



# Electronic/On-line Submittals

PINAL COUNTY COMMUNITY  
DEVELOPMENT DEPARTMENT  
BUILDING SAFETY DIVISION  
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[www.pinalcountyz.gov](http://www.pinalcountyz.gov)  
[www.citizenaccess.pinalcountyz.gov](http://www.citizenaccess.pinalcountyz.gov)

INFORMATION  
BULLETIN

002

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## **What types of projects/permits can I apply for on-line and what are their ECD's\*?**

*\*Estimated Completion Date (ECD); The turnaround time from date of submittal to permit issuance*

- **Building Standard Plans** (Applicable to Arizona licensed contractors only): ECD 20 business days
- **Building Standard Permits** (Applicable to Arizona licensed contractors only. Permits issued from approved Building Standard Plans): ECD 10 business days with a submittal cap of 5 applications per licensed contractor per day.
- **Commercial/Tenant Improvement Permit**: ECD varies depending on type of project
- **Mechanical, Plumbing, & Electrical Permits (MPE)**: 2:00 PM submittal cut-off time for same day issuance.\*\*  
Submittal cap of 2 applications per applicant per day.
- **Pool/Spa Permit**: ECD 10 business days
- **Single Family Residence Permit** (new construction only): ECD 20 business days
- **Solar Permit**: Submittal cap of 3 applications per applicant/contractor per day. ECD 10 business days

*\*\*Note: Certain applications may not be able to be processed for permit in the same day. For example, if the application that is being submitted is lacking information it will be rejected and, upon completion, will need to be resubmitted. Also, those applications that may require a new address assignment will not be processed and issued in the same day.*

## **What information do I need to submit my project electronically?**

*All documents below must be submitted in PDF format*

- **A site plan** (drawn to engineers scale)
- **Completed Owner Authorization Form**  
<http://pinalcountyz.gov/CommunityDevelopment/Documents/Building%20Safety/PROPERTY%20OWNER%20AUTHORIZATION%20FORM%202016.pdf>
- **Construction Documents/Drawings**  
& any other supporting documents such as structural calculations, engineering, etc. specific to your project  
**Once you have these documents, you are ready to create your User Account on the Pinal County Citizen Access Portal.** <https://citizenaccess.pinalcountyz.gov/CitizenAccess/Welcome.aspx>

## **How do I pay for my Plan Review and Building Permit Fees on-line?**

When fees are due, you will receive an email directing you to log-in to your User Account/Pinal County Citizen Access Portal to make payment. Payment can be made by credit card or electronic check. Your receipt is available immediately for your records and can also be accessed through your User Account/Pinal County Citizen Access Portal. <https://citizenaccess.pinalcountyz.gov/CitizenAccess/Welcome.aspx>

## **How will I receive my approved construction drawings and permit?**

Once approved and all fees have been paid, you will receive an email stating that your construction drawings and permit(s) are ready to print or download.

## **How do I schedule an inspection?**

All inspections are scheduled through our automated inspection line at 520-866-6299. You must have a valid permit number to schedule an inspection. Click the appropriate link below for further instructions:

**Residential Inspection Brochure** <http://pinalcountyz.gov/CommunityDevelopment/BuildingSafety/Documents/IVR-BrochureResidential.pdf>

**Commercial Inspection Brochure** <http://pinalcountyz.gov/CommunityDevelopment/BuildingSafety/Documents/IVR-BrochureCommercial.pdf>

Additional informational bulletins are available on our website:

<http://pinalcountyz.gov/CommunityDevelopment/BuildingSafety/Pages/AppInfo.aspx>



