

# Peoria Citizen Access



*Electronic Document  
Review (EDR)  
Submittal &  
On-Line Permitting  
Guide*

*V1.2*

# Table of Contents

<b>1.</b>	<b>Introduction.....</b>	<b>3</b>
1.1.	Allowable Permit/Submittal Types.....	3
1.2.	Fees.....	4
<b>2.</b>	<b>Peoria Citizen Access (PCA).....</b>	<b>5</b>
2.1.	Registering for a PCA Account.....	6
<b>3.</b>	<b>Submittal Requirements.....</b>	<b>9</b>
3.1.	Naming.....	10
3.2.	File Format.....	10
3.3.	Bookmarks.....	10
3.4.	Security.....	11
3.5.	Scale.....	11
3.6.	Page Orientation.....	11
3.7.	File Size.....	11
3.8.	Compatibility.....	11
3.9.	Electronic Plan Check Submittal Checklist.....	14
3.10.	Submitting a Revision.....	16
<b>4.</b>	<b>Applications.....</b>	<b>17</b>
4.1	On-Line Permitting.....	18
4.2	Creating an Application.....	18
4.3	Applications Created by City Staff.....	27
4.4	Creating a Collection.....	30

# 1. Introduction

The City of Peoria is committed to providing exceptional service to its citizens and customers that are doing business in the city. As part of that commitment, Engineering, in partnership with Building Development, Planning & Community Development and Fire, has added two customer service enhancements to its business model. The first is the Electronic Document Review (EDR) program that allows customers to submit electronic documents for plan review, in lieu of paper copies. The second is on-line permitting, which allows applicants to apply for and manage development applications. Both of these processes can be followed by utilizing the Peoria Citizen Access (PCA) portal.

This guide is meant to serve as a resource in registering for a PCA account and outlining the requirements that are needed in order to utilize these programs at the City of Peoria.

Applicants participating in these programs condense their submittal package into bookmarked PDF files, which are discussed in more detail in the guide.

Please note: All EDR submittals are sent through the same standard review process as hardcopy submittals. Submitting for EDR does **not** constitute an expedited review. Clients may check the status of an electronic or hardcopy application through the online portal at <https://devservices.peoriaaz.gov>

Questions regarding any of the information contained in this guide may be directed to the following:

Planning & Zoning – [Planning.Applications@PeoriaAZ.gov](mailto:Planning.Applications@PeoriaAZ.gov) or (623) 773-7200  
Engineering – [Engineering.Counter@PeoriaAZ.gov](mailto:Engineering.Counter@PeoriaAZ.gov) or (623) 773-7600  
Building – [Building.Applications@PeoriaAZ.gov](mailto:Building.Applications@PeoriaAZ.gov) or (623) 773-7225  
Fire – [Ron.Beene@peoriaaz.gov](mailto:Ron.Beene@peoriaaz.gov) or (623) 773-7217

## 1.1. Allowable Permits/Submittals

The permits/applications that can be applied for on-line are as follows:

- Planning – Temporary Use Permit
- Engineering – Retaining Wall
- Building – Residential Miscellaneous
  - Gas line, water meter, electrical (like for like), HVAC, water heater, solar PV, solar water heater, electric power pedestals, and demolition
- Fire – Sprinkler/Tenant Improvement

The applications that can follow the EDR process, but must submit an application in person or by e-mail are:

- Planning – Preliminary Plat
- Engineering – Project
  - Civil improvements, final plat, master reports, etc.
- Building – New Commercial Tenant

An e-mail notification will be sent requesting the documents be uploaded once permit/project has been created by City staff.

### 1.2. Fees

For a submittal to become active, the City must receive full payment for all required submittal plan review fees. Customers will be sent an e-mail once the fees have been assessed with directions on how to pay. Online payments are not offered at this time. This feature will be available in a future phase.

Submittal fees are calculated based on the following fee schedules:

[Planning & Zoning](#)

[Engineering](#)

[Building](#)

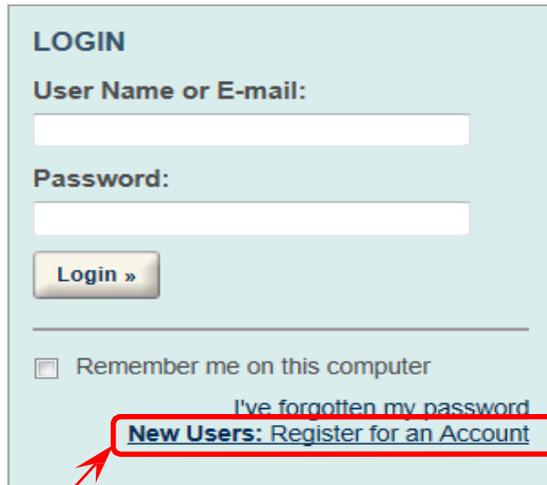
[Fire](#)

## 2. Peoria Citizen Access (PCA)

## 2.1. Registering for a PCA Account

### Step 1:

Visit the PCA Portal at <https://devservices.peoriaaz.gov> and create a new account. **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.**



**LOGIN**

User Name or E-mail:

Password:

---

Remember me on this computer

[I've forgotten my password](#)

**New Users: Register for an Account**

### Step 2:

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

Please review and accept the terms below to proceed.

**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.

All trademarks and service marks contained in or displayed on this Web site are the

I have read and accepted the above terms.

**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="text"/>	Country: <input type="text" value="--Select--"/>
* Type Password Again: <input type="text"/>	* Address Line 1: <input type="text"/>
* Select a Security Question: <input type="text" value="--Select--"/>	* City: <input type="text"/>
* Answer: <input type="text"/>	* State: <input type="text" value="--Select--"/>
	* 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" value="--Select--"/>
	<a href="#">Continue Registration »</a>

**Step 4:**

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

[Home](#)
[Building](#)
[Engineering](#)
[Fire](#)
[Planning](#)

---

**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	

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**Step 5:**

Select the 'Confirmation Link':

Welcome Engineering Counter to the City of Peoria's Citizen Portal!

Detail information of the Account:

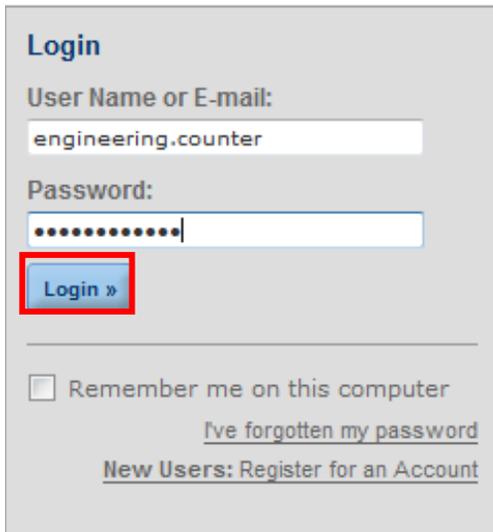
User ID: engineering.counter

Email: [engineering\\_counter@peoriaaz.gov](mailto:engineering_counter@peoriaaz.gov)

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

[http://citywebtest/ACA\\_STAGING/Account/PreAccountVerification.aspx?uuid=965baf97-21ff-4884-9e74-21b957db709d](http://citywebtest/ACA_STAGING/Account/PreAccountVerification.aspx?uuid=965baf97-21ff-4884-9e74-21b957db709d)

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



**Login**

User Name or E-mail:

Password:

---

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

## 3. Submittal Requirements

### 3.1 Naming

The files must be named using the following naming convention:

- Document Type Review #

E.g., Site Plan 1<sup>st</sup> Review; Landscape Plan 1<sup>st</sup> Review; Grading 1<sup>st</sup> Review; Building 1<sup>st</sup> Review

### 3.2 File Format

All digital document files must be MS-Windows (i.e. not MAC OS) compatible. However, you can create the files on a MAC platform so long as you convert them.

All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat XI (11) Professional.

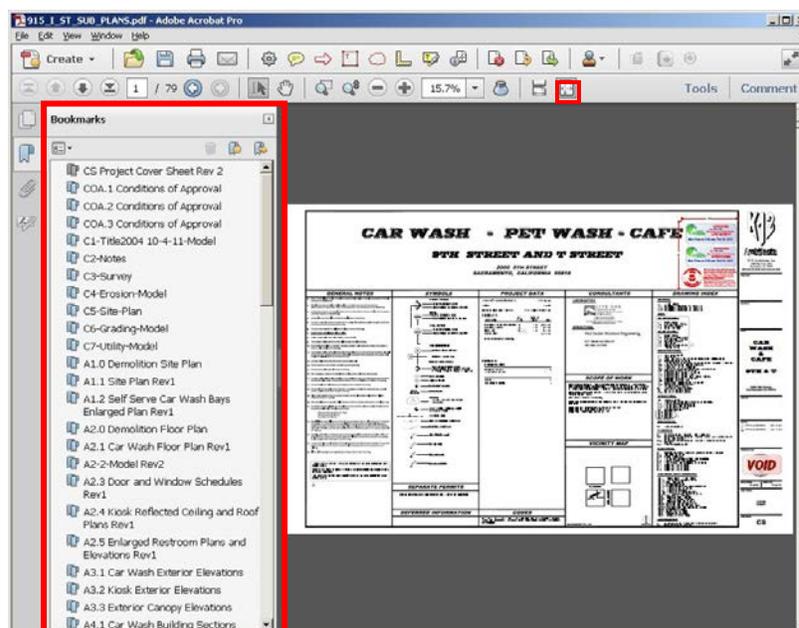
PDF's shall be a first generation vector based file (direct conversion from AutoCAD, ArchiCAD, MS Word, etc.). In converting from CAD to PDF, all CAD layers shall be flattened. **Scanned Plans (i.e. plans, elevations, sections, details) will not be accepted.**

Building and Fire require all plan documents to be contained within one single PDF file. Planning & Zoning and Engineering require that each discipline be separated (i.e. grading, paving, water, sewer, etc). For all divisions/departments, each section of the plan set shall be bookmarked for easy referencing during the review process.

### 3.3 Bookmarks

Each sheet number and title shall be bookmarked for easy referencing during the plan check and intake process (See below). Make sure to be in "Fit on full page to window view" prior to bookmark creation.

***This must be done for each plan type, e.g., Site Plan 1<sup>st</sup>; Civil 1<sup>st</sup>, Building 1<sup>st</sup>, etc.***



### 3.4 Security

PDF document security settings must be turned off. This is an effort to have the document open without difficulty.

### 3.5 Scale

Plans must be generated at a prescribed scale (i.e.  $\frac{1}{4}'' = 1'-0''$ ,  $\frac{1}{8}'' = 1'-0''$ , etc.) in order to verify dimensions and areas within the plan. Refer to each division/departments' submittal guidelines for specific requirements.

### 3.6 Page Orientation

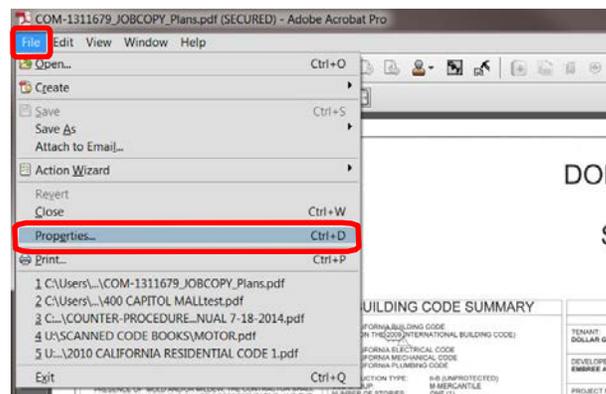
All plans must be oriented so the top of the page is always at the top of the monitor and set to landscape. A north arrow must be provided on all plans. All supplemental information must be oriented so the top of the page is always at the top of the monitor in either portrait **or** landscape format based on the supporting documents provided. All supplemental information must be sized at 8-1/2" x 11" or 11" x 17". A designated 4" x 4" blank box on bottom right hand corner of plan sheet is required.

### 3.7 File Size

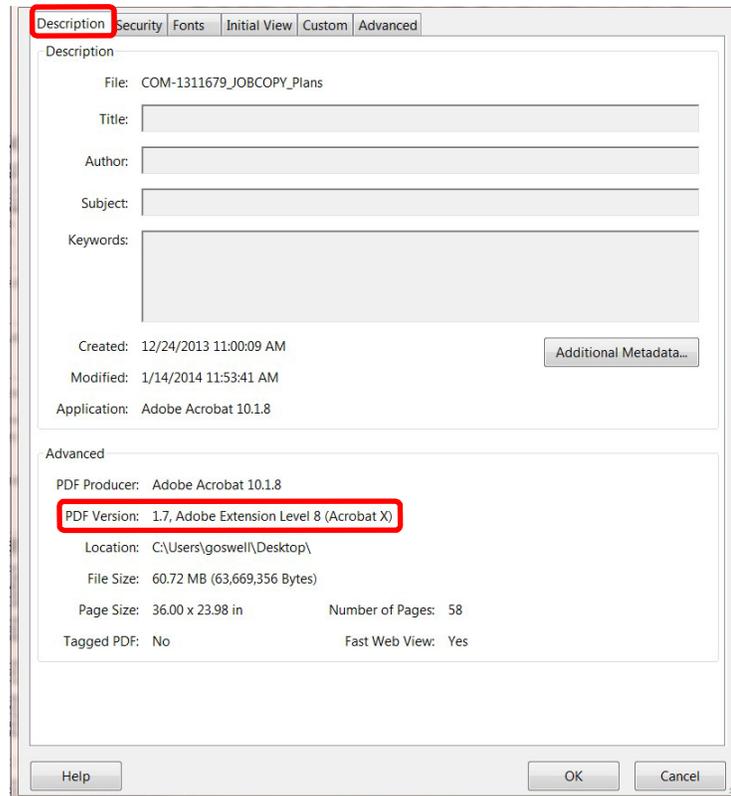
All PDF files must not be larger than 350 MB each and must be reduced to the smallest size available to provide quick access to the files. Within Acrobat 11 Pro, select 'Save As' then 'Optimized PDF', 'Settings' and 'Make compatible with:' Acrobat 11.0 or later. Documents larger than 350 MB will need to be broken down by discipline as applicable (i.e. architectural, electrical, plumbing, etc.).

### 3.8 Compatibility

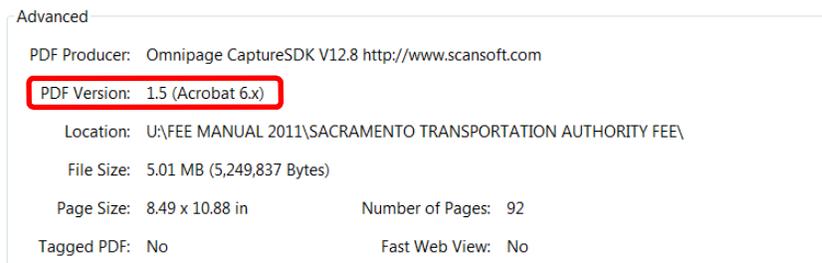
The process described above under *File Size* must be followed to ensure that the PDF files are as small as possible, but also to ensure compatibility with the City's system. To verify that your files are saved in the appropriate compatibility, with the file open in Acrobat 11 (also called Acrobat XI), select 'File' and then 'Properties'.



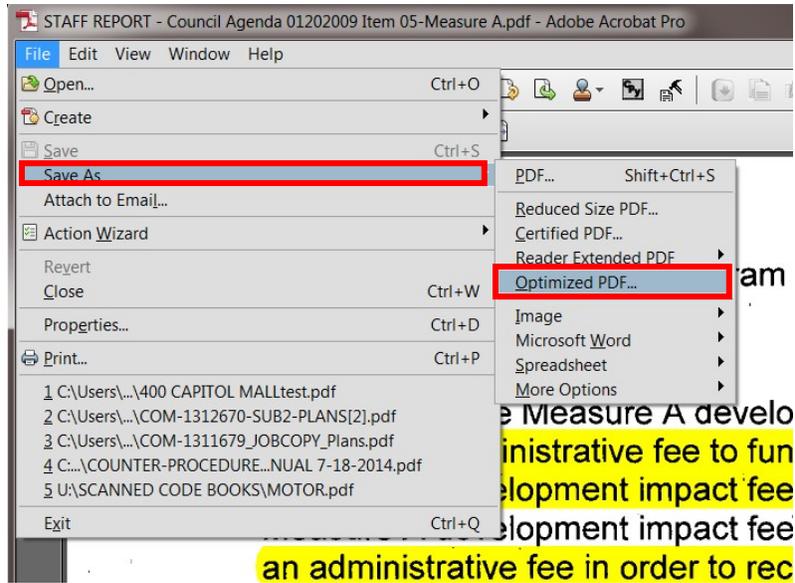
This will open the *Document Properties* window. Within this window select the 'Description' tab. In the lower portion of this window in the advanced box will be displayed the *PDF Version* which the file is currently compatible with. Acrobat X is equivalent to Acrobat 11. This is the minimum, as any older versions will not be accepted.



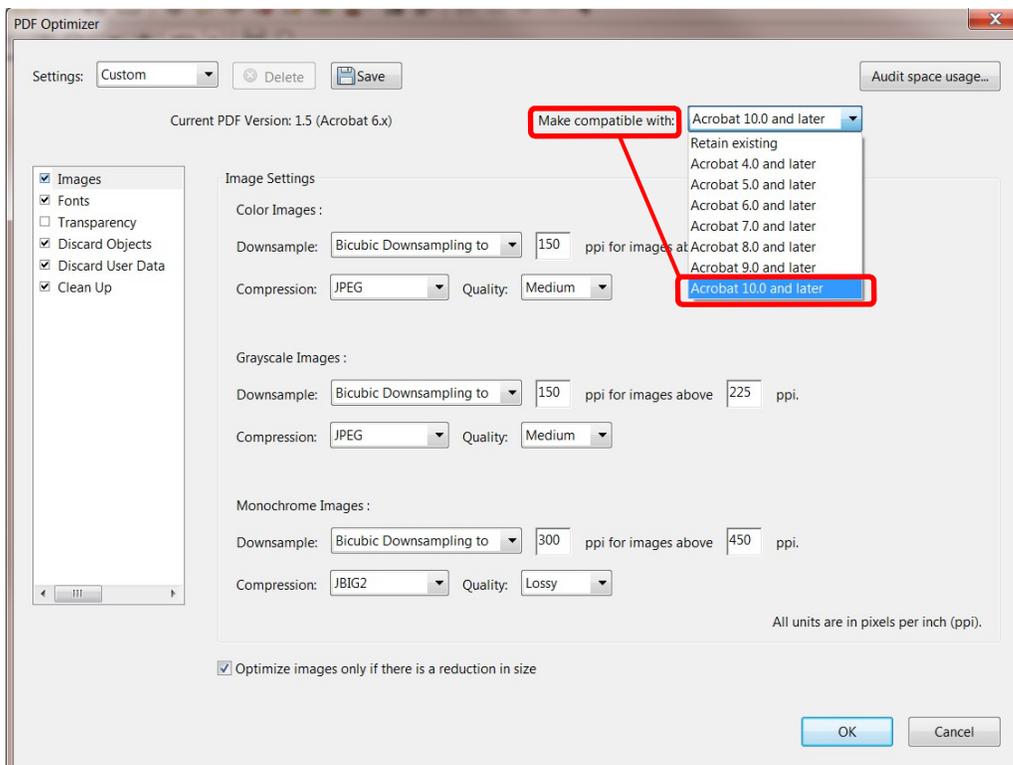
Below is an example of an older version that would not be accepted:



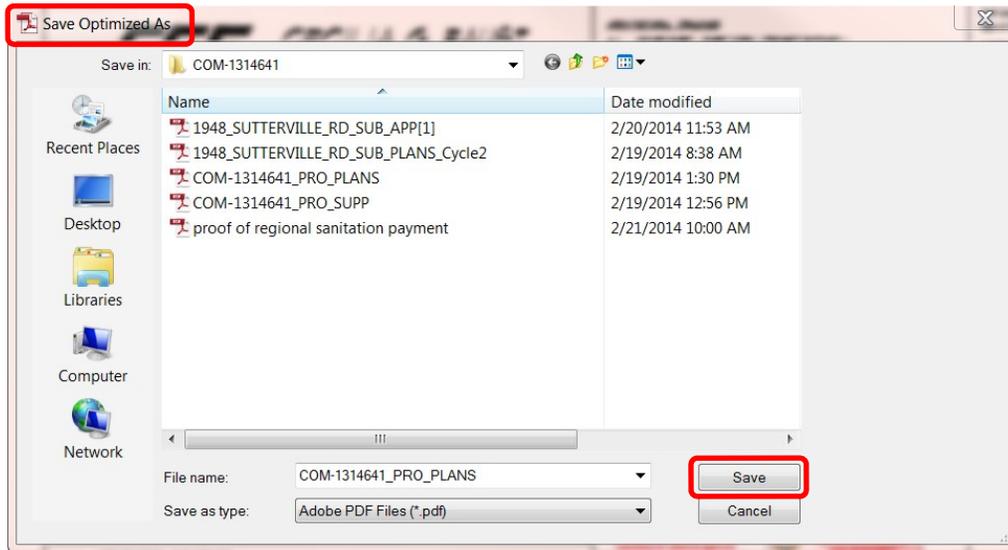
To correct a file with an older version and make compatible with version 11, open the file in Acrobat 11 select 'Save As' and then 'Optimized PDF'.



Within the PDF Optimizer window select 'Acrobat 10.0 and later' in the 'Make compatible' with box. Select 'ok'.



Selecting ok will open the Save Optimized As window. To complete the process, select 'Save'.



### 3.9 Electronic Plan Check Submittal Checklist

The following is a list of standard content which should be included in the submittal. All documents must be named according to the naming standards outlined under **Naming** below.

<b>Naming:</b>
<b>Application Documents</b> (with Bookmarks in Adobe Acrobat PDF Version 11, less than 350 MB)
<b>Plans</b> (with <b>Page Bookmarks</b> in Adobe Acrobat PDF Version 11, less than 350 MB) Plan sets should include a cover sheet detailing all sheets in the set. Only sheets included in the submitted set should be included in the index. Name file "document type review #". For example, Grading 1 <sup>st</sup> Review; Landscape 1 <sup>st</sup> Review; Building 1 <sup>st</sup> Review.
<b>Reports/Supplemental Information</b> (with Section Bookmarks in PDF Version 11, less than 350 MB)
<b>Response Letter</b> (with Section Bookmarks for each plan review discipline in PDF Version 11, less than 350 MB) Response letters to be titled "Response Letter 1 <sup>st</sup> Review."

**Application:**

Applications can be found online at the City of Peoria’s website at the following web links for each plan review division:

[Planning & Zoning](#)

[Engineering](#)

[Building Development](#)

[Fire](#)

**Plans:**

The second PDF document type is exclusively comprised of the plans. Special care should be paid to the **sheet index**, typically on the cover sheet. This index should only bear sheets which are included in the submitted set, and all sheets included in the set should be shown in this index. It is also necessary to **bookmark** each sheet included in the set (See Section 3.3).

Make sure to be in “Fit on full page to window view” prior to bookmark creation. This can be achieved

by selecting this icon on your tool bar:

**Reports & Supplemental Information:**

The third PDF document types are the reports & supplemental files. The following is a list of common supporting documents which would fall in the category. Not all of these documents are required on every project. The scope of the project dictates their need:

- CLOMR/LOMR
- Drainage Report
- Noise Study
- Phase 1 Environmental Study
- Soils Report
- Structural Calculations
- Traffic Impact Analysis
- Water/Sewer Analysis
- 404 Certification Forms
- Closure Report
- Legal Description
- Lot Area Calculations
- Maricopa County ATC/Subdivision Packet
- Miscellaneous
- No Conflict Forms
- SB1598
- Submittal Application

**Plan Review Response Letter:**

At the conclusion of each cycle of plan review each discipline (i.e. electrical, fire, etc.) plan reviewer will either approve the submitted plans in their current form, or they will issue a redline letter.

When resubmitting plans revised to satisfy plan review comments plans must be accompanied by a plan review response letter addressing each correction comment provided by the plan reviewers. In most cases it will take the place of the application file which was submitted in the first cycle, but if changes or additions have occurred to the application file then it must be resubmitted also.

**3.10 Submitting a Revision****Planning:**

Please contact Planning & Zoning for submittal information. Separate amendment cases are required when submitting revisions. Plans in the amendment must identify/call-out existing site improvements versus proposed changes, although revision clouds are not required. All of the required plans/documents for the particular case type must be submitted unless otherwise deemed unnecessary by staff through pre-application comments or other written correspondence.

**Engineering:**

Please contact Engineering for submittal information. Provide approved plans with revision clouds and deltas denoting revisions. A new “released for permitting” block should be included on the cover sheet. Depending on the extent of the revision, an updated drainage report and water and sewer analysis may be required.

**Building:**

Provide a new application and indicate “revision” in description with a revision letter. A plan set shall only include revised sheets with revision clouds and deltas on each sheet.

**Fire:**

Provide a new application and indicate “revision” in description with a revision letter. A plan set shall only include revised sheets with revision clouds and deltas on each sheet.

## 4. Applications

#### 4.1. On-Line Permitting

In an effort to make the acquisition of permits easier and thus less costly, the City has developed the on-line permitting system. At this time, permits can be acquired for the following standard scopes of work:

- Building – Residential Miscellaneous
  - Gas line, water meter, electrical (like for like), HVAC, water heater, solar PV, solar water heater, electric power pedestals, and demolition
- Engineering – Retaining Wall
- Planning – Temporary Use Permit
- Fire – Sprinkler/Tenant Improvement

#### 4.2. Create an Application

##### Step 1:

When you have successfully logged on, the menu screen will look like the following. Select 'Create an Application' for the applicable discipline:

Peoriaaz.Gov Home

The City of Peoria, Arizona

ON-LINE SERVICES DEVSERVICES.PEORIAAZ.GOV

Account Management | Logout

Logged Engineering Collections (0) |

in as: Counter

Search...

Home Building Engineering Fire Planning

**Welcome Engineering Counter**  
You are now logged in.

**What would you like to do today?**  
To get started, select one of the services listed below:

<b>Building</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a> <a href="#">Schedule an Inspection</a>	<b>Engineering</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a>
<b>Fire</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a> <a href="#">Schedule an Inspection</a>	<b>Planning</b> <a href="#">Create an Application</a> <a href="#">Search Applications</a> <a href="#">Schedule an Inspection</a>

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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 2:**

Agree to the general disclaimer and 'Continue Application':

Home Building Engineering Fire Planning

Create an Application | Search Applications

### 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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All trademarks and service marks contained in or displayed on this website are the

I have read and accepted the above terms.

Continue Application »

**Step 3:**

Select a Record Type and 'Continue Application':

Home Building Engineering Fire Planning

Create an Application | Search Applications

### Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

--Select a Category--

Continue Application »

**Step 4:**

Enter the required information and select 'Continue Application':

**Engineering Retaining Walls**



Step 1 : PROJECT/APPLICANT > PROJECT INFORMATION

\* Indicates a required field.

**Project Information**

Project Name:

Detailed Description:

**Address**

Street No.:  Direction:  Street Name:  Street Type:

Description:

**Owner**

Name:  ⓘ

\*Address Line 1:

\*City:  \*State:  \*Zip:

Phone:  Fax:

E-mail:

**Wall Square Footage**

**RETAINING WALLS**

\*Total Sq Ft of Wall Area:  SqFt

Save and resume later:

**Step 5:**

Enter the remaining information by choosing 'Select from Account' or 'Add New' and select 'Continue Application':

**Engineering Retaining Walls**



**Step 2: APPLICANT INFORMATION > Applicant Information**

\* indicates a required field.

**Applicant**

Select from Account Add New

**Contact**

Select from Account Add New

**Emergency Contact**

Select from Account Add New

Continue Application »

Save and resume later:

**Step 6:**

Complete the contractor information and select 'Continue Application'.

**Engineering Retaining Walls**



**Step 3 : CONTRACTOR > Contractor Information**

\* indicates a required field.

**Contractor Information**

Click 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 you are an owner/builder, please enter the word OWNER in the Name of Business field and click the Look Up button.

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

Look Up

Continue Application »

Save and resume later: 

**Step 7:**

Select 'Add'. **Please note that a 'Submittal Complete' document (Acknowledgement Agreement) is required to complete the submittal. Failure to comply will result in a rejection.**

**Engineering Retaining Walls**



**Step 4: CONFIRMATION/INFO > DOCUMENTS**

The following documents are required for application submittal:

- Plans
- Structural Calculations
- Submittal Complete

\* 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;cs;exe;fxp;gadget;hlp;hta;inf;ins;isp;its;js;jse;ksh;lnk;mad;maf;mag;mam; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
------	------	------	---------------	--------

No records found.

**Add**

Continue Application »

Save and resume later:

Select the 'Type' from the drop down menu for each document uploaded, 'Save', and 'Continue Application'.

\* 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;prt;cs;exe;fxp;gadget;hlp;hta;inf;ins;isp;its;js;jse;ksh;lnk;mad;maf;mag;mam; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

\* Type: Remove

File:  
Grading 1st.PDF

\* Type: Remove

File:  
Structural Calculations 1st.pdf

\* Type: Remove

File:  
Submittal Complete.pdf

Save and resume later:

**Please note that a 'Submittal Complete' document (Acknowledgement Agreement) is required to complete the submittal. Failure to comply will result in a rejection.**

**Step 8:**

Check the box agreeing to the affidavit and select 'Continue Application':

[Home](#) [Building](#) [Engineering](#) [Fire](#) [Planning](#)

[Create an Application](#) | [Search Applications](#)

**Engineering Retaining Walls**

1 PROJECT/APPLI... 2 CONFIRMATION/IN... 3 Review 4 Record Issuance

Step 2 : CONFIRMATION/INFO > CONFIRMATION

\* indicates a required field.

**Affidavit**

**APPLICATION DATA**

\*By checking the box Applicant certifies that above contractor is licensed by the State of Arizona Registrar of Contractors, as required by A.R.S. 32-1151 for work described above. Applicant understands that providing false information can result in criminal prosecution per A.R.S. 13-2704.:

**Continue Application >**

Save and resume later: 

**Step 9:**

Review your entered information and if accurate select 'Continue Application':

**Record Type** edit

Engineering Retaining Walls

**Project Information** edit

Project Name: Peoria Commons

**Address** edit

8401 W MONROE ST

**Owner** edit

PEORIA CITY OF  
P O BOX 38  
PEORIA AZ 85345  
Phone: 623-773-7600

**Wall Square Footage** edit

RETAINING WALLS

Wall Square Footage: 500

**Applicant** edit

Engineering Counter Engineering Counter Main Phone: 623-773-7600  
City of Peoria  
9875 N 85th Avenue engineering.counter@peoriaaz.gov  
Peoria, AZ, 85345

**Contact** edit

Engineering Counter Engineering Counter Main Phone: 623-773-7600  
City of Peoria  
9875 N 85th Avenue engineering.counter@peoriaaz.gov  
Peoria, AZ, 85345

**Emergency Contact** edit

Engineering Counter Engineering Counter Mobile Phone: 623-773-7600

**Contractor Information** edit

CITY OF PEORIA Contractor -00001  
8401 W MONROE ST  
PEORIA, 85345

**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.

Name	Type	Size	Latest Update	Action
Grading 1st PDF	Plans	9.50 MB	02/09/2015	<a href="#">Actions</a>
Structural	Structural	944.36 KB	02/09/2015	<a href="#">Actions</a>
Calculations 1st.pdf	Calculations			
Submittal Complete.pdf	Submittal Complete	6.92 KB	02/09/2015	<a href="#">Actions</a>

**Affidavit** edit

APPLICATION DATA

By checking the box Applicant certifies that above contractor is licensed by the State of Arizona Registrar of Contractors, as required by A.R.S. 32-1151 for work described above. Applicant understands that providing false information can result in criminal prosecution per A.R.S. 13-2704.:

**Continue Application**

Save and resume later:

**Step 10:**

Complete, the application has been submitted to the City of Peoria! You may now 'View Record Details' for your information:

**Engineering Retaining Walls****Step 4 : Record Issuance**

Thank you for using our online services.  
**Your Record Number is E150014.**

You will need this number to check the status of your application.

[View Record Details »](#)

**4.3. Applications Created by City Staff**

The applications that can follow the EDR process, but must submit an application in person or by e-mail are:

- Planning – Preliminary Plat
- Engineering – Project
  - Civil improvements, final plat, master reports, etc.
- Building – New Commercial Tenant

Completed applications should be e-mailed to the appropriate Department using the following e-mail addresses.

[Planning.Applications@PeoriaAZ.gov](mailto:Planning.Applications@PeoriaAZ.gov)

[Engineering.Counter@PeoriaAZ.gov](mailto:Engineering.Counter@PeoriaAZ.gov)

[Building.Applications@PeoriaAZ.gov](mailto:Building.Applications@PeoriaAZ.gov)

An e-mail notification will be sent requesting the documents be uploaded once City staff creates the permit/project.

**Step 1:**

When you have successfully logged on, the menu screen will look like the following. Select 'Search Applications' for the applicable discipline:



**Step 2:**

Select the permit/project number from the list or enter the permit/project number provided in the e-mail notification in the General Search area and click 'Search'.

**Step 3:**

Once on the selected number, expand the Documents section and select 'Add'. **Please note that a 'Submittal Complete' document (Acknowledgement Agreement) is required to complete the submittal. Failure to comply will result in a rejection.**

\* 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;cs;exe;fxp;gadget;hlp;hta;inf;ins;isp;its;js;jse;ksh;lnk;mad;maf;mam; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**Add**

Select the 'Type' from the drop down menu for each document uploaded, and click 'Save'.

<b>Reports - Drainage</b>	
File: Drainage Report 1st.pdf	
* <b>Type:</b>	<a href="#">Remove</a>
<b>Plans - Grading</b>	
File: Grading 1st.PDF	
* <b>Type:</b>	<a href="#">Remove</a>
<b>Plans - Paving</b>	
File: Paving 1st.PDF	
* <b>Type:</b>	<a href="#">Remove</a>
<b>Plans - Sewer</b>	
File: Sewer 1st.pdf	
* <b>Type:</b>	<a href="#">Remove</a>
<b>Submittal Complete</b>	
File: Submittal Complete.pdf	
* <b>Type:</b>	<a href="#">Remove</a>
<b>Plans - SWPPP</b>	
File: SWPPP 1st.PDF	
* <b>Type:</b>	<a href="#">Remove</a>
<b>Plans - Water</b>	
File: Water 1st.PDF	
<b>Save</b> <b>Browse</b> <b>Clear All</b>	

**Please note that a 'Submittal Complete' document (Acknowledgement Agreement) is required to complete the submittal. Failure to comply will result in a rejection.**

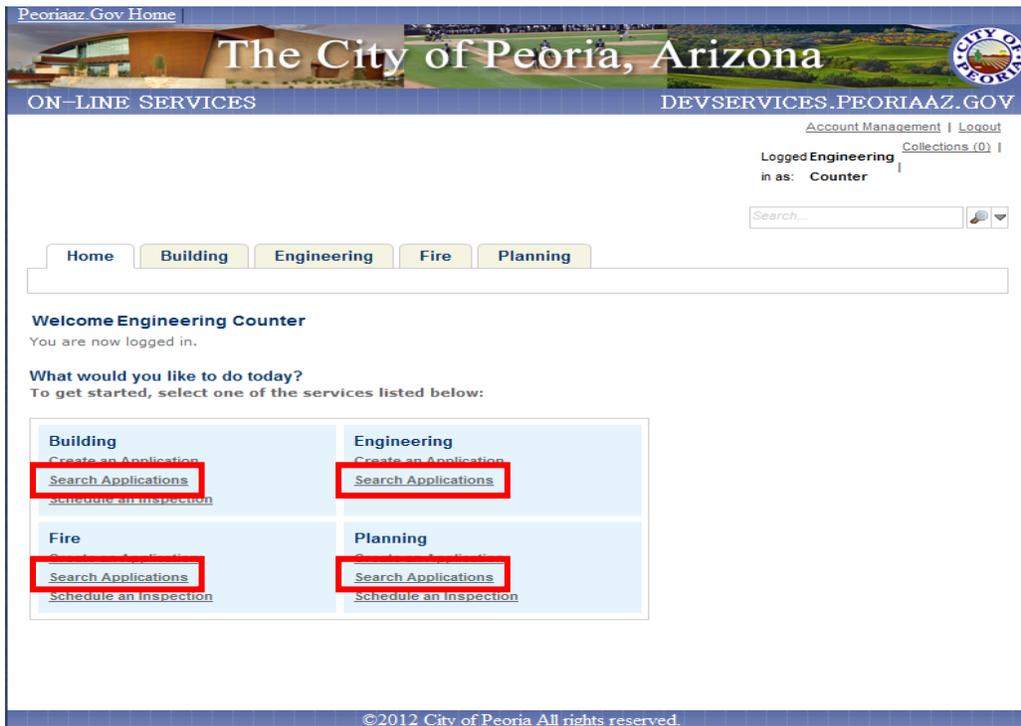
An e-mail notification will be sent once the plans have been routed for review.

### 4.4. Creating a Collection

For those customers that have multiple applications it may be beneficial to create a 'Collection' to make managing your applications a little easier. For instance, if you have Planning, Engineering, and Building permits/projects all related to the same subdivision, you can create a 'Collection' and add all applications associated to that subdivision to the 'Collection'.

#### Step 1:

When you have successfully logged on, the menu screen will look like the following. Select 'Search Applications' for the applicable discipline:



**Step 2:**

Check the box to the left of the application that you would like to add to the Collection, and click 'Add to Collection' at the top of the list.

Home Building Engineering Fire Planning

Create an Application | Search Applications

**Records**

Showing 11-20 of 42 [Add to collection](#)

<input type="checkbox"/>	Date	Project Number	Record Type	Project Name	Description	Status	Action
<input type="checkbox"/>	02/24/2015	R150022	Engineering/Project/NA/NA	VISTANCIA PARCEL A3	52 LOTS	Applicant Contacted	
<input checked="" type="checkbox"/>	02/24/2015	E150027	Engineering Retaining Walls	TRAINING 1		Issued	
<input checked="" type="checkbox"/>	02/24/2015	E150028	Engineering Retaining Walls	TRAINING 2		Issued	
<input checked="" type="checkbox"/>	02/23/2015	R150021	Engineering/Project/NA/NA	TRAINING 7	26 LOT SUBDIVISION	Pending Permits	
<input checked="" type="checkbox"/>	02/23/2015	R150020	Engineering/Project/NA/NA	TRAINING 6	26 LOT SUBDIVISION	Pending Permits	
<input checked="" type="checkbox"/>	02/23/2015	R150019	Engineering/Project/NA/NA	TRAINING 5	26 LOT SUBDIVISION	Pending Permits	
<input checked="" type="checkbox"/>	02/23/2015	R150018	Engineering/Project/NA/NA	TRAINING 4	26 LOT SUBDIVISION	Pending Permits	
<input checked="" type="checkbox"/>	02/19/2015	R150017	Engineering/Project/NA/NA	TRAINING 3	22 LOT SUBDIVISION	Pending Permits	
<input checked="" type="checkbox"/>	02/19/2015	R150016	Engineering/Project/NA/NA	TRAINING 2	22 LOT SUBDIVISION	Pending Permits	
<input checked="" type="checkbox"/>	02/19/2015	R150015	Engineering/Project/NA/NA	TRAINING 1	22 LOT SUBDIVISION	Pending Permits	

< Prev 1 2 3 4 5 Next >

**Search for Records**

Enter information below to search the City's record database. Records can be searched for by entering any of the following information:

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Use the drop-down menu to change the Search type.

Enter a Name and Description for the new Collection and click on 'Add'.

**Create a New Collection**

\* Name:

Description:

In the top right hand corner of the page, you should now see the following.

[Collections \(1\)](#) | [Account Management](#) | [Logout](#)

Click on the 'Collections' link. A list of the Collections that have been created will show. To manage the Collection, click the link under the 'Name'.

Home Building Engineering Fire Planning

### Collections

This is a list of your collections. To manage a collection, click the link next to the collection name.

Showing 1-1 of 1

Date Modified	Name	Description	Number of Records	<a href="#">Delete</a>
04/13/2015	<a href="#">Training</a>	Permits/Projects used for training.	9	<a href="#">Delete</a>