

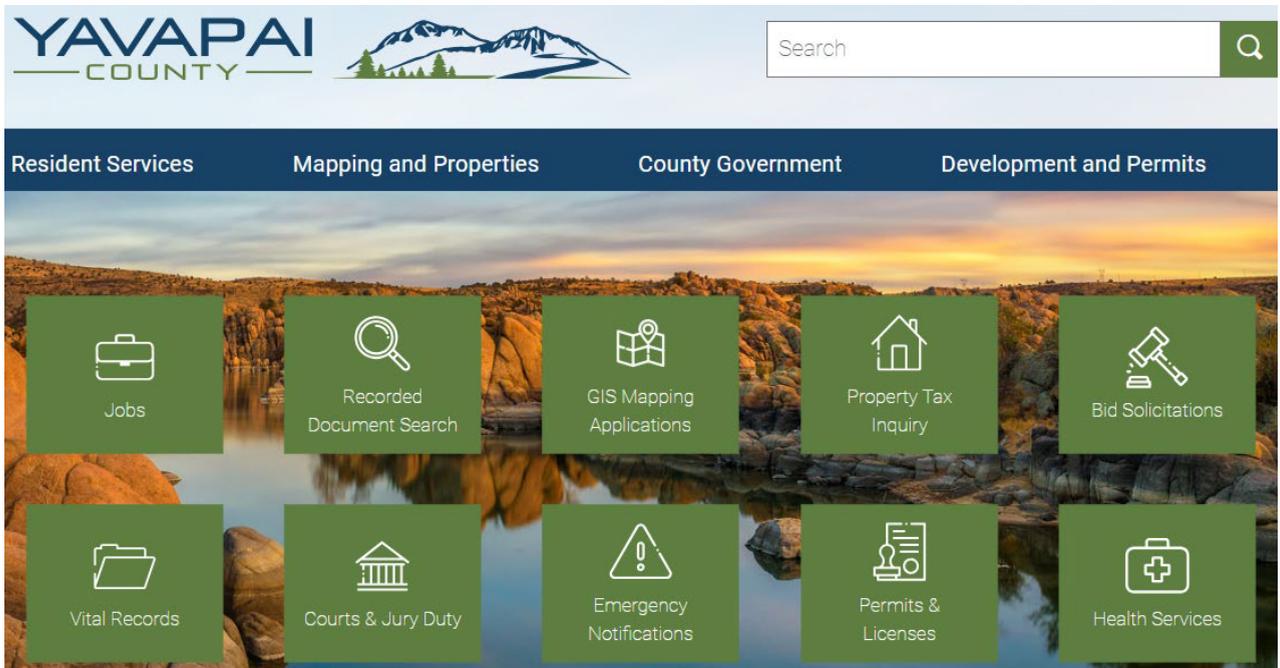
**Uploading your documents in the portal – Once you have established an account you may begin the application process.**



**It is recommended to use Chrome or Microsoft Edge**



**Step 1 – Go to Yavapai County website – <https://yavapaiaz.gov>**



**Step 2 – Click on the “Permits & Licenses” box.**

**Then click on the “Citizenserve Online Permit Portal” box.**

Home / Development and Permits / All Permits & Licenses

## All Permits & Licenses

Citizenserve Online Permit Portal >





Application Type:

- 3rd Party Conducted Site Investigation (Registrant Submittal)
- Access & Drainage Permit
- Application for Approval of Sanitary Facilities for a Subdivision
- Commercial Building Permit Application
- Commercial Septic Permit
- EU Construction Recommendation
- Extension Request
- Home Occupation Permit
- Minor Land Divisions Permit Application
- Notice of Transfer of Ownership
- Preliminary Code Review
- Public Data Request
- Residential Building Permit Application
- Sewage Collection Line Extensions
- Site Investigation (County Conducted)
- Special Event Permit
- Temporary Dwelling/Office Permit
- Waste Water Systems
- Water Line Extensions
- Well Review Application
- Zoning Clearance Only Permit

**Step 6 – Sub Type Tab: Click “Residential Structures Other Than Buildings”**

Application Type: Residential Building Permit Application

Sub Type:

- Attached Addition, Remodel or Alteration
- Demolition
- Fences
- Grading
- Manufactured Homes
- Master Plan
- New Accessory Structure
- New Residence
- Over the Counter
- Park Model Homes
- Residential Structures Other Than Buildings
- Two Family (Duplex)
- Revised Plot Plan
- Change of Use
- Supplemental
- Master Plan Adjustments

**Step 7 – Provide work description and parcel number or address. Work Description – type of Accessory building. When complete click on “FIND ADDRESS”.**

Application Type: Residential Building Permit Application

Sub Type: Residential Structures Other Than Buildings

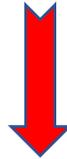
Work Description: (How many poles?) 40 feet poles with Sirens

Address or Parcel #: Enter your information

FIND ADDRESS

**Step 8 - After address is found, provide the requested information. This information must be provided in order to process the permit. Enter N/A if not applicable.**

- **IS NEW DWELLING CONNECTING TO A SEWER SYSTEM?**
- **PERMIT INFORMATION- Estimated Cost of Construction:**
- **Owners information – Names, phone number, and email address.**
- **CONTRACTOR INFORMATION**
- **LIGHTING INFORMATION**
- **CONTACTS**



**PERMIT INFORMATION**

Estimated Cost of Construction:

**CONTRACTOR INFORMATION**

Is Owner using a Contractor:

Is Project being done as Owner Builder?:

Property Owner:

Property Owner Email:

Property Owner Phone Number:

Skype Screen Name:

I am the property owner / or acting on authority of the property owner and I hereby certify that I have read and examined this application and submittal documents and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

I am the property owner / or acting on authority of the property owner and I hereby certify that I have read and examined this extension application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant Signature:

**Continue to complete the form until you reach the “ATTACHMENTS”**

**ATTACHMENTS: This is where you will upload all of your documents. You will need to follow the upload procedure each time you upload a document. Below is an example of how to upload the documents.**

**Step 9 - Select what document you want to upload and click “Select File”.**

**ATTACHMENTS**

PLEASE PROVIDE A PLOT PLAN, DRAWN TO SCALE, PER THE CHECK LIST; A DIRECTIONS TO SITE MAP; AND ANY ADDITIONAL INFORMATION, INCLUDING PLANS, THAT IS REQUIRED FOR YOUR PARTICULAR TYPE OF PERMIT. ADDITIONAL APPLICATION FORMS/PERMITS MAY BE REQUIRED FROM OTHER UNITS, DEPARTMENTS, OR AGENCIES.

DO NOT UPLOAD DOCUMENTS THAT ARE PASSWORD PROTECTED. To check security settings on the pdf, go to file - properties - security and make sure it is set to No Security.

Plot Plan:

Select File

Directions to Site:

Select File



**Construction Plans:**

Select File

Floor Plan (MFH):

Select File



Geotechnical Report:

Select File

Engineer's Calculations:

Select File

Truss Calculations/Layout:

Select File

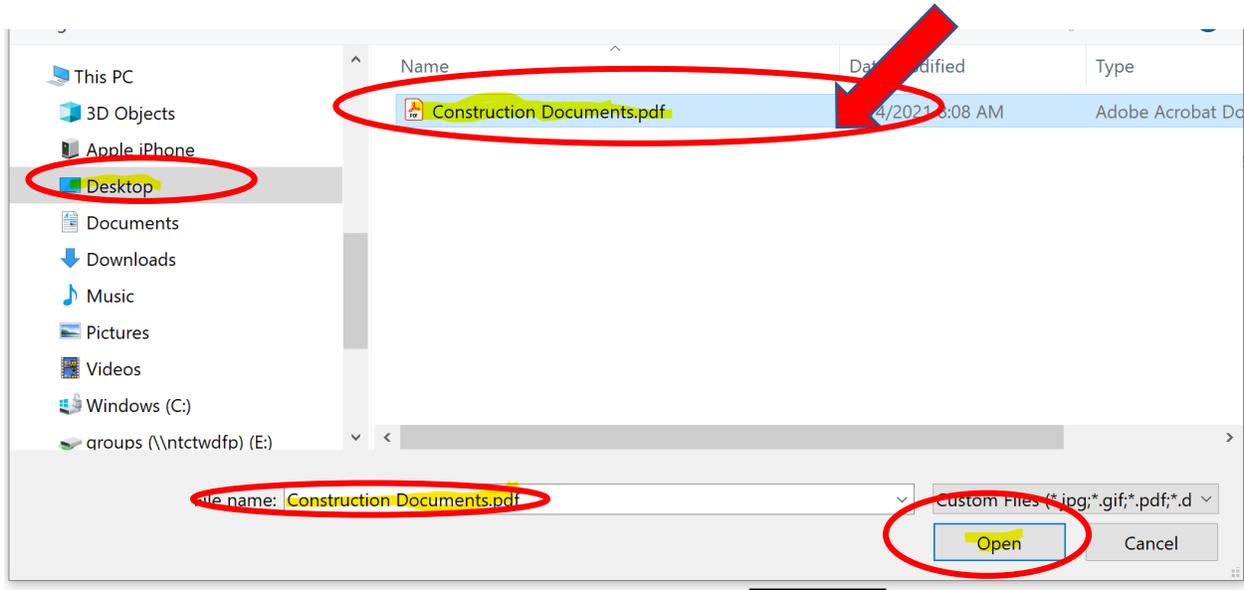
Floor Calculations/Layout:

Select File

Manufacturer's Specifications:

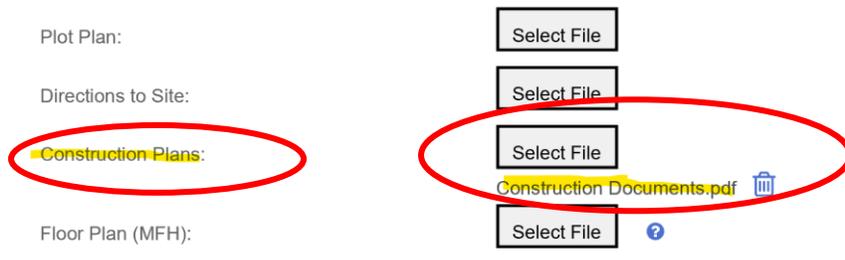
Select File

**Step 10 - If the documents were saved on your desktop, click “Desktop”, select file and click “Open”.**



**After you click on “Open” the document will be uploaded. Repeat this process for all other documents.**

DO NOT UPLOAD DOCUMENTS THAT ARE PASSWORD PROTECTED. To check security settings on the pdf, go to file - properties - security and make sure it is set to No Security.



**After all documents are uploaded be sure to hit submit when you are done. If you need to come back later, click save for later.**