.

DESCRIPTION OF WORK: REPLACEMENT OF RESIDENTIAL METER SOCKET. CONTACT YOUR ELECTRIC SERVICE PROVIDER TO VERIFY ANY ADDITIONAL PANEL REQUIREMENTS. SERVICE MUST BE DE-ENERGIZED FOR INSPECTION AND CLEARANCE IS REQUIRED TO REENERGIZE SERVICE.
Minor Electrical Work

PDD Online - Minor Electrical Work


REVIEWER: WEB PERMIT.

DESCRIPTION OF WORK: MINOR RESIDENTIAL ELECTRICAL WORK AS DESCRIBED BELOW BY APPLICANT. DOES NOT INCLUDE A SERVICE UPGRADE OR COMPLETE REWIRE AND PERMIT FEE IS BASED ON ONE INSPECTION. MULTIPLE VISITS MAY REQUIRE ADDITIONAL FEES. INSPECTION REQUIRED PRIOR TO COVERING, OR ENERGIZING NEW WORK. THE ADDITION OF ONE OR TWO NEW ELECTRICAL BRANCH CIRCUITS NOT TO EXCEED 60 AMPS AT 120/240 VOLTS, SINGLE PHASE OR THE ALTERATION OR EXTENSION OF UP TO TWO EXISTING ELECTRICAL BRANCH CIRCUITS NOT TO EXCEED 60 AMPS AT 120/240 VOLTS, SINGLE PHASE. FEE IS BASED ON ONE INSPECTION; MULTIPLE VISITS MAY REQUIRE ADDITIONAL FEES. CONTACT YOUR AREA INSPECTOR IF CLARIFICATION OF ALLOWED WORK IS NEEDED. PLEASE CALL 602-262-7811. THE EXISTING DWELLING SHALL BE EQUIPPED WITH SMOKE DETECTORS AS REQUIRED FOR NEW DWELLINGS. THE SMOKE DETECTORS SHALL BE INTERCONNECTED AND HARDWIRED WITH THE EXCEPTIONS AS STATED IN IRC R314.2.1

Minor Plumbing

PDD Online - Minor Plumbing


REVIEWER: WEB PERMIT.

DESCRIPTION OF WORK: MINOR RESIDENTIAL PLUMBING WORK AS DESCRIBED BELOW BY THE APPLICANT. WORK CAN INCLUDE REPLACEMENT OF WATER SUPPLY OR SEWER LINES AND MINOR RELOCATION OF VALVES AND FIXTURES. THE EXISTING DWELLING SHALL BE EQUIPPED WITH SMOKE DETECTORS AS REQUIRED FOR NEW DWELLINGS.

Plumbing Repipe 1 Bathroom

PDD Online - Plumbing Repipe 1 Bathroom

REVIEWER: WEB PERMIT


DESCRIPTION OF WORK: REPipe OF HOUSE INCLUDING ONE BATHROOM USING APPROVED MATERIALS TO COMPLY WITH CURRENT PLUMBING CODE. FIXTURES CAN BE RELOCATED, BUT NO ADDITIONAL FIXTURES CAN BE ADDED.
Plumbing Repipe 2 Bathrooms


REVIEWER: WEB PERMIT

DESCRIPTION OF WORK: REPIPE OF HOUSE INCLUDING TWO BATHROOMS USING APPROVED MATERIALS TO COMPLY WITH CURRENT PLUMBING CODE. FIXTURES CAN BE RELOCATED, BUT NO ADDITIONAL FIXTURES CAN BE ADDED.

Plumbing Repipe 3+ Bathrooms


REVIEWER: WEB PERMIT

DESCRIPTION OF WORK: REPIPE OF HOUSE INCLUDING MORE THAN TWO BATHROOMS USING APPROVED MATERIALS TO COMPLY WITH CURRENT PLUMBING CODE. FIXTURES CAN BE RELOCATED, BUT NO ADDITIONAL FIXTURES CAN BE ADDED.

Repair/Replace Gas Line


DESCRIPTION OF WORK: REPAIR OR REPLACE EXISTING GAS LINE WITH APPROVED PIPE PER CURRENT CODE. THE PERMIT HOLDER IS REQUIRED TO CONDUCT A PRESSURE TEST REQUIRED PER IFGC 406.4. REQUIRED GAUGE FACE MUST HAVE 1/10 POUND INCREMENTS. TEST IS TO REMAIN ON SYSTEM UNTIL VERIFIED BY CITY INSPECTOR. CARBON MONOXIDE ALARMS REQUIRED FOR NEW/REMODEL CONSTRUCTION PER IRC R315.1 WHERE FUEL FIRED APPLIANCES ARE INSTALLED.

**NOTE - IF PERMIT IS TO REPAIR A LEAK IN A SYSTEM SERVED BY A MASTER METER (SINGLE METER SERVING TWO OR MORE BUILDINGS), PERMIT HOLDER MUST NOTIFY STATE CORPORATION COMMISSION OF LEAK.**
Residential Alternate Dustproofing

This online application is to request the use of alternative dustproofing materials within parking, maneuvering, ingress/egress areas, or outdoor storage areas. To review pre-approved alternative dustproofing materials, please see the dustproofing request handout.

In order to submit an online application you must have the following items in a digital format, such as PDF:
- A letter explaining the proposed type of dustproofing materials. The letter must include the following:
  - A detailed explanation of the use on the site.
  - Where the proposed materials will be applied on the site.
  - How the proposed alternative material is “equivalent” to the materials permitted to be used for paving parking and driveway surfaces.
  - If the proposed dustproofing method is permanent or temporary. If it is temporary, please include the length of time proposed.
  - Site plan/sketch indicating the area to be covered by the proposed alternative dustproofing materials.
  - Parcel and/or aerial map delineating the subject property.

Additionally, the fee must be submitted with a credit card. Applications for residential uses are $25 and commercial uses are $50.

If you prefer to mail in your application or submit it in person, then please follow the instructions available on the last page of the dustproofing request handout.

All requests require at least 15 working days to process. For further assistance, please contact the Planning Division of the Planning & Development Department at (602) 262-7131, option 6 or zoning@phoenix.gov.
Fire

Fire Alarm Dialer

PDD Online - Fire Alarm Dialer

EFFECTIVE BUILDING CODES: 2012 IFC, 2012 PHOENIX FIRE CODE

REVIEWER: WEB PERMIT

DESCRIPTION OF WORK: INSTALLATION OF FIRE ALARM SYSTEM DIALER, INSTALL SUPERVISING OFF-PREMISES FIRE ALARM TRANSMITTERS (DIALERS), MAXIMUM OF 8 DEVICES PLUS THE CONTROL PANEL: COPY OF THE DIALER CUT SHEET AND BATTERY CALCULATIONS IS TO BE PROVIDED TO THE FIELD INSPECTOR. ALL EXISTING FIRE PROTECTION SYSTEMS MUST HAVE REQUIRED ANNUAL INSPECTIONS COMPLETED AND BE FULLY OPERATIONAL PRIOR TO THE APPROVAL OF THIS INSTALLATION. APPROVED PLANS AND PERMITS SHOULD BE POSTED ON-SITE AT ALL TIMES. NFPA CERTIFICATE(S) OF COMPLETION MUST BE SIGNED BY THE CONTRACTOR AND GIVEN TO THE FIRE INSPECTOR AT TIME OF INSPECTION. CALL (602) 262-7811 TO SET AN INSPECTION APPOINTMENT. INSPECTOR WILL THEN VERIFY CONTRACTOR IS ON FIRE DEPARTMENT APPROVED CONTRACTOR LIST.

Fire Alarm System Modification

PDD Online - Fire Alarm System Modification

EFFECTIVE BUILDING CODES: 2012 IFC, 2012 PHOENIX FIRE CODE

REVIEWER: WEB PERMIT

DESCRIPTION OF WORK: FIRE ALARM SYSTEM MODIFICATION AS DESCRIBED BELOW BY APPLICANT. ALL EXISTING FIRE PROTECTION SYSTEMS MUST HAVE REQUIRED ANNUAL INSPECTIONS COMPLETED AND BE FULLY OPERATIONAL PRIOR TO THE APPROVAL OF THIS INSTALLATION. APPROVED PLANS SHALL BE AVAILABLE AND PERMITS SHALL BE POSTED ON-SITE.

SYSTEMS ARE SUBJECT TO FIELD INSPECTION. CALL (602) 262-7811 TO SET AN INSPECTION APPOINTMENT. NFPA CERTIFICATE(S) OF COMPLETION MUST BE SIGNED BY THE CONTRACTOR AND GIVEN TO THE FIRE INSPECTOR AT TIME OF INSPECTION. INSPECTOR WILL THEN VERIFY CONTRACTOR IS ON FIRE DEPARTMENT APPROVED CONTRACTOR LIST.
Special Egress Control Device

EFFECTIVE BUILDING CODES: 2012 IFC, 2012 PHOENIX FIRE CODE

REVIEWER: WEB PERMIT

DESCRIPTION OF WORK: INSTALLATION OF SPECIAL EGRESS CONTROL DEVICE. THIS PERMIT IS USED TO TIE-IN THE SPECIAL EGRESS CONTROL DEVICE TO THE FIRE ALARM PANEL AND ENSURE THE DEVICE CAN INTERFACE WITH THE FIRE ALARM PANEL. APPROVED PLANS SHALL BE AVAILABLE AND PERMITS SHALL BE POSTED ON-SITE.

SYSTEMS ARE SUBJECT TO FIELD INSPECTION. CALL (602) 262-7811 TO SET AN INSPECTION APPOINTMENT. NFPA CERTIFICATE(S) OF COMPLETION MUST BE SIGNED BY THE CONTRACTOR AND GIVEN TO THE FIRE INSPECTOR AT TIME OF INSPECTION. INSPECTOR WILL THEN VERIFY CONTRACTOR IS ON FIRE DEPARTMENT APPROVED CONTRACTOR LIST.

Sprinkler Sys Mod No Hard Lid or Flex Head

EFFECTIVE BUILDING CODES: 2012 IFC, 2012 PHOENIX FIRE CODE

REVIEWER: WEB PERMIT

DESCRIPTION OF WORK: SPRINKLER MODIFICATION OF 1-50 SPRINKLER HEADS AS DESCRIBED BELOW BY APPLICANT. NO HARD LID OR FLEX HEADS USED. ALL EXISTING FIRE PROTECTION SYSTEMS MUST HAVE REQUIRED ANNUAL INSPECTIONS COMPLETED AND BE FULLY OPERATIONAL PRIOR TO THE APPROVAL OF THIS INSTALLATION. APPROVED PLANS SHALL BE AVAILABLE AND PERMITS SHALL BE POSTED ON-SITE.

SYSTEMS ARE SUBJECT TO FIELD INSPECTION. CALL (602) 262-7811 TO SET AN INSPECTION APPOINTMENT. NFPA CERTIFICATE(S) OF COMPLETION MUST BE SIGNED BY THE CONTRACTOR AND GIVEN TO THE FIRE INSPECTOR AT TIME OF INSPECTION. INSPECTOR WILL THEN VERIFY CONTRACTOR IS ON FIRE DEPARTMENT APPROVED CONTRACTOR LIST.
Sprinkler Sys Mod w/Hard Lid or Flex Head

EFFECTIVE BUILDING CODES: 2012 IFC, 2012 PHOENIX FIRE CODE

REVIEWER: WEB PERMIT

DESCRIPTION OF WORK: SPRINKLER MODIFICATION OF 1-50 SPRINKLER HEADS AS DESCRIBED BELOW BY APPLICANT. FLEX HEADS ARE ONLY APPLICABLE WHEN THE EQUIVALENT LENGTH OF THE FLEX HEAD USED IS 28 FEET OR LESS OR THE FACILITY IS GOING FROM A HIGHER HAZARD DENSITY TO LIGHT HAZARD OR HAS A FIRE PUMP. ALL EXISTING FIRE PROTECTION SYSTEMS MUST HAVE REQUIRED ANNUAL INSPECTIONS COMPLETED AND BE FULLY OPERATIONAL PRIOR TO THE APPROVAL OF THIS INSTALLATION. APPROVED PLANS SHALL BE AVAILABLE AND PERMITS SHALL BE POSTED ON-SITE.

SYSTEMS ARE SUBJECT TO FIELD INSPECTION. CALL (602) 262-7811 TO SET AN INSPECTION APPOINTMENT. NFPA CERTIFICATE(S) OF COMPLETION MUST BE SIGNED BY THE CONTRACTOR AND GIVEN TO THE FIRE INSPECTOR AT TIME OF INSPECTION. INSPECTOR WILL THEN VERIFY CONTRACTOR IS ON FIRE DEPARTMENT APPROVED CONTRACTOR LIST.

Underground Fireline Stubout

EFFECTIVE BUILDING CODES: 2012 IBC, 2012 IFC

REVIEWER: WEB PERMIT

DESCRIPTION OF WORK: UNDERGROUND FIRELINE STUBOUT AS DESCRIBED BELOW BY APPLICANT. ALL CITY OF PHOENIX REGULATIONS AND THE PHOENIX FIRE CODES SHALL APPLY. THIS PERMIT SHALL EXPIRE SIX MONTHS FROM THE DATE OF ISSUANCE AND IS NOT TRANSFERABLE. APPROVED PLANS SHALL BE AVAILABLE FOR INSPECTION AND PERMITS SHALL BE POSTED ON-SITE.

SYSTEMS ARE SUBJECT TO FIELD INSPECTION. CALL (602) 262-7811 TO SET AN INSPECTION APPOINTMENT. NFPA CERTIFICATE(S) OF COMPLETION MUST BE SIGNED BY THE CONTRACTOR AND GIVEN TO THE FIRE INSPECTOR AT TIME OF INSPECTION. INSPECTOR WILL THEN VERIFY CONTRACTOR IS ON FIRE DEPARTMENT APPROVED CONTRACTOR LIST.
Commercial

Adding Branch Circuit


REVIEWER: WEB PERMIT.

DESCRIPTION OF WORK: ADDING 20 AND/OR 30 AMP BRANCH CIRCUITS TO EXISTING 120 V PANELS AS DESCRIBED BELOW BY APPLICANT. POWER DISTRIBUTION UNIT MUST BE EXISTING AND HAVE SPARE CAPACITY. WIRING METHODS MUST COMPLY WITH NEC RULES FOR AREA ? CHAPTER 3 (NORMAL AREA), CHAPTER 6 (INFORMATION TECHNOLOGY AREA). NEW CIRCUIT BREAKERS MUST MATCH EXISTING BREAKERS (MANUFACTURER AND AIC RATING). INSPECTION REQUIRED PRIOR TO COVERING AND ENERGIZING CIRCUIT(S).

Commercial Alternate Dustproofing

This online application is to request the use of alternative dustproofing materials within parking, maneuvering, ingress/egress areas, or outdoor storage areas. To review pre-approved alternative dustproofing materials, please see the dustproofing request handout.

In order to submit an online application you must have the following items in a digital format, such as PDF:
- A letter explaining the proposed type of dustproofing material(s). The letter must include the following:
  - A detailed explanation of the use on the site.
  - Where the proposed material(s) will be applied on the site.
  - How the proposed alternative material is “equivalent” to the materials permitted to be used for paving parking and driveway surfaces.
  - If the proposed dustproofing method is permanent or temporary. If it is temporary, please include the length of time proposed.
- Site plan/sketch indicating the area to be covered by the proposed alternative dustproofing material(s).
- Parcel and/or aerial map delineating the subject property.

Additionally, the fee must be submitted with a credit card. Applications for residential uses are $25 and commercial uses are $50.

If you prefer to mail in your application or submit it in person, then please follow the instructions available on the last page of the dustproofing request handout.

All requests require at least 15 working days to process. For further assistance, please contact the Planning Division of the Planning & Development Department at (602) 262-7131, option 6 or zoning@phoenix.gov.
Commercial Electric Water Heater

**PDD Online - Commercial Electric Water Heater**


REVIEWER: WEB PERMIT.

DESCRIPTION OF WORK: REPLACEMENT OF ELECTRIC WATER HEATER PER CURRENT PLUMBING AND ELECTRICAL CODES. THE NEW WATER HEATER MUST NOT EXCEED 120 GALLONS, 160 PSI OPERATING PRESSURE AND 210 F OPERATING TEMP.

Commercial Gas Water Heater

**PDD Online - Commercial Gas Water Heater**


REVIEWER: WEB PERMIT.

DESCRIPTION OF WORK: REPLACEMENT OF GAS WATER HEATER PER CURRENT PLUMBING/MECHANICAL CODES AND REGULATIONS. THE NEW WATER HEATER MUST NOT EXCEED 120 GALLONS, 160 PSI OPERATING PRESSURE AND 210 F OPERATING TEMPERATURE. PROVIDE COMBUSTION AIR AND VENTILATION AS REQUIRED BY CURRENT PHOENIX MECHANICAL AND PLUMBING CODES AND REGULATIONS.

**NOTE:** IF GAS PIPING IS BEING REPLACED, A PRESSURE TEST IS REQUIRED PER IFGC 406.4: REQUIRED GAUGE FACE MUST HAVE 1/10 POUND INCREMENT. TEST IS TO REMAIN ON SYSTEM UNTIL VERIFIED BY CITY INSPECTOR.

Domestic Water Repipe

**PDD Online - Domestic Water Repipe**


REVIEWER: WEB PERMIT.

DESCRIPTION OF WORK: REPIPE OF A SINGLE UNIT APARTMENT, CONDO, OR TENANT SPACE THAT IS SUPPLIED BY AN INDIVIDUAL METER OR ISOLATION VALVE FROM THE BUILDING MAIN WATER SUPPLY PIPING.
Elevator Modernization or Alteration

DESCRIPTION OF WORK: ELEVATOR ALTERATIONS AS DESCRIBED BELOW BY APPLICANT.

***SEPARATE PERMIT(S) REQUIRED FOR ELECTRICAL, STRUCTURAL OR FIRE SYSTEMS BEING ADDED OR ALTERED***

Gas Pipe Repair


DESCRIPTION OF WORK: REPAIR OR REPLACE EXISTING GAS LINE WITH APPROVED PIPE PER CURRENT CODE. THE PERMIT HOLDER IS REQUIRED TO CONDUCT A PRESSURE TEST REQUIRED PER IFGC 406.4. REQUIRED GAUGE FACE MUST HAVE 1/10 POUND INCREMENTS. TEST IS TO REMAIN ON SYSTEM UNTIL VERIFIED BY CITY INSPECTOR. CARBON MONOXIDE ALARMS REQUIRED FOR NEW/REMODEL CONSTRUCTION PER IRC R315.1 WHERE FUEL FIRED APPLIANCES ARE INSTALLED.

**NOTE - IF PERMIT IS TO REPAIR A LEAK IN A SYSTEM SERVED BY A MASTER METER (SINGLE METER SERVING TWO OR MORE BUILDINGS), PERMIT HOLDER MUST NOTIFY STATE CORPORATION COMMISSION OF LEAK.

Preventative Maint Elec Shut Down


REVIEWER: WEB PERMIT.

DESCRIPTION OF WORK: DEENERGIZING OF ELECTRICAL EQUIPMENT FOR CLEANING, MAINTENANCE AND INFRARED TESTING AS DESCRIBED BELOW BY APPLICANT. A UTILITY CLEARANCE MAY BE REQUIRED TO REENERGIZE THE EQUIPMENT. ANY NEW WORK, REPAIRS, OR ALTERATIONS TO EXISTING EQUIPMENT REQUIRE A SEPARATE PERMIT.

*** CALL 602-262-7811 IN ADVANCE TO SPEAK WITH A SUPERVISOR ABOUT SCHEDULING THE INSPECTION.
Repair Vandalism Existing Elec Equip


REVIEWER: WEB PERMIT.

DESCRIPTION OF WORK: REPAIR EXISTING ELECTRICAL EQUIPMENT DUE TO VANDALISM OR OTHER DAMAGE AS DESCRIBED BELOW BY APPLICANT. MAXIMUM SERVICE SIZE IS 200 AMPS. INSPECTION REQUIRED PRIOR TO COVERING, OR ENERGIZING NEW WORK.

Replace of One Split System A/C


REVIEWER: WEB PERMIT


Utility Clearance Only


REVIEWER: WEB PERMIT.

DESCRIPTION OF WORK: INSPECTION OF EXISTING ELECTRICAL SERVICE FOR METER INSTALLATION DUE TO INACTIVITY FOR A PERIOD OF 6 MONTHS. NO ADDITIONAL ELECTRICAL WORK IS BEING DONE. CLEARANCE WILL BE WITHHELD AND A SEPARATE PERMIT WILL BE REQUIRED IF UNSAFE CONDITIONS EXIST OR ADDITIONAL UNPERMITTED WORK IS EVIDENT ON SITE.