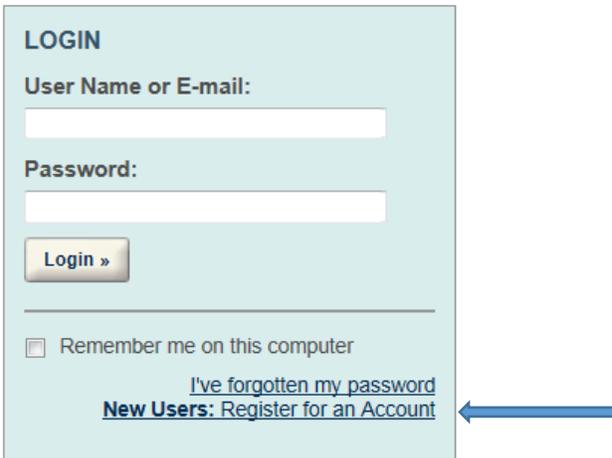


Applying for a Fire Protection Contractor Permit

Step 1:

Visit the PCA Portal at <https://devservices.peoriaaz.gov> and create a new account by clicking the “Register for an Account” link. Afterwards, remember to save your username and password in a safe place.

Be sure to allow pop-ups on your internet browser. Please note: This portal requires the use of Internet Explorer version 11. Use of any other version will result in display and/or processing problems. You may also utilize Google Chrome.



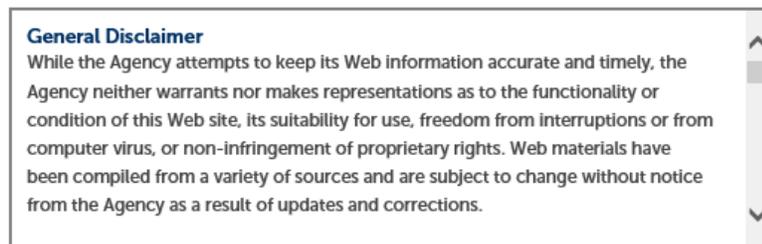
The screenshot shows a light blue login form with the following elements:

- LOGIN** header
- User Name or E-mail:** text label above a white input field.
- Password:** text label above a white input field.
- Login »** button.
- Remember me on this computer
- [I've forgotten my password](#)
- [New Users: Register for an Account](#) (highlighted with a blue arrow)

Step 2:

Review the terms associated with using PCA. It is necessary that you accept these terms. Your acceptance is confirmed by selecting the “I have read and accepted the above terms” check box:

Please review and accept the terms below to proceed.



The screenshot shows a scrollable text box with the following content:

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Registration »

Step 3:

Enter your login and contact information; select 'Continue Registration' when complete.
Fields marked with an asterisk are required.

Login Information	Contact Information
* User Name: <input type="text"/>	* First: <input type="text"/> Middle: <input type="text"/> * Last: <input type="text"/>
* E-mail Address: <input type="text"/>	Name of Business: <input type="text"/>
* Password: <input type="password"/>	Country: <input type="text"/>
* Type Password Again: <input type="password"/>	* Address Line 1: <input type="text"/>
* Select a Security Question: <input type="text"/>	* City: <input type="text"/>
* Answer: <input type="text"/>	* State: <input type="text"/>
	* Zip: <input type="text"/>
	Home Phone: <input type="text"/> Work Phone: <input type="text"/> Mobile Phone: <input type="text"/>
	Fax: <input type="text"/> * Preferred Method of Contact: <input type="text"/>
	<input type="button" value="Continue Registration >"/>

Step 4:

Upon submitting your application, an email will be sent to the registered address to confirm your account:

Home	Building	Engineering	Fire	Planning
<input checked="" type="checkbox"/> Your account has been created successfully. You will receive additional instructions by e-mail.				
Congratulations. You have successfully created an account with the City of Peoria. An e-mail has been sent to you with instructions for verifying your information.				
Account Information				
User Name: EngineeringCounter				
Engineering Counter		Home Phone: 623-773-7600		
Engineering Counter		Work Phone:		
9875 N 85th Avenue		Mobile Phone:		
EngineeringCounter@peoriaaz.gov		Fax:		
Preferred Method of Contact: E-mail				
©2012 City of Peoria All rights reserved.				

Email Outline:

*Welcome "Fire Protection Contractor" to the City of Peoria's Citizen Portal!
Detailed information of the Account:*

User ID:

Email:

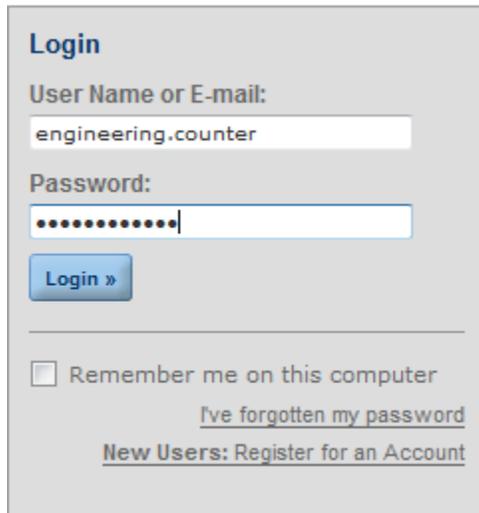
In order to complete the registration process, please click on the Confirmation link below:

<https://devservices.peoriaaz.gov/Account/PreAccountVerification>.

Step 5:

Select the 'Confirmation Link':

This link will redirect you to the Citizen Portal login box. Once you enter your password, select the login button.

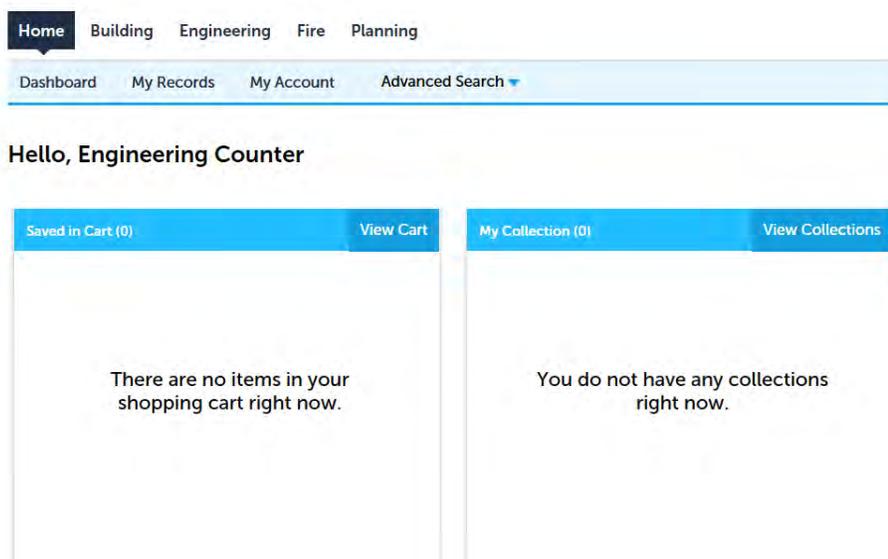


The screenshot shows a login form with the following elements:

- Login** (Section Header)
- User Name or E-mail:** Input field containing "engineering.counter"
- Password:** Input field with masked characters (dots)
- Login »** (Button)
- Remember me on this computer
- [I've forgotten my password](#)
- [New Users: Register for an Account](#)

Step 6:

When you have successfully logged on, the menu screen will look like the following. Click the "Fire" text to load options:



The screenshot shows the user dashboard with the following elements:

- Navigation Menu:** Home (selected), Building, Engineering, Fire, Planning
- Secondary Menu:** Dashboard, My Records, My Account, Advanced Search
- Greeting:** Hello, Engineering Counter
- Shopping Cart:** Saved in Cart (0) | View Cart. Text: "There are no items in your shopping cart right now."
- My Collections:** My Collection (0) | View Collections. Text: "You do not have any collections right now."

Records

Showing 1-1 of 1 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Permit Number	Record Type	Project Name	Description	Status	Action
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Please note that you will receive notification emails throughout the process. In addition, the following examples may vary depending on application type.

Step 7:

Click on 'Create an Application' and agree to the general disclaimer and 'Continue Application':

Create an Application Search Applications Schedule an Inspection

Online Application

Welcome to the City of Peoria's Online Permitting System. Using this system you can submit and update information, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
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I have read and accepted the above terms.

Continue Application >>

Step 8:

Purpose: enter the business name and add a detailed description of what the business will be doing.

Applicant Data: add in your Peoria Business License number

Home Building Engineering **Fire** Planning

Create an Application Search Applications Schedule an Inspection

Fire Contractor

1 APPLICATION	2 ASSOCIATED PEOPLE	3 DOCUMENTS	4 Review	5 Record Issuance
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Step 1: APPLICATION > Application Information * indicates a required field.

Purpose:

Please enter a detailed description of the purpose of your application for a Fire Contractor Permit.

* Application / Business Name:
FPC Business Name

* Detailed Description:
Detail what type of fire protection contractor you are applying for.
Example: C16; R16; CR16; C67; R67; CR67 etc.

[spell check](#)

Applicant Data

APPLICATION DATA

* City of Peoria Business License:

Step 9:

Select "Add a row" to fill in contractor type from drop down options.

If your type is not listed fill in "Other Type"

To add another type, select "add a row" and repeat.

Click Continue Application to move to the next step.

The image shows a screenshot of a web application interface. A modal window titled "CONTRACTOR TYPE" is open, allowing the user to add a new contractor type. The modal contains a dropdown menu labeled "Contractor Type" with "--Select--" as the current selection, and a text input field labeled "Other Type". Below these fields are two buttons: "Submit" (in blue) and "Cancel". The background of the application is dimmed, showing a table with the following structure:

Contractor Type	Other Type

At the bottom of the background interface, there are three buttons: "Add a Row", "Edit Row", and "Delete Row".

Step 10:

Search for your existing fire contractor information. Once selected verify the information is correct.

The screenshot shows a web application interface for managing fire contractors. At the top, there are three tabs: "Create an Application", "Search Applications" (which is active), and "Schedule an Inspection". Below the tabs is a breadcrumb trail: "Fire Contractor" > "1 APPLICATION" > "2 ASSOCIATED PEOPLE" > "3 DOCUMENTS" > "4 Review" > "5 Record Issuance". The "2 ASSOCIATED PEOPLE" tab is selected and highlighted. Below the breadcrumb trail, the page title is "Step 2: ASSOCIATED PEOPLE > Fire Contractor/Contact". A note indicates that an asterisk (*) indicates a required field. The main heading is "Licensed Professional". Below this heading, there is a section for searching for an existing fire contractor. It instructs the user to click the "Look Up" button, enter the business name in the "Name of Business" field, and click the "Look Up" button. It also provides a link to "Continue Application" for first-time users. A red note states: "NOTE: License validity will be verified prior to permit issuance." Below this, a green checkmark icon and text confirm: "Licensed professional added successfully." There are four input fields: "License Type:", "License Number:", "Address:", and "Main Phone:". Below these is an "Email:" field. A red note at the bottom states: "NOTE: The above information will be used for notification purposes. Please verify this information is current, or click the Edit button and update." Below the note are two links: "Edit" and "Remove".

Create an Application Search Applications Schedule an Inspection

Fire Contractor

1 APPLICATION 2 ASSOCIATED PEOPLE 3 DOCUMENTS 4 Review 5 Record Issuance

Step 2: ASSOCIATED PEOPLE > Fire Contractor/Contact * indicates a required field.

Licensed Professional

Search for your existing Fire Contractor by clicking the Look Up button, enter the business name in the Name of Business field on the next screen, and click the Look Up button.

If this is your first application, please [Continue Application](#) to skip this step.

NOTE: License validity will be verified prior to permit issuance.

✔ Licensed professional added successfully.

License Type:
License Number:
Address:
Main Phone:

Email:

NOTE: The above information will be used for notification purposes. Please verify this information is current, or click the Edit button and update.

[Edit](#) [Remove](#)

For first time users/applicants click “Select from Account” to populate the application information already entered.

Then click “Continue Application”

Step 11:

Upload **ALL** required documents. Select document type in dropdown option next to the uploaded file.

Step 3: DOCUMENTS > Documents

* indicates a required field.

Documents

Submittal Complete needs to be submitted in order to continue processing your application.

After uploading documents, make sure to click Save button before you click Continue Application. Thank you.

The maximum file size allowed is 350 MB.

html;htm;mht;mhtml;ade;adp;app;asp;bas;bat;cer;chm;cmd;com;cpl;crt;csht;exe;fxp;gadget;hlp;hta;inf;ins;isp;its;js;jse;ksh;lnk;mad;maf;magg;mag;maq;mar;mas;mat;mau;maw;mda;mdb;mde;mdt;mdw;mdz;msc;msi;msp;mst;ops;pcd;pdf;prg;pst;reg;scf;scr;sct;shb;shs;tmp;url;vbe;vbs;vsmacros;vss;vst;vsw;ws;wsc;wsf;wsh are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval. **Product and Liability Certificate, City of Peoria Business License, Registrar of Contractors, Submittal Complete, Application**

Type	Name	Upload Date	Size	Document Status
No records found.				

Add

Continue Application »

Save and resume later

Click **SAVE** before continuing application

Step 12:

Review all submitted information and verify it is correct.

Fire Contractor

1 APPLICATION 2 ASSOCIATED PEOPLE 3 DOCUMENTS 4 Review 5 Record Issuance

Step 4: Review

Continue Application » Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Fire Contractor

Purpose: Edit

Application / Business Name: FPC Business Name
Detailed Description: Detail what type of fire protection contractor you are applying for. Example: C16; R16; CR16; C67; R67; CR67 etc..

Applicant Data

APPLICATION DATA Edit

City of Peoria Business License: 123456

Contractor Type

CONTRACTOR TYPE Edit

Contractor Type Other Type

CR-16 Dual Fire Protection System

Licensed Professional Edit

Applicant Edit

CoP Test2
8355 W Cimmarbar Ave
Peoria, AZ, 85345

Main Phone:
E-mail:

Documents Edit

Submittal Complete needs to be submitted in order to continue processing your application.
After uploading documents, make sure to click Save button before you click Continue Application. Thank you.

The maximum file size allowed is 350 MB.
html;htm;mht;mhtml;ade;adp;app;asp;bas;bat;cer;chm;cmd;com;cpl;crt;csht;exe;fxp;gadget;hlp;hta;inf;ins;isp;its;js;jse;ksh;lnk;mad;maf;magg;mag;maq;mar;mas;mat;mau;maw;mda;mdb;mde;mdt;mdw;mdz;msc;msi;msp;mst;ops;pcd;pdf;prg;pst;reg;scf;scr;sct;shb;shs;tmp;url;vbe;vbs;vsmacros;vss;vst;vsw;ws;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval. **Product and Liability Certificate, City of Peoria Business License, Registrar of Contractors, Submittal Complete, Application**

Type	Name	Upload Date	Size	Document Status
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Step 13:

Your application has been submitted for review.