



Plan Submittal Requirements and Electronic Plan Review

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EPR Systems

Civil/Commercial Submittals

WEB Portal/PDD Online

- **Plan Review Application**
- **Online Fee Payment**
- **Scheduling Inspection**

ProjectDox

- **Upload Plans/Docs**
- **Markups/Resubmit**
- **Download Approved Plans**
- **Email Engine (Task Completion)**

Permitting System

For Staff Only

- **Permits**
- **Holds/Flags/Conditions**

New EPR Systems



Residential Submittals

Shape PHX Customer Portal

- **Plan Review Application**
- **Upload Plans/Docs (combined files)**
- **Online Fee Payment**
- **Markups/Resubmit**
- **Download Approved Plans**
- **Schedule Inspections**

Shape PHX

For Staff Only

- **Permits**
- **Holds/Flags/Conditions**

Bluebeam

For Staff Only

- **Staff Review**

Pre-Submittal Requirements

Prior to submitting civil plans, ensure the following items are complete (if applicable):

- An approved site plan (required for commercial civil submittals)

Prior to submitting building plans, ensure the following items are complete (if applicable):

- Residential will have Site Prelog review in ShapePHX; Commercial requires final site plan and zoning approval
- Salvage permit is closed out with inspections staff
- Grading and/or storm water plan is approved
- Right of way bonds are posted for off-site work

Requirements



Pre-Log Requirements

- Use the most current application, Self-Cert forms and checklists
- Self-Cert Application must have both pages uploaded even if sign-offs are not completed
- EPR staff can obtain sign-offs and complete the Water and Sewer Service Information Request Form
- If any plumbing is being revised or installed, a Water Sewer Information Request Form must be uploaded but can be left blank for EPR Team to complete



Commercial/Civil Projects

How to Get Started

Civil/Commercial Submittals

- Visit the EPR Webpage:

www.phoenix.gov/pdd/online-services/electronic-plan-review

- Announcements
- Submittal Guidelines
- How-to Documents

How to Documents - ProjectDox



Civil/Commercial Submittals

City of Phoenix

Search Phoenix.gov

Residents Businesses Explore Phoenix City Administration News Calendar

Administration City Departments Planning and Development Site Development Site Planning Electronic Plan Review

Planning and Development

- Overview
- Planning and Zoning
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 - Hillside
 - Landscape Reviews
 - Stormwater Post-Construction Program
 - Residential Building
 - Commercial and Multifamily Building
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Electronic Plan Review

Electronic Plan Review requires applicants to interact with two separate systems, the Web portal and the ProjectDox system. Separate logins are required for each of the two systems. The same email address and password can be used for both.

EPR Web Portal

Go to [EPR Web Portal](#) to fill out a new application or pay fees.

- Start new plan review application
- Return to a saved plan review application
- Make payment for a plan review or permit

Visit the EPR web portal

Project Dox.

Go directly to [ProjectDox](#) i.e. (You must already have a sign-in, an account, and completed online application.)

- Upload plan set and associated documents
- Submit project for electronic plan review
- View markups

Scroll Down



****Once you have reviewed the Plan Submittal Guidelines and you are ready to begin Click EPR Web Portal**

Submittal Guideline Links:

How To Links

Getting Started

- [Simplified Guidelines](#)
- [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 View Tasks](#)
- [How to invite a user](#)

Scroll Down



Making a Payment

- [How to make fee payment](#)
- [How to complete the fee payment task in ProjectDox](#)

Plan Correction/Approval

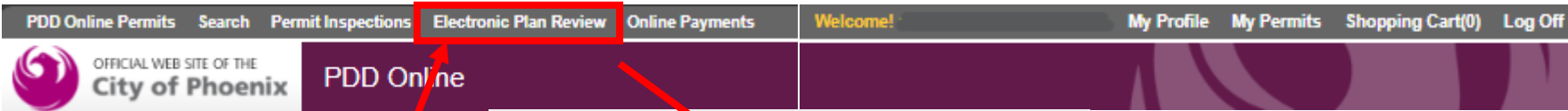
- [How to view project comments](#)
- [How to view correction request change marks](#)
- [How to print markups](#)
- [How to submit your corrected drawings](#)
- [How to download approved plans](#)
- [How to submit an EPR Plan Revision](#)

Project Reports

- [How to view project status](#)
- [How to view department review status](#)

How to Get Started

Civil/Commercial Submittals



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 PHOTOVOLTAIC - SOLAR APP+

The SolarAPP+ permit process requires photovoltaic plans to be submitted through SolarAPP+ at <https://solarapp.nrel.gov/>.

The applicant must receive approval documentation from SolarAPP+ prior to applying for the City of Phoenix SolarAPP+ permit listed below.

For more information on the SolarAPP+ permitting process, please click [here](#).

Separate permit is required from the Phoenix Fire Department for solar photovoltaic installation. For more information, please click [here](#).

[Solar App+ - Photovoltaic Permit](#)

FIRE

(Contractor must be licensed by Phoenix Fire Department)

Fire Alarm Dialer
Fire Alarm System Modification
Fire Alarm System Prgm/Connect Only
Sprinkler Sys Mod No Hard Lid or Flex Head
Sprinkler Sys Mod w/Hard Lid or Flex Head
Sprinkler Sys Mod w/Hard Lid and Flex Head
Underground Fireline Stubout

COMMERCIAL

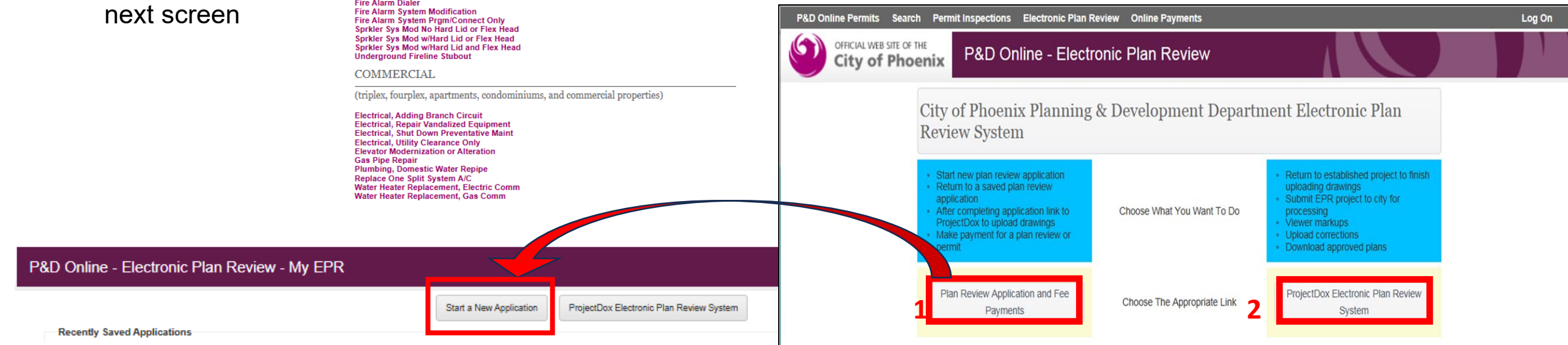
(triplex, fourplex, apartments, condominiums, and commercial properties)

Electrical, Adding Branch Circuit
Electrical, Repair Vandalized Equipment
Electrical, Shut Down Preventative Maint
Electrical, Utility Clearance Only
Elevator Modernization or Alteration
Gas Pipe Repair
Plumbing, Domestic Water Repipe
Replace One Split System A/C
Water Heater Replacement, Electric Comm
Water Heater Replacement, Gas Comm

Click on Electronic Plan Review
This will take you to the next screen

Two Login Accounts

1. P&D Online Creation/Login <https://apps-secure.phoenix.gov/PDD/EPR>
2. ProjectDox Login (password will be sent once first application is submitted)



Online Application Example

Civil/Commercial Submittals



PLANNING & DEVELOPMENT
**PRESERVE
SHAPE
BUILD**

P&D Online Permits Search Permit Inspections Electronic Plan Review Online Payments Welcome! [steven.rodriguez@phoenix.gov](#) **My Profile** My EPR Log Off



OFFICIAL WEB SITE OF THE
City of Phoenix

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?

Civil

What type of Civil Plan are you submitting?

Commercial

What type of Commercial Plan are you submitting?

G&D

Would you like to submit as a Self-Certified Plan Review Application?

Yes

Next

To verify you have entered your Self-Cert information, click 'My Profile'

Online Application Example

Self Certification Number/Name update

Civil/Commercial Submittals



PLANNING & DEVELOPMENT
**PRESERVE
SHAPE
BUILD**

OFFICIAL WEB SITE OF THE
City of Phoenix

PDD Online

alma.r.quintana@phoenix.gov

[Change Password](#)

[Back To User Administration](#)

Admin Features

Locked Out ☐ Email Verified ☒ [Send Password Email](#)

First Name **Last Name**

Alma Quintana

Address

City **State** **Zip**

Arizona _____

Organization Name

City of Phoenix

Business Phone

(602)534-5933

Cell Phone

Fax

Self Certification Number

Self Certification Last Name

[Update Profile](#)

Online Application



Civil/Commercial Submittals

Complete Online Submittal Application

- If you do not get the Self-Certification option when completing the on-line application



Contact EPR Triage Team at 602-534-5933
or epr.support@phoenix.gov



ProjectDox - Upload

Civil/Commercial Submittals



- Prior to uploading, name files using the information in the **EPR Submittal Guidelines**
- Files names must have:
 - 3 digit number sheet number and abbreviated sheet name
 - Match the plan Index
 - Not exceed 30 characters including spaces
- Resubmittals: Sheets must be named exactly as the original sheet (corrected sheets will Version once uploaded~V2  V2)

Example: **Index:**

Sheet Index	
CS	Cover Sheet
A1.0	Site Plan
E1.0	Electrical Floor Plan
E2.0	Electrical One Line Diagram
S1.0	Structural Details

ProjectDox File Name: 001 CS Covr Sht
002 A1.0 SitePln
003 E1.0 Elec Flr Pln
004 E2.0 Line Dgrm
005 S1.0 Struc Dtl

ProjectDox – Upload cont'd

Civil/Commercial Submittals



PLANNING & DEVELOPMENT
**PRESERVE
SHAPE
BUILD**

- **Provide 4" X 4" blanks area** in lower right corner of cover sheet
- **Upload into appropriate folder**
- Drawings – Upload plan sheets to be reviewed (each sheet must be a **separate** file)
- Supporting Documents – Upload all calculations, specs and supporting documents
- Reference Drawings – Upload plans for reference (i.e. City approved site plan or grading plan)

If files are uploaded incorrectly, you have access to delete them only at the initial upload using the delete  button

Complete the “ApplicantUpload_Confirmation” task to submit project

(Hint: **Expand the E-form** to select Upload Complete: )

- An Automatic email notification will be sent out if the task is not completed within 24 hours

ProjectDox – How to Search

Civil/Commercial Submittals

Note: The Search icon next to the Home button is **not** user friendly. **Do Not Use the magnifying glass icon.** There is no longer an overall search engine.

1. Under the Project Tab, Click All Projects
2. Use the filters under the corresponding Column Title
 - a. Project – Query by plan review number
 - b. Description – Query by customer's project description
 - c. Status – Query by Status (Pre-log Reject, Create PR – Kiva, Plan Review, etc)
 - d. Create Date – Query by date of last **Task** creation

ProjectDox

Home All Tasks Create Project All Reports Profile Logout ?

Tasks (PD) **Projects**

Recent Projects Refresh Save Settings Reset Settings

Recent Projects **All Projects** Archived Projects

Show 13 records

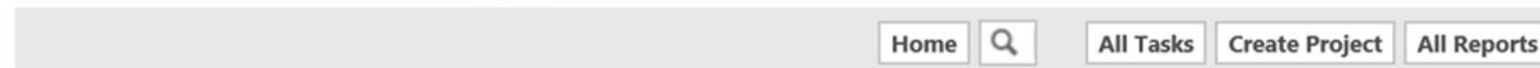
PROJECT a	DESCRIPTION b	OWNER	STATUS c	CREATE DATE d
Contains...	Contains...	Contains...	Contains...	On...

ProjectDox – Task Tab

Civil/Commercial Submittals

Note: There are no filter or search options in the TASK Tab

1. Sorting is available in ascending and descending by clicking the title of the column
2. The Applicant is the responsible party for all Tasks listed under the Tasks Tab (they are not under review by the City of Phoenix)



Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By
Valencia - Civil - 08312018144813	PreLogCorrectionRequest	APPLICANT	Pending			3/28/2019 3:40:14 PM	3/28/2019 3:40:14 PM	
Valencia - Fire - 01252019102927	CreatePR_KIVA	PRE-LOG AFP	Pending			1/25/2019 10:32:34 AM	1/25/2019 10:32:34 AM	
Rodriguez - Civil - 08212018144624	CreatePR_KIVA	PAYMENT and SUBMITTALS	Pending			11/15/2018 2:21:39 PM	11/15/2018 2:22:10 PM	steve

ProjectDox – Tasks and Responsible Parties



Civil/Commercial Submittals

ProjectDox Task List in Order

	<u>Responsible Party</u>
1. ApplicantUpload_Confirmation	Applicant
2. PrelogReview.....	City of Phoenix (COP) Pre-log Staff
3. <i>(PrelogCorrectionRequest – if Prelog is rejected)</i>	Applicant
4. <i>(PrelogReview)</i>	COP Pre-log Staff
5. CreatePR_KIVA.....	COP EPR Administrative Staff
6. FeePayment.....	Applicant
7. VerifyFeePayment.....	COP EPR Administrative Staff
8. <i>(FeePaymentCorrection – if fees still have not been paid)</i>	Applicant
9. <i>(VerifyFeePayment)</i>	COP EPR Administrative Staff
10. ScheduleActivities.....	COP EPR Administrative Staff
11. DepartmentReview.....	Plan Review Staff

ProjectDox – Tasks and Responsible Parties cont'd



Civil/Commercial Submittals

12. ReviewQA.....	COP EPR Administrative Staff
13. ReviewComplete.....	COP EPR Administrative Staff
14. ApplicantResubmit.....	Applicant
15. ResubmitReceived.....	COP EPR Administrative Staff
16. <i>(ApplicantResubmit – if resubmit is rejected)</i>	<i>Applicant</i>
17. <i>(ResubmitReceived)</i>	<i>COP EPR Administrative Staff</i>
18. DepartmentReview.....	Plan Review Staff
19. ReviewQA.....	COP EPR Administrative Staff
20. ReviewComplete.....	COP EPR Administrative Staff
21. FinalFeePayment.....	Applicant
22. VerifyFinalFeePayment.....	COP EPR Administrative Staff
23. <i>(FinalFeePaymentCorrection –if outstanding fees or permitting requirements)</i>	<i>COP EPR Admin Staff</i>
24. <i>(VerifyFinalFeePayment)</i>	<i>COP EPR Administrative Staff</i>
25. BatchStamps).....	COP EPR Administrative Staff

ProjectDox – Fee Payment



Civil/Commercial Submittals

Payment can be made:

➤ **PDD Online (fastest route):**

✓ <https://apps-secure.phoenix.gov/PDD/Payments>

➤ **Email:**

✓ payments.submittals@phoenix.gov

Email should include: Plan review number, contact information, and best time to call

➤ **Phone:** 602-534-5934



ProjectDox – Department Review



Civil/Commercial Submittals

Applicant must complete the “FeePayment” after payment

Plan review staff performs a thorough review of plans and documents

Commonly Missed Items:

- Plans missing registrant seal and/or Self-Certification stamp
 - ✓ **EVERY** sheet must contain both a registrant seal and Self-Certification stamp
- **Cover Sheet** must include **owner/contractor notice** and must have the **signed statement: “I hereby certify that these drawings are prepared by me, under my supervision, or reviewed by me and to the best of my professional knowledge conform to the Phoenix Building Construction Code”**
- **Every plan sheet including Cover Sheet must include the Self-Certified Statement**
 - Self-Certified By : _(insert name of Self-Certified Professional and Date)___
 - Plans were prepared by or under the direct supervision of, or reviewed by the Self-Certified Professional,
 - Plans are completed,
 - The plans are, as of the date of submission in compliance with the City of Phoenix building, civil, site and zoning codes, ordinances, and all other applicable laws.
- **Missing documents from the Self-Certification Program Submittal Checklist**

Within 5 business days of payment, the customer will be notified of any missing items or if permit is ready for purchase

- Additional fees may be assessed for each additional hour it takes to complete the intake review

ProjectDox – Final Fee Payment and Approved Plans



Civil/Commercial Submittals

- **Payment Options:** online, phone, email, or in-person.
 - **Note: If a new water/sewer service or right of way bond is required, the applicant will need to contact the Civil Permitting/Water Services Counter to complete the transaction (602) 262-6551 or cws.permits@phoenix.gov**
- The “**FinalFeePayment**” task must be completed once all permit fees have been paid to initiate the batch stamping process. **Allow up to 24 hours to view the Approved plan set.**
- ProjectDox will send an email notifying the applicant when approved plans are available for download.
 - **Plans must be downloaded and printed for jobsite**



EPR ProjectDox – Plan Revisions



Civil/Commercial Submittals

- Complete **new online submittal application**
 - Select Revision to Approved plan under plan type
 - In the “Scope of the Project” state “Revision to (add original plan number & type)” and explain the nature of the revision.
- Upload all applicable revised checklist, plans, and supporting documents
**** New Self Certified application with nature of the revision will be needed**
- Complete “ApplicantUpload_Confirmation” task in ProjectDox to initiate the prelog process.
- After payment is made and FeePayment task is completed, city staff performs a limited cursory screening of plans and documents
- Allow to 3-5 business days to process (**excludes PreLog process**)

Key Points to Remember

Civil/Commercial Submittals

- PDD Online Application and ProjectDox are two different systems
 - Though fees are paid in PDD Online App, the FeePayment task must be completed in ProjectDox
- Tasks must be completed after every step
Project is not reviewable until complete
 - Upload
 - Fee payment
 - Resubmittal
- Revised and corrected plans must have EXACT SAME file name as the original for system to “version” and plans are comparable
- For EPR “How to Documents” visit:
 - <https://www.phoenix.gov/pdd/online services/electronic-plan-review>

AUDIT



Civil Submittals

Random Audit Guidelines	Automatic Audit Guidelines
• All landscape, civil grading and drainage, and parking lot plans up to 5 acres • No audit fee assessed • Generally, a 10% chance of audit	• Projects over 5 acres • Landscape plans for projects located in the Downtown Code or Walkable Urban Code as established by the Phoenix Zoning Ordinance • Civil grading and drainage/concrete combination plans • Audit fee is equal to half plan review fee per Planning & Development Fee Schedule

- Inspections can still take place but if there are any corrections, these changes must also be made on site.
- Final inspections **cannot** be scheduled nor the CofO/CofC be issued until the audit is approved and provided to the inspector(s)



Residential Projects

How to Get Started

Residential Submittals

- Visit the Shape PHX Webpage: www.phoenix.gov/pdd/SHAPE-PHX
- * Customer Portal - <https://shapephx.phoenix.gov/s/>
- FAQs
- Submittal Guidelines
- How-to Documents



Shape Phx – File Requirements

Residential Submittals

File Requirements

- Only PDF Files - All construction plan sets are to be consolidated into a single file, multi-sheet PDF
- All files must be unlocked and unprotected, no digital signature certifications allowed, and all layers must be merged or flattened
- All construction plans must use TrueType fonts.
 - Recommended fonts include Arial, Times New Roman, Courier, and Helvetica.
- Supporting Documents are to be consolidated into a single file, multi-sheet PDF, separated by content. (i.e IECC Reports, Geotechnical Reports, Special Inspection Forms, Self-Certified Required Documents)



File Name Examples and Resubmitted Files

Construction Plans:

- Construction_Plans_V1, resubmitted _V2, _V3

Supporting Documents: Required Self-Certification forms, calculations, reports, and certificates are to be consolidated into single file, multi-sheet PDF and named according to their content.

Required Self-Certification Forms:

- Self-Cert_Forms_V1
- Struc_Calcs_V1
- Geotech_Report_V1

Reference Documents: Other documents that are included with submittal but do not need formal review or stamping

Examples:

- Appr_G&D_REF
- Appr_Site_REF
- County_Permit_REF
- Email_From_Reviewer_REF

How to Videos



Residential Submittals

[Shape PHX | City of Phoenix](https://www.phoenix.gov/administration/departments/pdd/tools-resources/shape-phx.html) <https://www.phoenix.gov/administration/departments/pdd/tools-resources/shape-phx.html>

City of Phoenix official website

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Administration City Departments Planning and Development Tools and Resources Shape PHX

Planning and Development

Overview

Planning and Zoning

Site Development

Residential Building

Commercial and Multifamily Building

Tools and Resources

Where Do I Start?

Shape PHX

Technical (TRT) Documents: Policies, Processes, Interpretations

Maps

Visit SHAPE PHX

The following are now available:

- Single Family Residential

Planning and zoning

Site Development

Residential Building

Commercial and Multifamily Building

Tools and Resources

Where Do I Start?

Shape PHX

Technical (TRT) Documents: Policies, Processes, Interpretations

Maps

Codes and Ordinances

Submit Construction-Related Complaints

Temporary Assembly Permits

Appeals and Code Modification Requests

Fees, Valuations and Assurances

Online Scheduling

Topics A-Z

Registration and Licensing

Review SHAPE PHX Submittal Requirements

- Planning Hearing Officer
- Pre-Applications - GPA/Rezoning/Text Amendment
- Rezoning
- Text Amendment
- Zoning Adjustments

Please note: Commercial permits, plan review and inspections (including all Building, Civil, Fire and Site Planning), Annual Facilities Program (AFP), and residential subdivisions as well as commercial and residential photovoltaic projects will continue to work through [PDD Online](#) and [ProjectDox](#) programs.

Electronic Plan Review Submittal Guidelines

Watch Easy to Follow SHAPE PHX Instructions on YouTube

Questions?

If you have technical questions or issues regarding the SHAPE PHX Portal, please email the SHAPE PHX Team at shapephx@phoenix.gov.

If you have questions related to the application process or permit status, please visit our [Contact Us](#) page to communicate with our Development Center staff.

SHAPE PHX Portal Homepage Overview

CityofPhoenixAZ • 836 views • 3 years ago

How to Create a SHAPE PHX Account

CityofPhoenixAZ • 2.7K views • 3 years ago

How to Apply and Submit a Zoning Application

CityofPhoenixAZ • 321 views • 1 year ago

How to Apply and Submit a Permit Application

CityofPhoenixAZ • 3.2K views • 3 years ago

How to Check Application Status

CityofPhoenixAZ • 320 views • 2 years ago

How to Share and Revoke Application Records

CityofPhoenixAZ • 449 views • 2 years ago

How to View Mark-ups

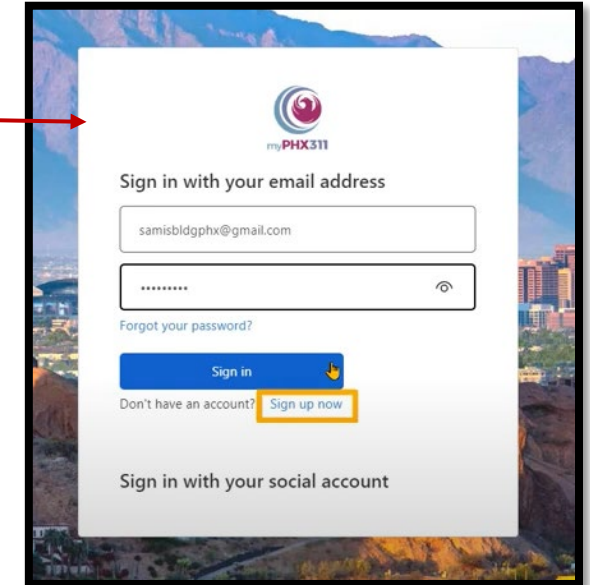
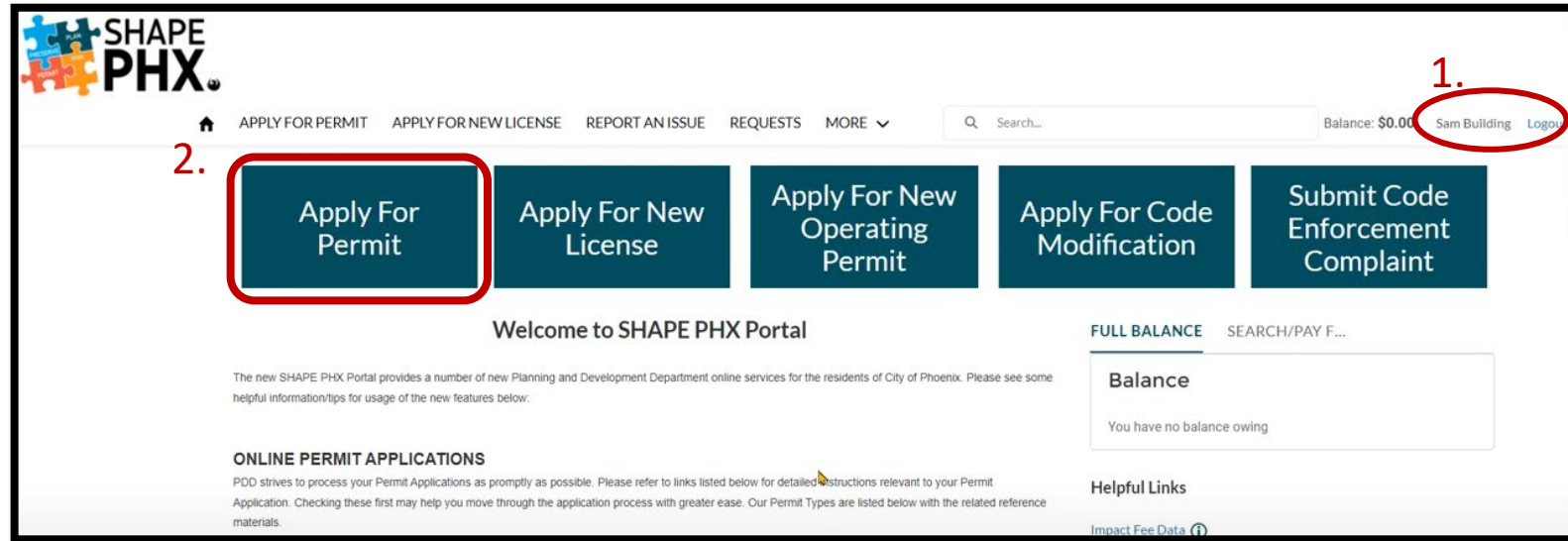
CityofPhoenixAZ • 1.3K views • 3 years ago

[SHAPE PHX "How to" Videos - YouTube](#)

Shape Phx – Application Submission



Residential Submittals



1. Please be sure that you are logged into your account prior to applying for the permit. There is limited access to all options when you are not signed in.
2. Click 'Apply For Permit' when you are ready to submit for your Residential project.

Shape Phx - Upload

Residential Submittals

APPLY FOR PERMIT APPLY FOR NEW LICENSE REPORT AN ISSUE REQUESTS MORE

Balance: \$0.00 Sam Building Logout

Permit Application

Cancel **Select Permit Type** Please select the Permit type that you want to create **Next**

3.  Civil
Select this permit type if your scope of work includes any off-site work in the public right of way or on-site work for lateral tap, pavement restoration, or driveways. Any Civil permit applications related to work outside of the specified activities should be applied for via PDD Online.

 **Construction and Trades Residential**
Select this permit type if your scope of work includes general residential construction, including custom homes, additions or remodels, Detached Structures, fence installation, or miscellaneous repairs/replacements etc.

3. Choose the Permit Type

4. Click 'Next'

5. Complete 1-9 of the application process

5a. Project Detail – Enter Self Certified Professional

Your Application Progress

- 1 Applicant In Progress
- 2 Address Pending
- 3 Permit Details Pending
- 4 Project Details Pending
- 5 For City Use Only Pending **SKIP**
- 6 Select Your Work Items Pending
- 7 Work Item Details Pending
- 8 Submit Documents Pending
- 9 Confirmation Pending

Construction and Trades Residential Permit Application **Save Progress & Exit**

Applicant

Do not use the back button at this time to modify application. If changes need to be made, a new application must be started.

Applicant * Search Contacts...

Contractor Search Accounts...

Primary Business or Firm who is responsible for the work documented on the permit.

Registered Contractor Search Registered Contractors...

Arizona State registered name and license which approves the contractor to perform the work documented on the permit.

Owner is Contractor ☐

5a.

Your Application Progress

- 1 Applicant In Progress
- 2 Address Pending
- 3 Permit Details Pending
- 4 Project Details Pending
- 5 For City Use Only Pending **SKIP**
- 6 Select Your Work Items Pending
- 7 Work Item Details Pending
- 8 Submit Documents Pending
- 9 Confirmation Pending

Construction and Trades Residential Permit Application **Save Progress & Exit**

Project Details

Do not use the back button at this time to modify application. If changes need to be made, a new application must be started.

Plan Submission Type * Self Certified Professional - Electronic Plan Review

PAPER PLANS - To submit the paper plan set, please schedule an appointment with the Development Center at City Hall at Ph:602-262-7811 or go to - https://www.phoenix.gov/pdd/contact-pdd.

Self Certified Registration number: scp-01

Enter your city-issued registration number if you are a Self-Certified Professional:

Additional description about the permit:

Project Valuation *

Provide total project cost estimate

Net Acre

5a.

SCP-00158 Ryan Weed

SCP-00220 Andrew Ogas

SCP-00264 Peter Noll

SCP-00174 Richard Presto

SCP-00387 Jim Smith

Discard Application

Shape Phx-Upload-Revisions



Residential Submittals

Permit Application

Cancel **Select Permit Type** Next

Please select the Permit type that you want to create

Civil

Select this permit type if your scope of work includes any off-site work in the public right of way or on-site work for lateral tap, pavement restoration, or driveways. Any Civil permit applications related to work outside of the specified activities should be applied for via PDD Online.

Construction and Trades Residential

Select this permit type if your scope of work includes general residential construction, including custom homes, additions or remodels, Detached Structures, fence installation, or miscellaneous repairs/replacements etc.

5.

Your Application Progress

- 1 Applicant
Applicant Trainer 72
- 2 Address
Address a4i8y00000VrGmAAK
- 3 Permit Details
In Progress
- 4 Project Details
Pending
- 5 For City Use Only
Pending
- 6 Select Your Work Items
Pending
- 7 Work Item Details
Pending
- 8 Submit Documents
Pending
- 9 Confirmation
Pending

Discard Application

Construction and Trades Residential Permit Application

Save Progress & Exit

Permit Details

Back Next

Permit Type * Construction and Trades Residential

Select permit type

Permit Work Type * Revision to Approved Plan

Indicate permit work type.

Permit Use Class * Residential

Select permit use class

Use Type * Single Family

Select permit use type

Land Use Type Single Family

Select permit land use type

Alteration Extent --None--

Alteration Extent defines the level of construction for your addition or remodel project by percentage based on the value of new construction. For more information see the Valuation Guide for Existing Buildings at https://cityofphoenix.sharepoint.com/sites/pdd/TRTDocuments/dsd_trt_pdf_00002.pdf

No. of Units

Please provide the number of habitational units that applies to this permit

Building from Standard Plan? * No

If you are not building from a previously reviewed and approved standard plan - please answer no and then click next. If you are building from a standard plan, please answer yes and complete the fields below.

Parent Permit CTR-

Please search and select approved standard plan

Parent Permit Number

Enter parent permit in this field only when you are

Standard Plan Options

Used only for Standard plans and new construction

Elevations

Show more results for 'CTR-'

- CTR-102500010 1000 E HAMMOND LN (Active)
- CTR-102500011 3510 E MCDOWELL RD (Active)
- CTR-102500009 10214 W SOUTHGATE AVE (Active)
- CTR-102500004 1000 E HAMMOND LN (Active)
- CTR-102500013 3510 E MCDOWELL RD (Active)

3. Choose the Permit Type

4. Click 'Next'

5. Complete 1-9 of the application process

****UNDER #3 – Permit Work Type = Revision to Approved Plan**

- Building from Standard Plan = No

- Parent Permit = Approved CTR number

Shape Phx – Application Confirmation



Residential Submittals

- Once you confirm all information is complete, you will receive a notification that the permit application has been submitted with the permit reference number.

The screenshot shows the 'Your Application Progress' section for a 'Construction and Trades Residential Permit Application'. The progress bar indicates four steps: 1. Applicant (Sam Building), 2. Address (1 N STANDARD PLAN DR), 3. Project Details (Construction and Trades, Residential, Single Family), and 4. Select Your Work Items (1 Total Work Item). The 'Confirmation' box states: 'Your Permit Application has been submitted and is now being processed. Your reference number is CTR-102200301.' A 'Back To Home' button is visible below the confirmation message.

Shape PHX – Fee Payment

Residential Submittals

Payment can be made:

- Shape PHX Customer Portal (fastest route)

- <https://shapephx.phoenix.gov/s/>

- Email

- payments.submittals@phoenix.gov

****Email should include: Plan review number, contact information, and best time to call****

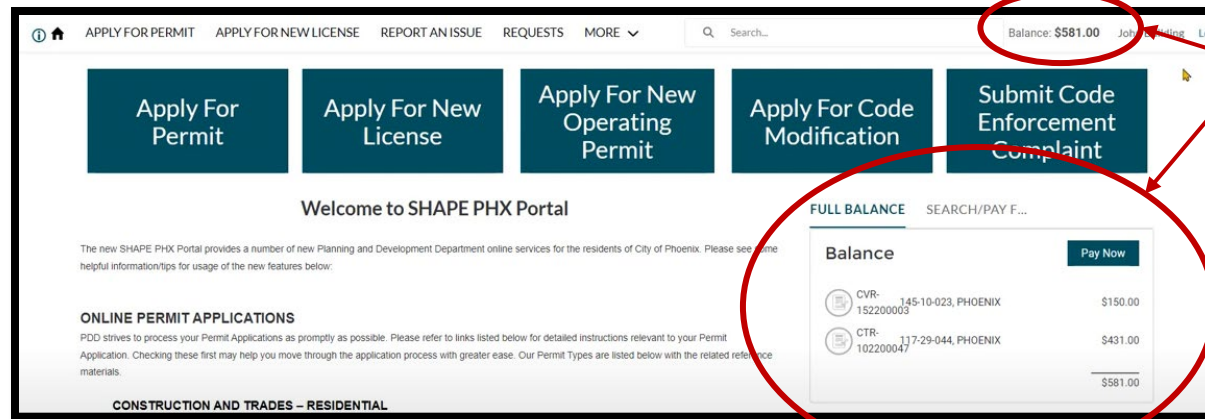
Phone

- 602-534-5934



Shape PHX – Fee Payment

Residential Submittals



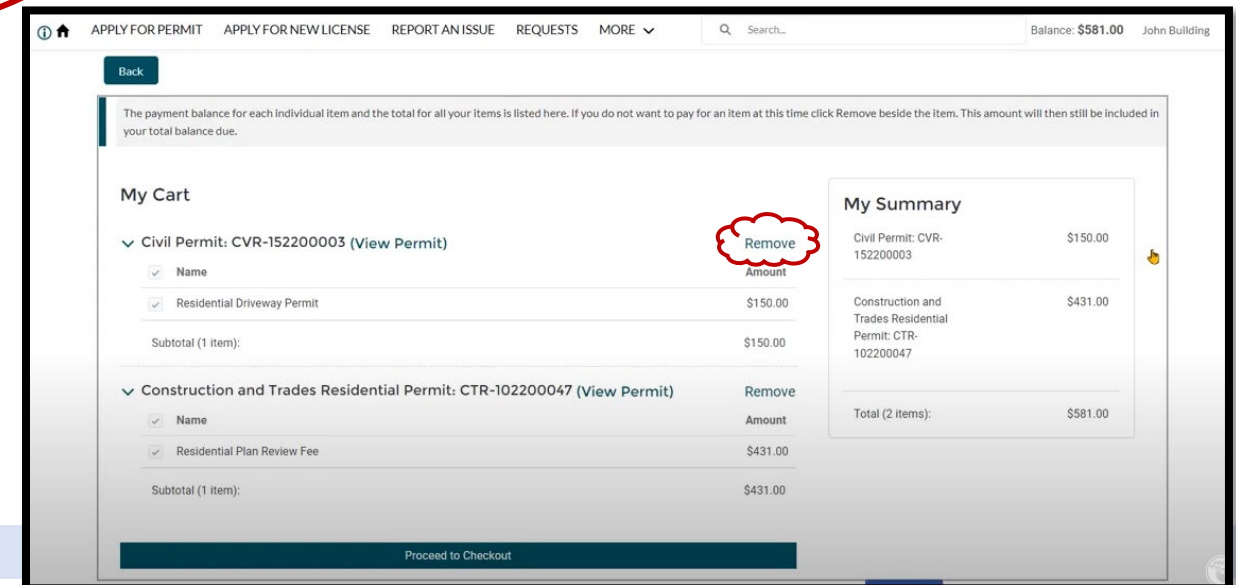
Pending balance of all projects can be found on the homepage in two locations.

Click 'Pay Now' when you are ready to make a payment.

You will be redirected to your cart to view totals.

You also have the option to remove a permit from your cart if you are not ready to pay.

Ready to continue to payment? Click 'Proceed to Checkout'



Shape PHX – Fee Payment

- You will have two options to pay online: Chase CreditCard Pay or Chase ACH Pay
- Once that is selected, you will then enter the card information.

APPLY FOR PERMIT APPLY FOR NEW LICENSE REPORT AN ISSUE REQUESTS MORE

Balance: \$247.00 Sam Building

Review the Payment Total Amount here. Choose your payment method, enter the details and click Pay Now.

\$247.00

Chase CreditCard Pay Chase ACH Pay Cancel

Don't see what you are looking for?

CONTACT US

Share My Screen with a City Employee.

City of Phoenix

CHASE

Privacy Exit

Make a Payment - permit

Bold fields with * are required.

PAYMENT INFORMATION

Cart Description*: Payment Reference:

Cart #: X-2022-05-06_02-53-32

PAYMENT DETAILS

Payment Amount*: \$247.00

Payment Date: May-06-2022

PAYMENT METHOD

New Account*:

☒ Credit/Debit Card

VISA MasterCard DISCOVER

Card Number*:

Continue Cancel

Release 22.2_4 © 2002 - 2022 JPMorgan Chase Bank, N.A. [Browser Requirements](#)



PLANNING & DEVELOPMENT
**PRESERVE
SHAPE
BUILD**

Residential Submittals

Shape PHX – Fee Payment

- Once payment is processed, you will receive a confirmation message which includes:
 - Confirmation/Receipt number
 - Additional confirmation notice to provided email
 - Options to retrieve the receipt (View, Print, or E-mail)

Payment Confirmation



Thank You
Your payment has been received

An e-mail confirmation has been sent to samisbldgphx@gmail.com

[View Receipt](#) [Print Receipt](#) [E-mail Receipt](#)

[Back To Home](#)

Confirmation Number
R-0219105

Don't see what you are looking for?

[CONTACT US](#)



PLANNING & DEVELOPMENT
**PRESERVE
SHAPE
BUILD**

Residential Submittals

AUDIT

Residential Submittals



Building Plans Audit Guidelines

Random Audit Guidelines	Automatic Audit Guidelines
• All projects not subject to automatic audit • Requires a structural peer review by a city-approved structural peer reviewer • Requires electrical peer review by a city-approved electrical peer reviewer for installation or modifications to electrical systems that exceed 400 amperes or the available fault current exceeds 22,000 amperes. • No audit fee assessed • Generally, a 10% chance of audit	• Remodels – 25,000 sf and above¹ • Shell buildings – 25,000 sf and above¹ • New buildings – 10,000 sf and above¹ • All new E and I occupancies² • All new A occupancies with an occupant load of 300 or more² • All medical marijuana facilities • All ambulatory care facilities • All standard plans • No structural or electrical peer review required • Audit fee is equal to half plan review fee per Planning & Development Fee Schedule ¹ Aggregate area of all buildings ² New = new building, addition, change of occupancy or initial tenant improvement

- Inspections can still take place but if there are any corrections, these changes must also be made on site.
- Final inspections **cannot** be scheduled nor the CofO/CofC be issued until the audit is approved and provided to the inspector(s)

Questions?
EPR Triage Team
Email: epr.support@phoenix.gov
Phone: 602-534-5933

**PROJECTDOX/SHAPE PHX
SUPPORT and CIVIL INTAKE**

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Building Code Examiner
602-534-7890

Residential

Lilia L. Kollo

lilia.kollo@phoenix.gov

Construction Permit Spec I
602-534-7930

**SITE PLANNING REVIEW
(Setbacks & Lot Coverage)**

Pdd.siteplanning@phoenix.gov

602-534-6592



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