



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

PDD Online Services User Manual



PDD Online Services User Manual

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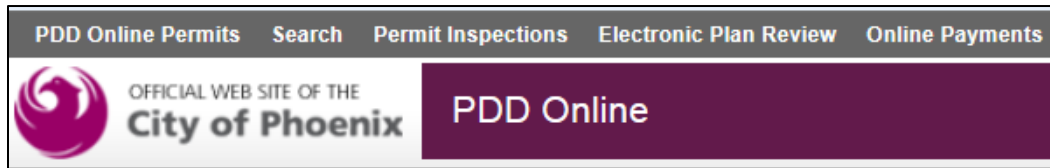
PDD Online Services User Manual

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6/2/14	Ronda Hollander	Added more content
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3/5/15	Ronda Hollander	Updated PDD Online, Security, Shopping Cart, Payments, etc.
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3/30/15	Ronda Hollander	Improved Electronic Plan Review Section

PDD Online Permitting Services Overview

The PDD Online Permitting Services is a combination of web-based applications integrated with the KIVA Permitting Systems which allows self-service capabilities for various permitting, plan review, inspections, and payment activities. On-Line service components include the following components:



1. **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.

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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](#)

PDD Online Services User Manual

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.

The screenshot shows the PDD Online homepage. At the top, there is a navigation bar with links: PDD Online Permits, Search, Permit Inspections, Electronic Plan Review, Online Payments, and a Log On button. Below the navigation bar is the City of Phoenix logo and the text "OFFICIAL WEB SITE OF THE City of Phoenix". The main heading is "PDD Online". Below this, there is a descriptive paragraph: "PDD Online is an interactive web application that allows residents and businesses to quickly and easily apply for city of Phoenix permits. Users may apply for, provide documentation and pay for various permits that are offered by the city of Phoenix Planning & Development Department." There are two buttons: Manual and FAQ. The page is organized into three categories: RESIDENTIAL, FIRE, and COMMERCIAL, each with a list of services. A red arrow points from the Log On button in the top right to the "Menu options before Log On:" text below.

PDD Online Permits Search Permit Inspections Electronic Plan Review Online Payments **Log On**

OFFICIAL WEB SITE OF THE
City of Phoenix

PDD Online

PDD Online is an interactive web application that allows residents and businesses to quickly and easily apply for city of Phoenix permits.

Users may apply for, provide documentation and pay for various permits that are offered by the city of Phoenix Planning & Development Department.

Manual FAQ

RESIDENTIAL

- Electrical Service Clearance
- Electrical Upgrade to 100 AMP
- Electrical Upgrade to 200 AMP
- Electric Water Heater Replacement
- Field Consultation (Future Action)
- Gas Clearance
- Gas Water Heater Replacement
- Meter Socket Replacement
- Minor Electrical Work
- Minor Plumbing
- Plumbing Repipe 1 Bathroom
- Plumbing Repipe 2 Bathrooms
- Plumbing Repipe 3+ Bathrooms
- Repair/Replace Gas Line
- Residential Alternate Dustproofing

FIRE

- Fire Alarm Dialer
- Fire Alarm System Modification
- Special Egress Control Device
- Sprkler Sys Mod No Hard Lid or Flex Head
- Sprkler Sys Mod w/Hard Lid or Flex Head
- Underground Fireline Stubout

COMMERCIAL

- Adding Branch Circuit
- Commercial Alternate Dustproofing
- Commercial Electric Water Heater
- Commercial Gas Water Heater
- Domestic Water Repipe
- Elevator Modernization or Alteration
- Gas Pipe Repair
- Preventative Maint Elec Shut Down
- Repair Vandalism Existing Elec Equip
- Replace of One Split System A/C
- Utility Clearance Only

Menu options before Log On:

This screenshot shows the navigation bar of the PDD Online homepage before logging in. It includes the same navigation links as the previous screenshot: PDD Online Permits, Search, Permit Inspections, Electronic Plan Review, Online Payments, and a Log On button. The City of Phoenix logo and "OFFICIAL WEB SITE OF THE City of Phoenix" text are also present. The main heading "PDD Online" is displayed in a large, bold font.

PDD Online Permits Search Permit Inspections Electronic Plan Review Online Payments **Log On**

OFFICIAL WEB SITE OF THE
City of Phoenix

PDD Online

Additional menu options after Log On:

This screenshot shows the navigation bar of the PDD Online homepage after logging in. The navigation links are: Welcome! ccontractor@gmail.com..., My Profile, My Permits, Shopping Cart(0), and Log Off. The City of Phoenix logo and "OFFICIAL WEB SITE OF THE City of Phoenix" text are also present.

Welcome! ccontractor@gmail.com... My Profile My Permits Shopping Cart(0) Log Off

OFFICIAL WEB SITE OF THE
City of Phoenix

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 **Log On** from top right menu bar to view Sign in options



- b. Select **Create An Account**

A sign-in form titled 'Sign in to continue'. It contains two input fields: 'Email' and 'Password'. Below the fields is a 'Sign in' button. At the bottom left, there is a checked checkbox labeled 'Stay signed in'. At the bottom right, there is a link labeled 'Forgot Password?'. At the very bottom center, there is a link labeled 'Create an account' which is enclosed in a red rectangular box.

- 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.

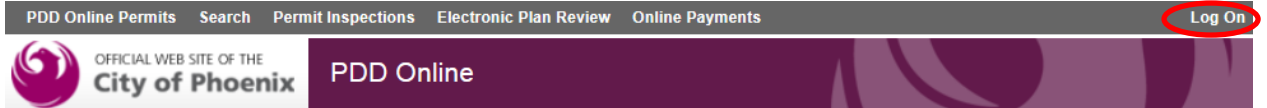
- iii. Self-Certification information is only valid for Self Certified Professional. To learn more visit [Self Certification Program](#).
- d. Click **Save**
- i. An email will be sent to your registration email account
 - ii. You must respond to initial email to activate account
- e. **Open** registration email delivered to your inbox and **confirm your registration**.
- f. Click **Log On**
- g. **Sign In** and begin submitting.

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Log On

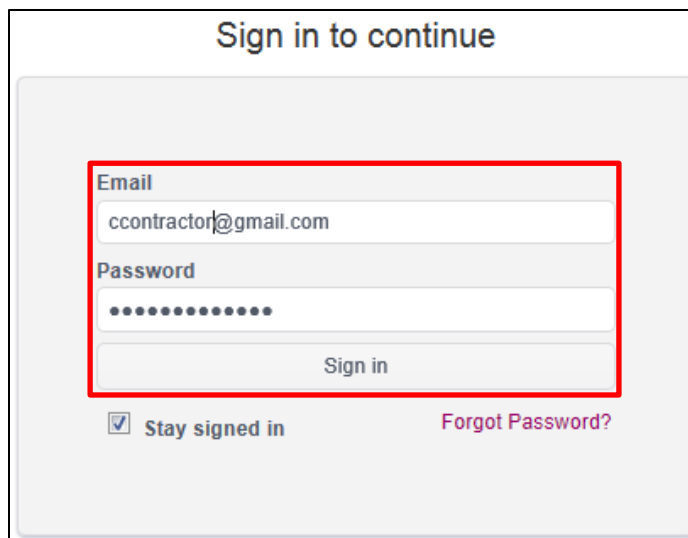
First time applicants must register prior to submitting plan or permits. See Registration/Create an Account for details.

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

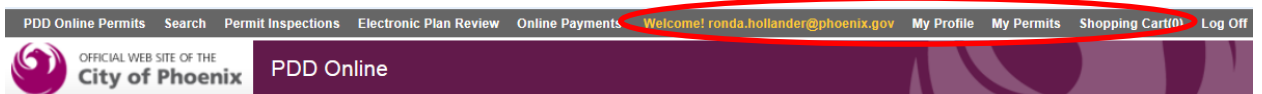


Note: Login options and format may differ between internet browsers. Examples below are based on Internet Explorer 9.

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

A screenshot of the 'Sign in to continue' login form. The form is white with a light gray background. It has a title 'Sign in to continue' at the top. Below the title are two input fields: 'Email' and 'Password'. The 'Email' field contains the text 'ccontractor@gmail.com'. The 'Password' field contains a series of dots. Below the input fields is a 'Sign in' button. At the bottom of the form, there is a checkbox labeled 'Stay signed in' and a link labeled 'Forgot Password?'.

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**.

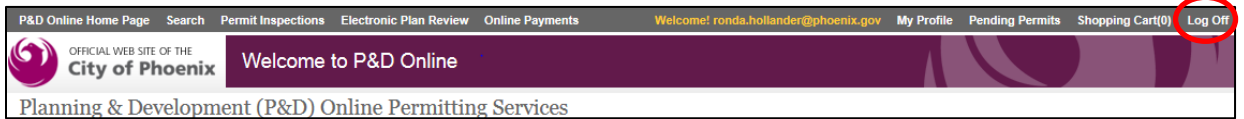
IMPORTANT: Remember to set permanent password in My Profile after logging in.

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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.

A screenshot of the 'Change Password' form. The form has a purple header with the text 'Change Password'. Below the header is a white box containing the form fields. The fields are labeled 'Old Password', 'New Password', and 'Confirm Password'. Each label is followed by a text input field. At the bottom of the white box is a blue button labeled 'Change Password'.

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PDD Online Permits

Many over-the-counter type permits are now available online. Customers can submit permit, add permits to shopping cart, 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

Menu

PDD Online Permits Search Permit Inspections Electronic Plan Review Online Payments Log On

OFFICIAL WEB SITE OF THE
City of Phoenix

PDD Online - Permitting

PDD Online is an interactive web application that allows residents and businesses to quickly and easily apply for city of Phoenix permits.

Users may apply for, provide documentation and pay for various permits that are offered by the city of Phoenix Planning & Development Department.

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- Repair/Replace Gas Line
- Residential Alternate Dustproofing

FIRE

- Fire Alarm Dialer
- Fire Alarm System Modification
- Special Egress Control Device
- Sprkler Sys Mod No Hard Lid or Flex Head
- Sprkler Sys Mod w/Hard Lid or Flex Head
- Underground Fireline Stubout

COMMERCIAL

- Adding Branch Circuit
- Commercial Alternate Dustproofing
- Commercial Electric Water Heater
- Commercial Gas Water Heater
- Domestic Water Repipe
- Elevator Modernization or Alteration
- Gas Pipe Repair
- Preventative Maint Elec. Shut Down
- Repair Vandalism Existng Elec Equip
- Replace of One Split System A/C
- Utility Clearance Only

Permits available online

NOTE: Review Scope of Work to ensure you are requesting the correct permit for the type of work being performed.

Work outside of the Scope will be subject to additional fees and Online Permit fees are non-refundable.

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.

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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.

PDD Online - Permitting - Plumbing Repipe 1 Bathroom

REVIEWER: WEB PERMIT

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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.

Cancel Continue

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).

Search

Enter a Parcel Number or Address, click Search, then Select the address where the work will be done.

Parcel # (e.g. 112-21-087A) OR: Street Number Dir Street Name Street Type Dir

120 W

Search Clear

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 you 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.

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6. **Select desire address** from list of valid addresses provided.

Address Search Results

Select 120 W ALMERIA RD [118-56-064B]

Select 120 W APACHE ST [112-38-022]

Select 120 W BUIST AVE [300-61-019]

Select 120 W CORONADO RD [118-56-037]

Select 120 W DOBBINS RD [300-44-001]

Select 120 W ELM ST [155-28-020]

Select 120 W ELWOOD ST [113-03-046]

Select 120 W FELLARS DR [208-34-621]

Select 120 W FOREST GROVE AVE [113-03-022]

Select 120 W GARY WAY [300-41-064]

Prev 1 2 3 4 5 Next

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

Verify Property Owner and Address Selected

ⓘ Verify you have selected the correct property, owner and address. To change your selection, search again and select a new address. You must choose from a list of valid addresses! To find your Parcel #, visit the [Maricopa County Assessors office](#). For questions, email City of Phoenix Property Records at property.records@phoenix.gov.

Owner Name		Parcel Number		
AVELAR PAUL		118-56-078		
Street Number	Direction	Street Name	Street Type	Postdirection
111	W	ALMERIA	RD	
City	State	Zip	Country	
PHOENIX	AZ	85003-1138	US	

- If information is not correct, search again and pick the right property.
- If unable to find property, visit [Maricopa Country Recorders Office](#) to obtain parcel numbers and search by parcel number.
- If unable to find address or parcel, email property.records@phoenix.gov for assistance.

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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

UNASSIGNED-CREATE A NEW PROJECT

00-1895-SUMMIT AT SOUTH MOUNTAIN

UNASSIGNED-CREATE A NEW PROJECT

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

Choose a Project

UNASSIGNED-CREATE A NEW PROJECT

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

The property address selected has been previously put on hold.

A permit may not be created for this property until the hold is resolved.
Please call (602) 262-7811 for assistance.

Hold Type	Hold Code	Entered By	Entered Date
Parcel	HLD HISTOR	JMAD	02/14/2006

Close

- 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.

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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)*

a

Plumbing Repipe 1 Bathroom
RESIDENTIAL

Project Address

Owner Name **Parcel Number**

Street Number **Direction** **Street Name** **Street Type** **Postdirection**

City **State** **Zip** **Country**

Additional Location Details
Provide special instructions to assist inspector in finding permit location (e.g. floor, building, suite, and/or apartment number).

d

Applicant Contact Information

First Name **Last Name**

Organization / Name

Email **Verify Email Address**

Address

City **State** **Zip**

Phone

Cell

Fax

b

General Permit Information

Of Dwelling Units

Owner-occupied? Yes No **Government?** Yes No

Plumbing Repipe 1 Bathroom Details

of Bathrooms

Square Footage

Valuation

e

Field Contact Information

ⓘ Select owner or contractor performing the work. Owner can only be li occupying the structure. If owner provided is not correct, contact (602) 2 update. If your contractor is not listed, contact (602) 262-5934 to verify c

Contractor Name
Enter at least 3 characters of Contractor name to see list of valid contractors
Use % for wildcard search (e.g. %plum returns all companies with Plumbing)

First Name **Last Name**

Organization / Name

Email **Verify Email Address**

Address

City **State** **Zip**

Phone

Cell

Fax

c

Additional Comments

PDD Online Services User Manual

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).

Plumbing Repipe 1 Bathroom
RESIDENTIAL

Project Address

Owner Name **Parcel Number**

Street Number **Direction** **Street Name** **Street Type** **Postdirection**

City **State** **Zip** **Country**

Additional Location Details
Provide special instructions to assist inspector in finding permit location (e.g. floor, building, suite, and/or apartment number).

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.

General Permit Information

Of Dwelling Units

Owner-occupied? Yes No **Government?** Yes No

Plumbing Repipe 1 Bathroom Details

of Bathrooms

Square Footage

Valuation

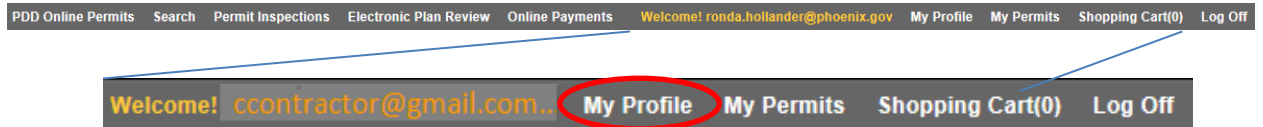
IMPORTANT: Entering incorrect permit information may result in additional fees and extend development time. Permit fees already paid are non-refundable.

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14. **Application Contact Information** is loaded from your registration profile. Keep your profile information current to ensure accurate application and contact information.

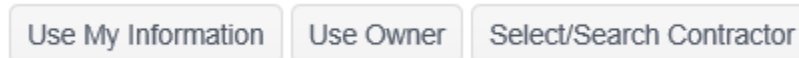
Applicant Contact Information			
First Name		Last Name	
John		Smith	
Organization / Name			
Company A			
Email		Verify Email Address	
test@test.com		test@test.com	
Address			
1 N 1st St			
Building 2			
City	State	Zip	
Phoenix	Arizona	85003	
Phone			
(602)111-1111 x11			
Cell			
(602)222-2222			
Fax			
(602)333-3333			

- a. To update profile, click **My Profile**.



- b. Make changes and **Save**

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



- a. **Use My Information:** Loads Field Contact information from your registration profile
- b. **Use Owner:** Loads Field Contact information from the current property Owner on file
- c. **Select/Search Contractor:**
- Provide input box to type Contractor's name. Enter at least 3 characters to see a list of contractors.
 - Select desired contractor
- d. Update information as needed

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16. Optional **Additional Permit Comments** can be entered (e.g. additional directions, instructions or comments to help aid 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**
- 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.

- Fees assessed appear at bottom of application.
- Select **Edit Permit** to make changes.
- Select **Delete Permit** to delete and start over.
- If file upload is required, see next step
- If no file upload needed, skip next step, agree to terms, and pay fees.

Plumbing Repipe 1 Bathroom	
Permit Status: Payment Required	
Initial File Date: 3/4/2015 11:56:09 PM	
Project Address	
120 W BUIST AVE PHOENIX, AZ 85041-9003 US	
Owner Name RIVERA FORTINO GRACIDA	Applicant Contact Information
Project Number UNASSIGNED	<u>Ronda Hollander</u> City of Phoenix 200 W Washington ST Phoenix, AZ 85003
Additional Location Details Behind building 2 on northwest	Email test@phoenix.gov
General Permit Information	Phone (602)111-1111 x11
# of Dwelling Units 1	Res/Call (602)222-2222
Government Use? No	Fax (602)333-3333
Owner-occupied? No	Field Contact Information
Plumbing Repipe 1 Bathroom Details	<u>John Smith</u> ABC PLUMBING 284 EAST CHILTON DRIVE, SUITE 1 CHANDLER, AZ 85225
# of Bathrooms 1	Email test@phoenix.gov
Square Footage 150	Phone 480-726-1600
Dollar Amount \$1,500.00	Permit Fee Details
	Filing Fee \$177.00
	Fee Code RESADDPMT*
	Fee Description RESIDENCE ACCESS/ADDTN PERMIT
	Additional Comments
	Please see neighbor, Sally Smith, to east for access key

PDD Online Services User Manual

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

No Supporting Files have been provided. Please upload supporting documents.

Upload New Supporting File

Siteplan Letter Other

Title

File

Files up to 8MB can be uploaded

Browse...

Upload File

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: 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.

Enter Your Name

m

Save For Later Edit Permit Delete Permit I Agree | Add to Cart

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

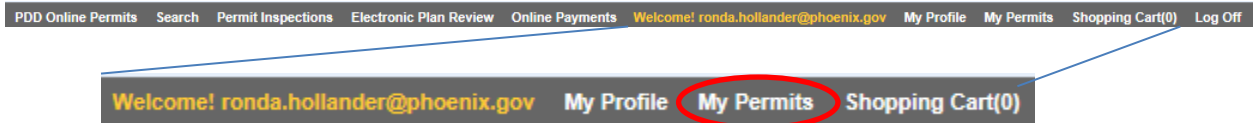
IMPORTANT: Permit will not appear in Applicant's shopping cart until agreement terms are signed and "I Agree | Add to Cart" is selected.

PDD Online Services User Manual

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 day. 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

The screenshot shows the 'My Pending Permits' page. The page title is 'PDD Online - Permitting - My Pending Permits'. The table below shows a list of permits with columns for Permit Number, Permit Receipt Number, Permit Type, Created Date, and App Status. A green box labeled 'a' highlights the 'Issued Permit/Receipt links' section, which includes rows for 'Meter Socket Replacement' and 'Minor Electrical Work'. A red box labeled 'b' highlights the 'Pending Permit Application links' section, which includes rows for 'Utility Clearance Only' and several 'Pending Approval' entries. The 'App Status' column for the 'Utility Clearance Only' entry is circled in red and labeled 'Payment Required'.

Permit Number	Permit Receipt Number	Permit Type	Created Date	App Status
14027645	15-0068215	Meter Socket Replacement	03/02/2015 1:54 PM	Approved & Complete
1402764	15-0068215	Minor Electrical Work	03/02/2015 1:43 PM	Approved & Complete
Issued Permit/Receipt links				
14027640	15-0068210	Adding Branch Circuit	02/27/2015 2:42 PM	Payment Required
		Plumbing Repipe 2 Bathrooms	02/27/2015 11:57 AM	Approved & Complete
14027640	15-0068210	Electrical Service Clearance	02/27/2015 11:18 AM	Approved & Complete
Pending Approval		Commercial Alternate Dustproofing	02/25/2015 2:41 PM	Payment Required
14027622	15-0068192	Adding Branch Circuit	02/25/2015 2:33 PM	Approved & Complete
14027621	15-0068191	Utility Clearance Only	02/25/2015 2:26 PM	Approved & Complete
Pending Approval		Utility Clearance Only	02/25/2015 2:24 PM	Payment Required
Pending Approval			2015 8:48 AM	Payment Required
Pending Approval			2015 8:47 AM	Payment Required
Pending Approval		Plumbing Repipe 3+ Bathrooms	02/25/2015 8:47 AM	Payment Required
Pending Approval		Plumbing Repipe 2 Bathrooms	02/25/2015 8:46 AM	Payment Required
Pending Approval		Plumbing Repipe 1 Bathroom	02/25/2015 8:45 AM	Payment Required
Pending Approval		Minor Plumbing	02/25/2015 8:44 AM	Payment Required
Pending Approval		Minor Electrical Work	02/25/2015 8:43 AM	Payment Required
Pending Approval		Meter Socket Replacement	02/25/2015 8:42 AM	Payment Required
Pending Approval		Gas Water Heater Replacement	02/25/2015 8:41 AM	Payment Required
Pending Approval		Gas Clearance	02/25/2015 8:40 AM	Payment Required
Pending Approval		Field Consultation (Future Action)	02/25/2015 8:33 AM	Payment Required

- b. **View Permit Application in Progress (not approved):**
 - i. Click **Pending Approval** or **Payment Required** links to view application

PDD Online Services User Manual

- 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

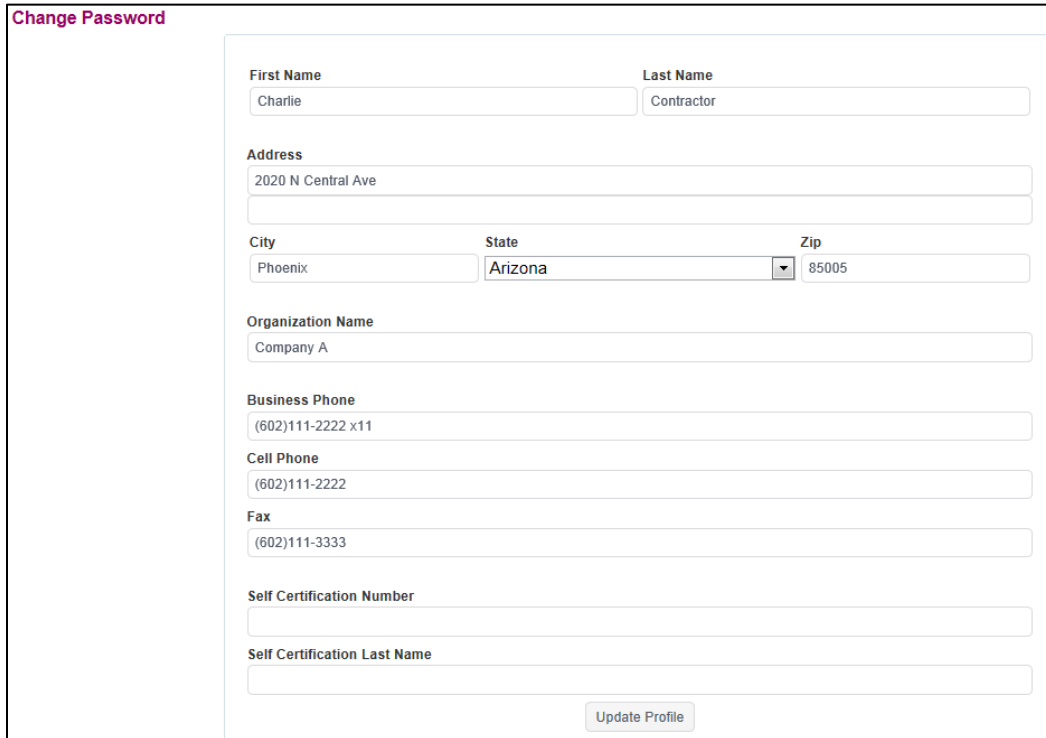
PDD Online Services User Manual

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.

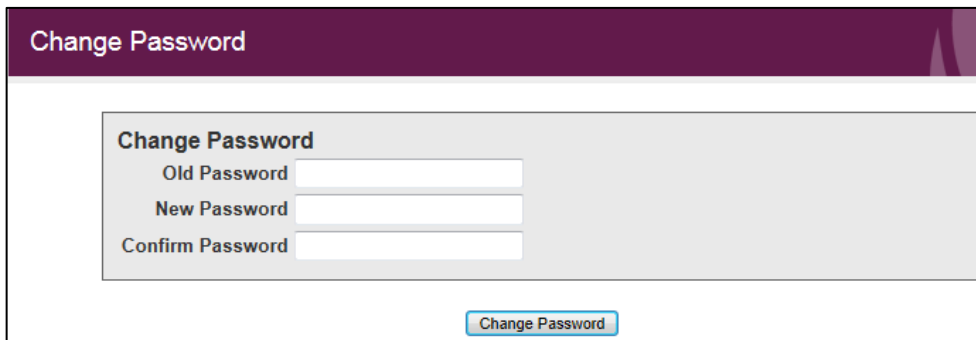
Note: Profile options and format may differ between internet browsers. Examples below are based on Internet Explorer 9.

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



The screenshot shows a web form titled "Change Password" in a purple header. The form contains several input fields for profile information: "First Name" (Charlie), "Last Name" (Contractor), "Address" (2020 N Central Ave), "City" (Phoenix), "State" (Arizona), "Zip" (85005), "Organization Name" (Company A), "Business Phone" ((602)111-2222 x11), "Cell Phone" ((602)111-2222), "Fax" ((602)111-3333), "Self Certification Number", and "Self Certification Last Name". An "Update Profile" button is located at the bottom right of the form.

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.



The screenshot shows a web form titled "Change Password" in a purple header. The form contains three input fields for password reset: "Old Password", "New Password", and "Confirm Password". A "Change Password" button is located at the bottom center of the form.

PDD Online Services User Manual

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.

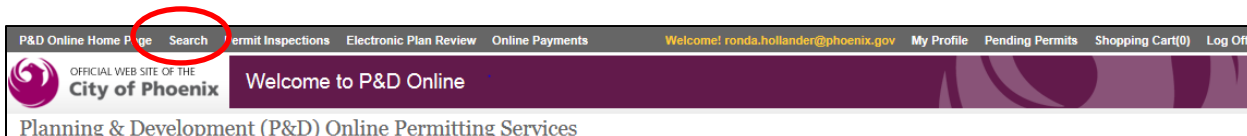
First Page: By clicking the far left hand arrow at the bottom of the results, you can navigate to the first page in the list. This option only appears if more than one page of results is returned and you are not on page one.

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.

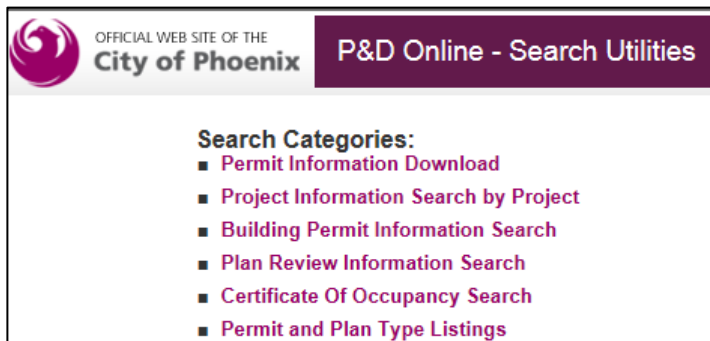
Next Page: By clicking the right facing arrow, you can navigate to the next page.

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.

Issued Permit Data Search

Enter your search criteria and click the Create buttons below to generate your listing.

Permit Type:

Structure Class:

Start Date:

End Date:

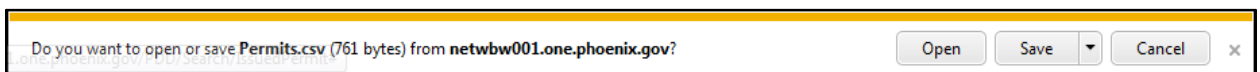
Format MM/DD/YYYY or empty

Sort Results By Permit Number Issue Date Valuation
 Permit Type Struct Class Square Feet

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

Type	Number	Issue Date	Final Date	Struct	Census	Use	Subdivision	Lot	Address	Parcel	Floor Area	Total Fees	Zoning	Valuation
OE	14002032	05/28/2014		013	322	PRIVATE	THE ARIZONA OPERA	1	1636 N CENTRAL AVE	118-56-130	1000	\$336.00	PRIVATE	
BLD	14002033	05/28/2014		013	322	PRIVATE	THE ARIZONA OPERA	1	1636 N CENTRAL AVE	118-56-130	1000	\$231.00	PRIVATE	
BLD	14002034	05/29/2014		001	101	PRIVATE	THE ARIZONA OPERA	1	1636 N CENTRAL AVE	118-56-130	1000	\$150.00	PRIVATE	

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.



Search - Project Information Search by Project

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

Project Information Search

By Project Number (can use wildcard)
Project numbers begin with the two digit year followed by a "-" and then the number Example: 99-1234

Project Number:

By Project Name (should use wildcard)
Precede and Follow a key word in the project name with wildcards(*) Example: *paradise*

Project Name:

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

Project Number	Project Name	Project Fee Total	
00-8320	CITY HALL	150	<input type="button" value="Permits - Plan Reviews"/>

10 items per page

Search - Building Permit Information Search

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

Permit Information Search

By Type and Number
Select a permit type and enter the permit number:

Type : Number:

By Address (can use wildcard in number and street)

Number	Direction	Street	Type
<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>

By Professional Name (should use wildcard)
Precede and follow a key word in the name with wildcards(*) Example: *paradise*

Professional Name

By Professional State License #

Professional State License

By Project Number (can use wildcard)
Project numbers begin with the two digit year followed by a "-" and then the number Example: 99-1234

Project Number:

By Project Name(should use wildcard)
Precede and Follow a key word in the project name with wildcards(*) Example: *paradise*

Project Name:

By Solar\Green\Adaptive Re-use

Solar
 Green
 Adaptive Re-Use

Start Date: End Date:

*Show temps? Yes No


PDD Online Services User Manual

- A list of permits found will be displayed.
- Use Search Results Options to view and navigate results.

TYPE-NUMBER	ISSUED DATE	STATUS	ADDRESS	PROFESSIONAL	PROJECT	Inspection History
E132-7432		EXPR	200 W WASHINGTON ST	AMERICAN FIRE EQUIPMENT SALES	MUNI BLDG HALON FIRE SUPPRESSION SYSTEM	Inspection History
AFP-I-0071	08/30/2005	EXPR	200 W WASHINGTON ST	DOWNTOWN FACILITIES - COP I71	AFP I-0071 DOWNTOWN FACILITIES - AFP	Inspection History
AFP-I-0119	08/31/2005	EXPR	200 W WASHINGTON ST	CITY OF PHOENIX WATER SERVICES	AFP I-0109 WATER SERVICES COP - AFP	Inspection History
BMR-B-0117		EXPR	200 W WASHINGTON ST	DOWNTOWN FACILITIES - COP I71	BMR B-0127 COP DOWNTOWN FACILITIES - BMR	Inspection History
F440-T0623		EXPR	200 W WASHINGTON ST		00-7818 CITY HALL ATRIUM & PLAZA	Inspection History
F440-T7480	05/09/2001	EXPR	200 W WASHINGTON ST		99-4858 C.O.P. MUNICIPAL COURT	Inspection History
F440-T7481	05/09/2001	EXPR	200 W WASHINGTON ST		99-4858 C.O.P. MUNICIPAL COURT	Inspection History
S-01006910	03/28/2001	DONE	200 W WASHINGTON ST	PETERSEN DEVELOPMENT	00-8230 I-71 6/01	Inspection History
SE-T596084		OPEN	200 W WASHINGTON ST	DOWNTOWN FACILITIES - COP I71	AFP I-0071 DOWNTOWN FACILITIES - AFP	Inspection History
TI-0000018	02/07/2001	OPEN	200 W WASHINGTON ST	CITY OF PHOENIX WATER SERVICES	MISSING NO MISSING PROJECT NUMBER	Inspection History

- 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.





City of Phoenix BUILDING PERMIT

Planning And Development Department

EXPIRED

200 West Washington Street
Phoenix, Arizona 85003
General Information 602-262-7811

STATUS: EXPR
POST THIS PERMIT ON JOB SITE
Before you start to dig, call Blue Stake 602-263-1100

Permit # AFP I-0071 **Issued** 30-JUN-2005 **Expires** 30-JUN-2013

Permit Description DOWNTOWN FACILITIES

Project AFP I-0071 DOWNTOWN FACILITIES - AFP

Address 17 S 2ND AVE PHOENIX AZ 85003		Zoning	
L 1 B 75 ORIGINAL TOWNSITE OF PHOENIX	Q S Q10-27	APN 112-22-074A	Dist 07

Description/Scope of Work: ANNUAL FACILITIES PERMIT
EFFECTIVE BUILDING CODES: 2006 IRC, 2006 IECC, 2006 IBC, 2008 NEC, 2006 IMC, 2006 UPC, 2006 IFC, 2006 IFGC

SCOPE: THE ANNUAL FACILITIES PROGRAM IS AN ADMINISTRATIVE SYSTEM INTENDED TO SIMPLIFY THE PERMITTING AND INSPECTION PROCESS FOR QUALIFIED FACILITIES. ALL FACILITIES ARE REQUIRED OBTAIN PERMITS PER SECTION 105 OF THE PBCC THROUGH THE AFP OFFICE.

QUALIFIED FACILITIES ENROLLED IN THIS PROGRAM ARE REQUIRED TO COMPLY WITH SECTION 117 WHEN THE PROPOSED WORK DOES NOT INCREASE THE BUILDING AREA.

BUILDING SQUARE FOOTAGE: 2,281,121
FACILITY NAME: DOWNTOWN FACILITIES MANAGEMENT
EXPIRES: 06/13

ONLINE

Valuation: \$0	Str Class 022	Units 0	Sq.Ft. 2,281,121	Cnst	Occ
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Owner Information		Certificate of Occupancy Type: NONE
Name	PHOENIX CITY OF	
Address	251 W WASHINGTON ST PHOENIX AZ 85003	

Contractor Information

PDD Online Services User Manual

5. Click **Inspection History** button to see specific inspections for a given permit. Use Search Results Options to view and navigate results.

TYPE-NUMBER	ISSUED DATE	STATUS	ADDRESS	PROFESSIONAL	PROJECT	Inspection History
F132-T130		EXPR	200 W WASHINGTON ST	AMERICAN FIRE EQUIPMENT SALES	MUNI BLDG HALON FIRE SUPPRESSION SYSTEM	Inspection History
AFP-I-0071	08/30/2005	EXPR	200 W WASHINGTON ST	DOWNTOWN FACILITIES - COP I71	AFP I-0071 DOWNTOWN FACILITIES - AFP	Inspection History
AFP-I-0109	08/31/2005	EXPR	200 W WASHINGTON ST	CITY OF PHOENIX WATER SERVICES	AFP I-0109 WATER SERVICES COP - AFP	Inspection History
BMR-B-0127		EXPR	200 W WASHINGTON ST	DOWNTOWN FACILITIES - COP I71	BMR B-0127 COP DOWNTOWN FACILITIES - BMR	Inspection History
F440-T8923		EXPR	200 W WASHINGTON ST		00-7818 CITY HALL ATRIUM & PLAZA	Inspection History
F440-T7480	05/09/2001	EXPR	200 W WASHINGTON ST		99-4858 C.O.P. MUNICIPAL COURT	Inspection History
F440-T7481	05/09/2001	EXPR	200 W WASHINGTON ST		99-4858 C.O.P. MUNICIPAL COURT	Inspection History
S-01008910	03/28/2001	DONE	200 W WASHINGTON ST	PETERSEN DEVELOPMENT	00-8230 I-71 6/01	Inspection History
SE-7580084		OPEN	200 W WASHINGTON ST	DOWNTOWN FACILITIES - COP I71	AFP I-0071 DOWNTOWN FACILITIES - AFP	Inspection History
TI-0000018	02/07/2001	OPEN	200 W WASHINGTON ST	CITY OF PHOENIX WATER SERVICES	MISSING NO MISSING PROJECT NUMBER	Inspection History

6. Click **Inspection Notes** to view details.

Permit Inspection History							
Building Permits							
Inspection	Discipline	Inspector	Scheduled Date	Result	Results Entered By	Results Entered Date	Inspection Notes
304A OFFICE DUTY--AFP	AFP-ELEC	ZOLMAN, BRUCE	04/11/2007	ASU DOWNTOWN CENTER	ZOLMAN, BRUCE	04/11/2007	Inspection Notes

P&D Online Home Page P&D Online Search P&D Permit Inspections

OFFICIAL WEB SITE OF THE
City of Phoenix

Inspection Notes

Inspection Notes: AFP-I-0071

Inspection:
Discipline: AFP-ELEC
Inspector: ZOLMAN, BRUCE
Scheduled Date: 04/11/2007
Result: ASU DOWNTOWN CENTER
Results Entered By: ZOLMAN, BRUCE
Results Entered Date: 04/11/2007

Notes:
analyze inspection records, compile spreadsheet.

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PDD Online Services User Manual

Search - Plan Review Information Search

1. Enter **Plan Review search criteria** and click **Search**.

Plan Reviews Information Search

By Type and Number
Select a plan type and enter the plan number:
Type : Number:

By Address (can use wildcard in number and street)
Number Direction Street Type

By Professional Name (should use wildcard)
Precede and follow a key word in the name with wildcards(*) Example: *paradise*
Professional Name

By Professional State License #
Professional State License

By Project Number (can use wildcard)
Project numbers begin with the two digit year followed by a "." and then the number Example: 99-1234
Project Number:

By Project Name(should use wildcard)
Precede and Follow a key word in the project name with wildcards(*) Example: *paradise*
Project Name:

2. A list of plan reviews found will be displayed. Use Search Results Options to view and navigate results.

TYPE-NUMBER	STATUS	ADDRESS	PROFESSIONAL	PROJECT	Reviews
FPAP-00009	DONE	200 W WASHINGTON ST		00-0230 I-71 0/01	<input type="button" value="Reviews"/>
CMOD-100055	OPEN	200 W WASHINGTON ST		00-0230 I-71 0/01	<input type="button" value="Reviews"/>
FPAP-110048	DONE	200 W WASHINGTON ST		00-0230 I-71 0/01	<input type="button" value="Reviews"/>
FPPR-091312	EXPR	200 W WASHINGTON ST	DOWNTOWN FACILITIES - COP I71	AFP I-0071 DOWNTOWN FACILITIES - AFP	<input type="button" value="Reviews"/>
FPPR-101538	VOID	200 W WASHINGTON ST	SIEMENS BUILDING TECHNOLOGIES,INC.	00-0230 I-71 0/01	<input type="button" value="Reviews"/>
FPPR-101558	EXPR	200 W WASHINGTON ST	DOWNTOWN FACILITIES - COP I71	AFP I-0071 DOWNTOWN FACILITIES - AFP	<input type="button" value="Reviews"/>
FPPR-101859	EXPR	200 W WASHINGTON ST	DOWNTOWN FACILITIES - COP I71	AFP I-0071 DOWNTOWN FACILITIES - AFP	<input type="button" value="Reviews"/>
FPPR-101787	EXPR	200 W WASHINGTON ST	DOWNTOWN FACILITIES - COP I71	AFP I-0071 DOWNTOWN FACILITIES - AFP	<input type="button" value="Reviews"/>
FPPR-110781	EXPR	200 W WASHINGTON ST	DOWNTOWN FACILITIES - COP I71	AFP I-0071 DOWNTOWN FACILITIES - AFP	<input type="button" value="Reviews"/>
FPPR-120823	OPEN	200 W WASHINGTON ST	DOWNTOWN FACILITIES - COP I71	AFP I-0071 DOWNTOWN FACILITIES - AFP	<input type="button" value="Reviews"/>

1 2 3 4 5 6 7 10 Items per page 1 - 10 of 85 items

PDD Online Services User Manual

3. Click **Review** button to view plan review activities.

REVIEW	ASSIGNEE-CONTACT	DEPT	START DATE	COMPLETED	DECISION	ACTIONS
FIRE MTG FIRE APPEAL MEETING		FIRE		05/11/2008	NONE	
FIRE FPE FIRE PROTECTION ENGINEER	JOE WHITE joe.white@phoenix.gov	FIRE		05/11/2008	DONE	
FIRE MARSH FIRE MARSHAL	BARBARA KOFFRON barbara.koffron@phoenix.gov	FIRE		05/11/2008	APPR STIPS	
SUP COURT SUPERIOR COURT		FIRE		05/11/2008	NONE	
FSAB FIRE SAFETY ADVISORY BOARD		FIRE		05/11/2008	NONE	
FP RESLTN FIRE APPEAL RESOLUTION		FIRE		05/11/2008	NONE	

10 items per page 1 - 8 of 8 items

Holds/Conditions

Search - Certificate of Occupancy Search

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

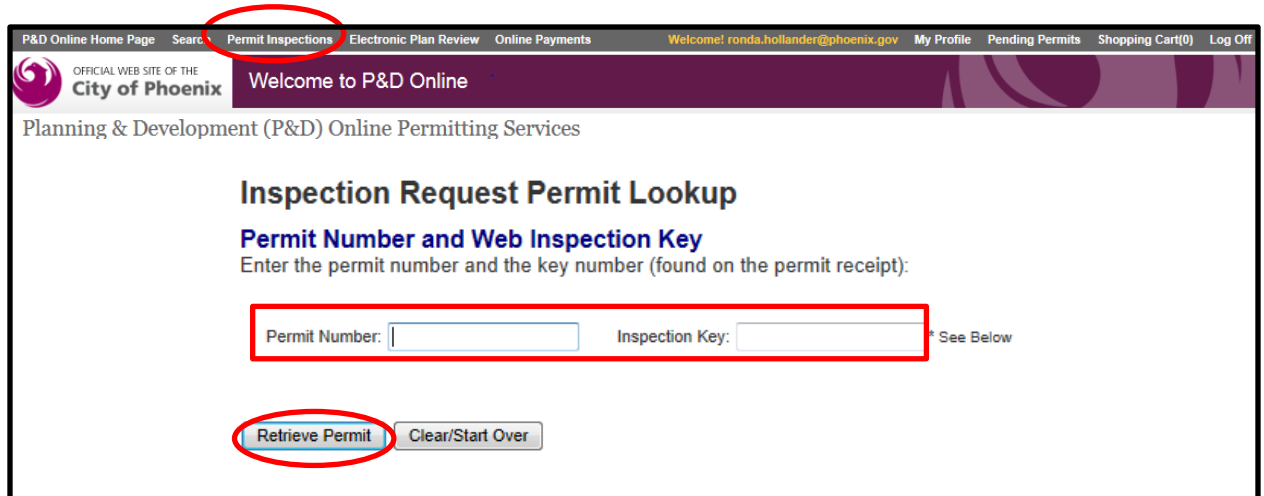
Search - Permit and Plan Type Listing

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.



The screenshot shows the 'Permitting Inspection' menu item circled in red in the top navigation bar. The main content area is titled 'Inspection Request Permit Lookup' and 'Permit Number and Web Inspection Key'. It instructs the user to 'Enter the permit number and the key number (found on the permit receipt):'. Below this, there are two input fields: 'Permit Number:' and 'Inspection Key:'. Both fields are circled in red. To the right of the 'Inspection Key' field is a small asterisk and the text '* See Below'. Below the input fields are two buttons: 'Retrieve Permit' (circled in red) and 'Clear/Start Over'.

3. Click **Retrieve Permit** to view the permit.

PDD Online Services User Manual

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:

Task	Task Description	Process
	SUBMIT PLANS	
1	Submit Application	Online Services – Electronic Plan Review
2a	Upload project files (plans and supporting files)	ProjectDox
2b	Complete ApplicantUpload_Confirmation task	ProjectDox – Workflow Portals
2c	Pay for Plan Review Permit Application	In-person, by mail, or online via Online Services - Online Payments
2d	Complete FeePayment task	ProjectDox – Workflow Portals
2e	Receive Plan Review notification	
	REVISE PLANS, if required	<i>Repeat steps 3a-3f until all revisions are resolved</i>
3a	Review revisions requirements	ProjectDox
3b	Correct plans	Personal plan creation software (cad, etc.)
3c	Upload revised project files	ProjectDox
3d	Complete ApplicantResubmit task	ProjectDox - Workflow Portals
3e	Pay additional Plan Review fees, as needed	In-person, by mail, or online via Online Services - Online Payments
3f	Complete FeePayment task	ProjectDox - Workflow Portals
	FINAL PLANS	
4	Download Completed Plans	ProjectDox
	ACQUIRE BUILDING PERMITS	
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 for latest EPR guidelines and How To detailed step by step instructions.

Electronic Plan Review

Home > Planning and Development Department > Online Services and Information >

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 Renie 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 applications
- 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.

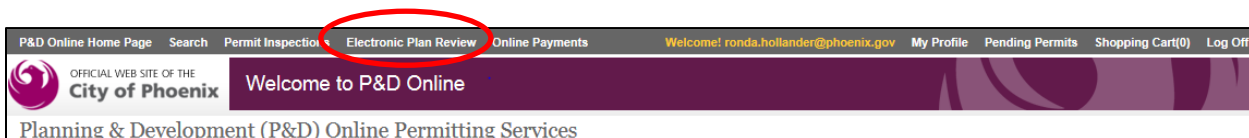
Click  to get started.

PDD Online Services User Manual

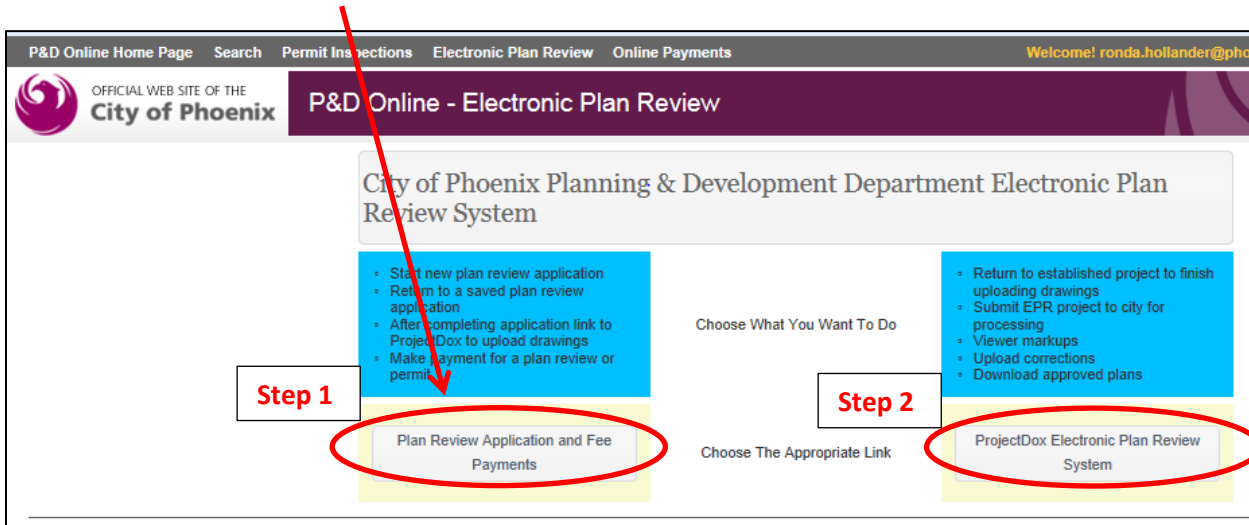
Step 1: Submit Permit Application

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.



PDD Online Services User Manual

4. Click **Start a New Application** to view the Application Options page.

Applicant Options

Start a New Application ProjectDox Electronic Plan Review System Admin Options

Recently Saved Applications

Project Dox Project Name	Project Description	Plan Review Type	Status
No items to display			

Recently Submitted Applications

Project Dox Project Name	Project Description	Plan Review Type	Status
No items to display			

Reviewer Options

ProjectDox Electronic Plan Review System Admin Options

Recently Awaiting Review

Project Dox Project Name	Project Description	Plan Review Type	Status	
Tumbaugh - ComMulti-Std - 05072014101137	Mo's Place	Building :: Commercial :: New Complete Building	Pending Approval	Delete
Fin - ComMulti - 04212014155436	Testing	Building :: Commercial :: New Shell Building	Pending Approval	Delete
Wandrie - Resident - 04072014114727	Wandrie's Wonderland	Building :: Single-Family / Duplex :: Addition/Remodel >= 2,000 Sq. FL	Pending Approval	Delete
Rieckhoff - ComMulti-Std - 03262014131842	Test	Building :: Commercial :: New Complete Building	Pending Approval	Delete
Rieckhoff - ComMulti-Std - 03252014073828	test	Building :: Commercial :: New Complete Building	Pending Approval	Delete

5. Click links to guidelines or click **Continue** to enter a new application

P&D Online - Electronic Plan Review - Requirements

Guidelines >> Plan Type >> Checklists >> Project Address >> Apply >> Confirm >> Submit

Please follow all of the submittal guidelines contained in the following link. These guidelines were established to help ensure plan submittals can be effectively processed. Submittals not following these guidelines will be denied during the pre-log process.

[City of Phoenix EPR Submittal Guidelines](#)

Cancel Continue

PDD Online Services User Manual

6. View Plan Types by using list dropdown.

7. Select **Plan Type** and click **Next**.

P&D Online - Electronic Plan Review - Plan Type Picker

Guidelines >> Plan Type >> Checklists >> Project Address >> Apply >> Confirm >> Submit

What type of plan are you submitting?

Select a Plan Type... (dropdown arrow circled in red)

Select a Plan Type...

Building (circled in red)

Civil

Fire

Sign

Site

City and Privacy rights reserved

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.

P&D Online - Electronic Plan Review - Plan Type Picker

Guidelines >> Plan Type >> Checklists >> Project Address >> Apply >> Confirm >> Submit

What type of plan are you submitting?

Fire

What type of Fire Plan are you submitting?

Commercial

What type of Commercial Plan are you submitting?

Hood System

Next (circled in red)

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

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

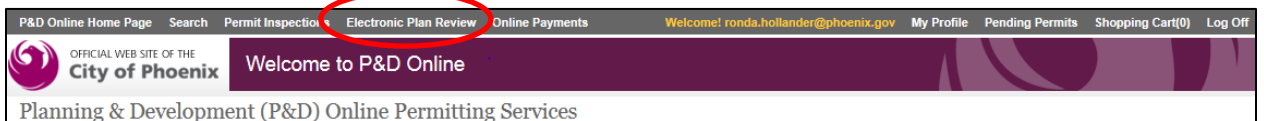
12. Proceed to Step 2: Upload Plans using ProjectDox.

PDD Online Services User Manual

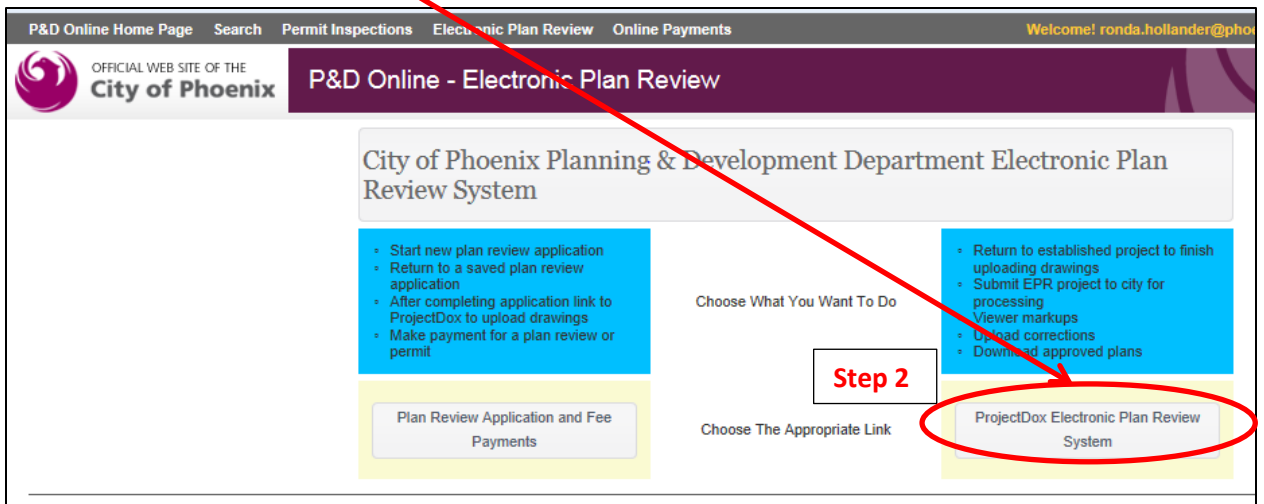
Step 2: Upload Plans /Supporting Documents using ProjectDox

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

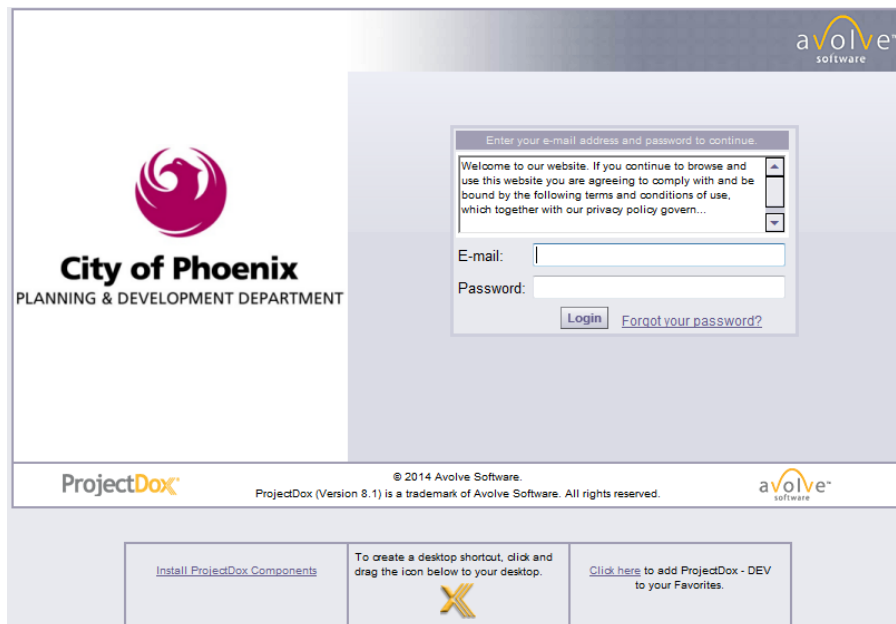
1. Click **Electronic Plan Review**.



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

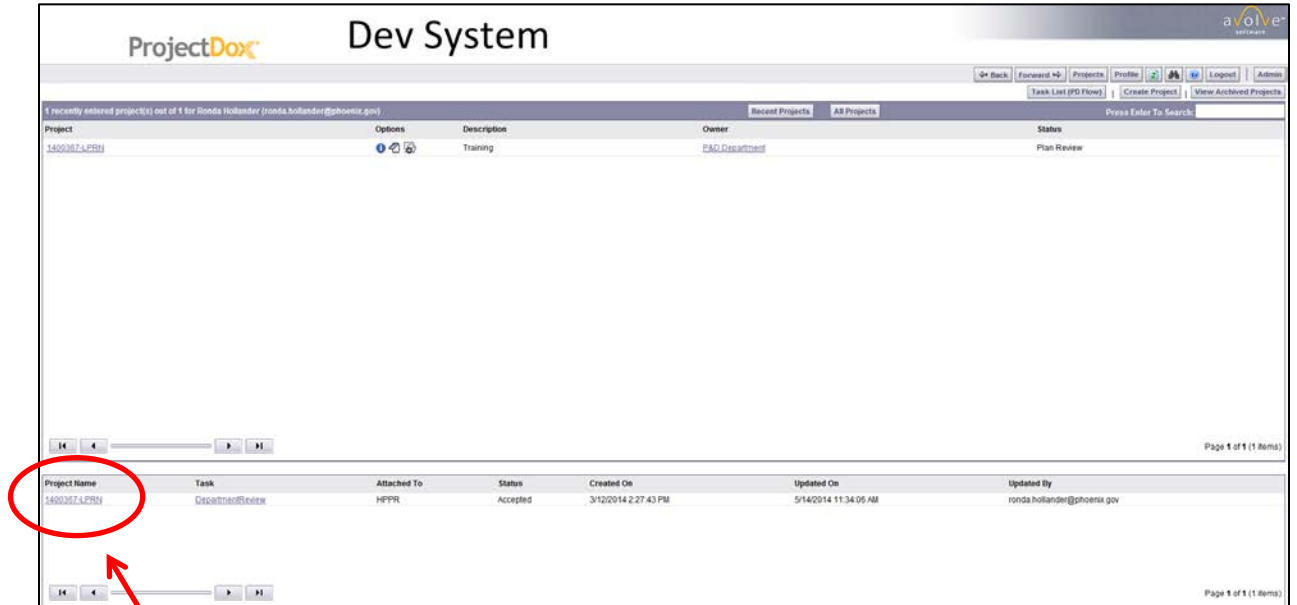


3. A separate registration is required for ProjectDox. Use same email as PDD Online for consistency.
 - a. Enter your **email address and password** and click **Login**.

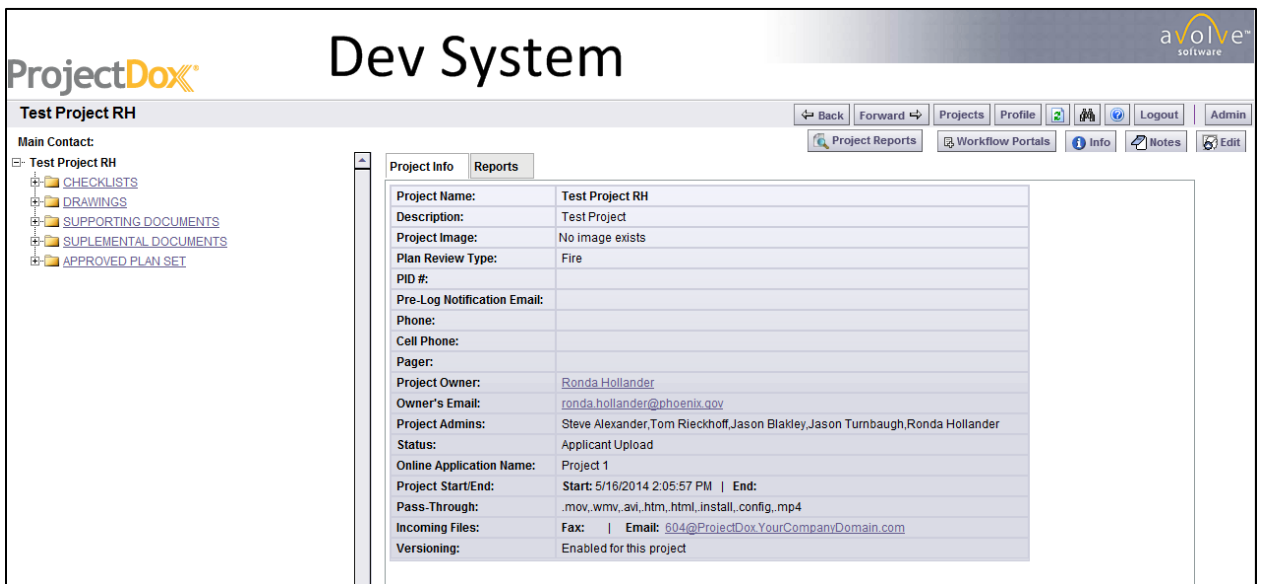


PDD Online Services User Manual

- Following successful login, existing project(s) will be displayed.



- Menu options are displayed on the top right. Depending upon your access some option may or may not be displayed.
- Click desired **Project** to view details and upload project files. Below is an example of a newly created project.



- Click **Workflow Portals** and complete **FeePayment** task.

PDD Online Services User Manual

8. The project creation process creates the folder structure for uploading documents.

Folder	Description
CHECKLISTS	
DRAWINGS	Plan Drawing Files
SUPPORTING DOCUMENTS	Building supporting documents
SUPPLEMENTAL DOCUMENTS	
APPROVED PLAN SET	Official Final Approve Plan Set

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.

No files currently exist in **DRAWINGS**.

To upload files into this folder
(1) Click the Upload button below
(2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

[View Folders](#)

[Upload Files](#)

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 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 were 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.

PDD Online Services User Manual

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**

PDD Online Permits Search Permit Inspections Electronic Plan Review Online Payments Welcome! ronda.hollander@phoenix.gov My Profile My Permits **Shopping Cart(0)** Log Off

PDD Online - Permitting - Pay Now

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.

Permit Type	Project Address	Filing Fee	Permit Action
Plumbing Repipe 1 Bathroom	120 W BUIST AVE PHOENIX, AZ 85041-9003	\$177.00	Remove From Cart Edit Delete
Electrical Upgrade to 100 AMP	120 W APACHE ST WICKENBURG, AZ 85390-1208	\$231.00	Remove From Cart Edit Delete
		Total Fee: \$408.00	

1

No items to display

Pay With My Credit Card Continue Applying for Permits Empty Cart

2. To add permits submitted in-person and entered by City staff:

- a. Click **Online Payments** to search for a permit submitted in person.

PDD Online Permits Search Permit Inspections Electronic Plan Review **Online Payments** Welcome! ronda.hollander@phoenix.gov My Profile My Permits Shopping Cart(0) Log Off

*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**

PDD Online Payments System My Cart - (0) Fees

Plan Review And Permit Fees

Enter a Permit Type and Permit Number

Permit Type: Permit Number: SEARCH

For Support Contact Planning & Development, Payments & Submittals Section at 602-534-5934

- 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.

PDD Online Services User Manual

3. To add permits applications entered by applicant online:
 - a. Click **My Permits** menu link to select permits to add to shopping cart.

PDD Online Permits Search Permit Inspections Electronic Plan Review Online Payments Welcome! ronda.hollander@phoenix.gov My Profile **My Permits** Shopping Cart(0) Log Off

*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.

Permit Number	Permit Receipt Number	Permit Type	Created Date	App Status
14027645	15-0068215	Meter Socket Replacement	03/02/2015 1:54 PM	Approved & Complete
14027644	15-0068214	Minor Electrical Work	03/02/2015 1:43 PM	Approved & Complete
Pending Approval		Adding Branch Circuit	02/27/2015 2:42 PM	Payment Required
14027637	15-0068207	Plumbing Repipe 2 Bathrooms	02/27/2015 11:57 AM	Approved & Complete
14027640	15-0068210	Electrical Service Clearance	02/27/2015 11:18 AM	Approved & Complete
Pending Approval		Commercial Alternate Dustproofing	02/25/2015 2:41 PM	Payment Required
14027622	15-0068192	Adding Branch Circuit	02/25/2015 2:33 PM	Approved & Complete
14027621	15-0068191	Utility Clearance Only	02/25/2015 2:26 PM	Approved & Complete
Pending Approval		Utility Clearance Only	02/25/2015 2:24 PM	Payment Required
Pending Approval		Residential Alternate Dustproofing	02/25/2015 8:48 AM	Payment Required
Pending Approval		Repair/Replace Gas Line	02/25/2015 8:47 AM	Payment Required
Pending Approval		Plumbing Repipe 3+ Bathrooms	02/25/2015 8:47 AM	Payment Required
Pending Approval		Plumbing Repipe 2 Bathrooms	02/25/2015 8:46 AM	Payment Required
Pending Approval		Plumbing Repipe 1 Bathroom	02/25/2015 8:45 AM	Payment Required
Pending Approval		Minor Plumbing	02/25/2015 8:44 AM	Payment Required
Pending Approval		Minor Electrical Work	02/25/2015 8:43 AM	Payment Required
Pending Approval		Meter Socket Replacement	02/25/2015 8:42 AM	Payment Required
Pending Approval		Gas Water Heater Replacement	02/25/2015 8:41 AM	Payment Required
Pending Approval		Gas Clearance	02/25/2015 8:40 AM	Payment Required
Pending Approval		Field Consultation (Future Action)	02/25/2015 8:33 AM	Payment Required

- 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.

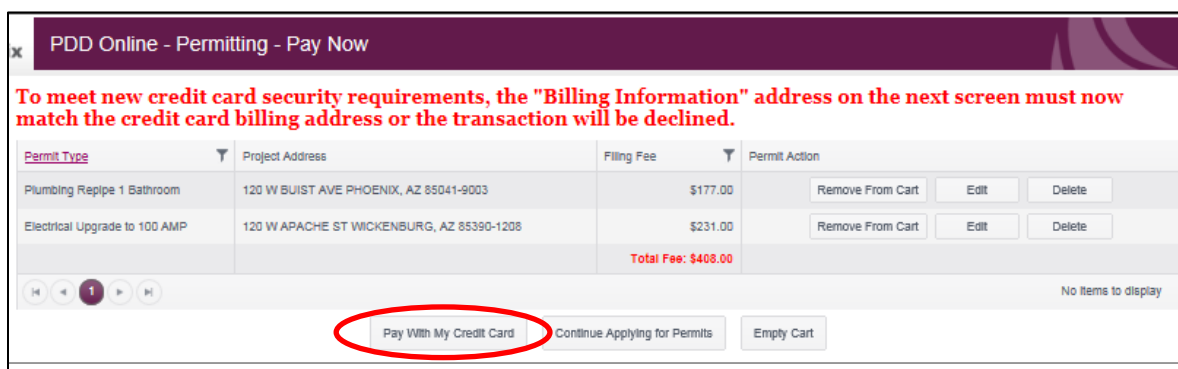
Pay With My Credit Card

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

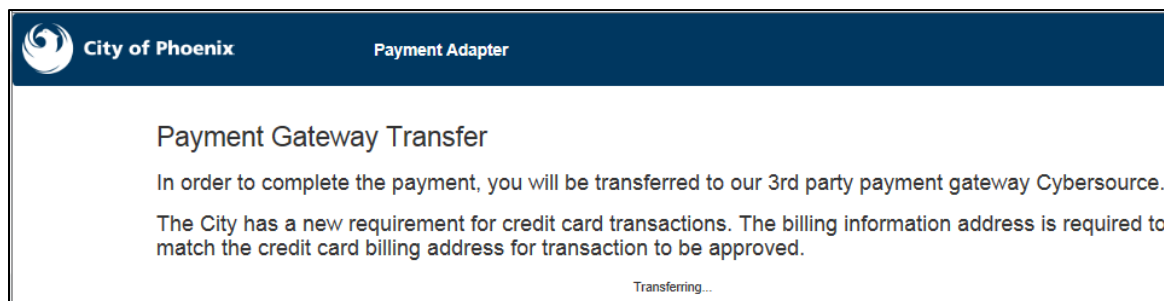
PDD Online Permits Search Permit Inspections Electronic Plan Review Online Payments Welcome! ronda.hollander@phoenix.gov My Profile My Permits **Shopping Cart(0)** Log Off

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](#).

PDD Online Services User Manual

4. Enter Credit Card billing information

- Enter billing name and address.
- Credit card information must match the credit card billing information (e.g. billing address)
- Use valid email address to receive an email authorization from credit card processing company
- Click **Next**

The screenshot shows the CyberSource 'Billing Information' form. The form is part of a multi-step process with tabs for 'Billing', 'Payment', 'Review', and 'Receipt'. The 'Billing' tab is active. The form contains the following fields: First Name (John), Last Name (Smith), Company Name (ABC Plumbing), Address (123 W Washington St Su 120), City (Phoenix), Country (United States of America), State/Province (Arizona), Zip/Postal Code (85003), Phone Number (802-111-1111), and Email (test@test.com). A 'Next' button is located at the bottom right. To the right of the form is a 'Your Order' summary box showing a 'Total amount' of \$177.00 and a 'Cancel Order' button.

5. Enter credit card information and click **Next**.

The screenshot shows the CyberSource 'Payment Details' form. The form is part of a multi-step process with tabs for 'Billing', 'Payment', 'Review', and 'Receipt'. The 'Payment' tab is active. The form contains the following fields: Card Type (radio buttons for VISA, MasterCard, Amex, Discover), Card Number (4111111111111111), CVN (1111), and Expiration Date (01/2017). A 'Back' button is located at the bottom left, and a 'Next' button is at the bottom right. To the right of the form is a 'Your Order' summary box showing a 'Total amount' of \$177.00 and a 'Cancel Order' button.

PDD Online Services User Manual

6. Verify payment information is correct and click **Pay**

CyberSource
the power of payment

Billing Payment **Review** Receipt

Review your Order

Billing Address [Edit Address](#)

John Smith
ABC Plumbing
123 W Washington St Su 120
Phoenix
Arizona
85003
United States of America

Payment Details [Edit Details](#)

Card Type Visa
Card Number xxxxxxxxxxxx1111
Expiration Date 01-2017

Your Order [Cancel Order](#)

Total amount **\$177.00**

[Back](#) [Pay](#)

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).

PDD Online - Permitting

Thank You For Your Payment! Please review the confirmation message below. You may want to print it for your records.

Permit Payment Authorization Data [Print Form](#)

Payment Transaction ID: 6a00e10f4bd98313014be8d8b51f03b9
Billing Customer: John Smith
PaymentStatusMsg: ACCEPT
PaymentAuthID: 123456
PaymentAuthTimeStamp: 2015-03-05T073930Z

Permit Number	Permit Receipt Number	Permit Type	Address	Filing Fee
14027659	15-0068229	Plumbing Replce 1 Bathroom	120 W BUIST AVE PHOENIX, AZ 85041-9003	\$177.00
				Total Fee: \$177.00

[View My Permit Applications](#)

- 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

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

REVIEWER: WEB PERMIT

DESCRIPTION OF WORK: SERVICE UPGRADE PER CURRENT ELECTRICAL CODE. UPGRADE EXISTING SES 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

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

REVIEWER: WEB PERMIT

DESCRIPTION OF WORK: SERVICE UPGRADE PER CURRENT ELECTRICAL CODE. UPGRADE EXISTING SES 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.

PDD Online Services User Manual

Electric Water Heater Replacement

PDD Online - Electric Water Heater Replacement

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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)

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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.

PDD Online Services User Manual

Gas Water Heater Replacement

PDD Online - Gas Water Heater Replacement

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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

PDD Online - Meter Socket Replacement

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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.

PDD Online Services User Manual

Minor Electrical Work

PDD Online - Minor Electrical Work

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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.

PDD Online Services User Manual

Plumbing Repipe 2 Bathrooms

PDD Online - Plumbing Repipe 2 Bathrooms

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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

PDD Online - Plumbing Repipe 3+ Bathrooms

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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

PDD Online - Repair/Replace Gas Line

EFFECTIVE BUILDING CODES: 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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

PDD Online - 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 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

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.

PDD Online Services User Manual

Special Egress Control Device

PDD Online - 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

PDD Online - Sprkler 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.

PDD Online Services User Manual

Sprinkler Sys Mod w/Hard Lid or Flex Head

PDD Online - Sprkler 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

PDD Online - 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

PDD Online - Adding Branch Circuit

EFFECTIVE BUILDING CODES: 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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

PDD Online - 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

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Commercial Electric Water Heater

PDD Online - Commercial Electric Water Heater

EFFECTIVE BUILDING CODES: 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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

EFFECTIVE BUILDING CODES: 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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

EFFECTIVE BUILDING CODES: 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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.

PDD Online Services User Manual

Elevator Modernization or Alteration

PDD Online - 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

PDD Online - Gas Pipe Repair

EFFECTIVE BUILDING CODES: 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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

PDD Online - Preventative Maint Elec Shut Down

EFFECTIVE BUILDING CODES: 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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.

PDD Online Services User Manual

Repair Vandalism Existing Elec Equip

PDD Online - Repair Vandalism Existng Elec Equip

EFFECTIVE BUILDING CODES: 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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

PDD Online - Replace of One Split System A/C

EFFECTIVE BUILDING CODES: 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

REVIEWER: WEB PERMIT

DESCRIPTION OF WORK: REPLACEMENT OF ONE SPLIT SYSTEM AIR CONDITIONER. THE NEW UNIT MUST BE IN THE SAME LOCATION AS THE EXISTING UNIT AND CANNOT EXCEED THE WEIGHT OF THE EXISTING UNIT. THE SYSTEM WILL BE INSTALLED PER INSTALLATION INSTRUCTIONS SUPPLIED AT TIME OF INSPECTION.

Utility Clearance Only

PDD Online - Utility Clearance Only

EFFECTIVE BUILDING CODES: 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.

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.