



REGULATIONS GOVERNING

Electronic/On-line Submittals

PINAL COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING SAFETY DIVISION
P.O. BOX 2973, FLORENCE, AZ. 85132
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(520) 509-3555 FAX (520) 866-6517
www.pinalcountyaz.gov
www.citizenaccess.pinalcountyaz.gov

INFORMATION
BULLETIN

002

Nov 2022
Aug 2022

What types of projects/permits can I apply for on-line? (Nov 2022)

- **Building Standard Plans-** Applicable to Arizona licensed contractors only.
- **Building Standard Permits-** Applicable to Arizona licensed contractors only; permits issued from approved building standard plans; maximum of 2 applications per subdivision per day may apply depending upon current workload.
- **Commercial/Tenant Improvement Permit**
- **Mechanical, Plumbing, & Electrical Permits (MPE)** - Maximum of 2 applications per applicant per day may apply depending upon current workload.
- **Pool/Spa Permit**
- **Single Family Residence Permit**
- **Solar Permit:** Submittal cap of 3 applications per applicant/contractor per day may apply depending upon current workload.
- **Detached Structures, Additions, & Small Remodel**
- **Signs**
- **Walls and Fences**

For estimate review times click the link: [Permit Process Review Times.pdf](#)

What information do I need to submit my project electronically?

All documents below must be submitted in PDF format / Do not use dashes in parcel# when applying.

- **An architectural site plan** (drawn to engineers scale) uploaded separately from construction drawings.
- **Completed Owner Authorization Form** [Property Owner Authorization Form.pdf](#)
- **Construction Documents/Drawings** & any other supporting documents such as structural calculations, engineering, etc. specific to your project.
- **RES Check report or Manual J & S.** Click the link to obtain your RES Check Report. <https://www.energycodes.gov/rescheck>

Once you have these documents, you are ready to create your User Account on the Pinal County Citizen Access Portal.
<https://citizenaccess.pinalcountyaz.gov>

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.pinalcountyaz.gov>

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 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 [Residential Bulletin](#)

Commercial Inspection Brochure [Commercial Bulletin](#)

Additional informational bulletins are available on our website:

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

