

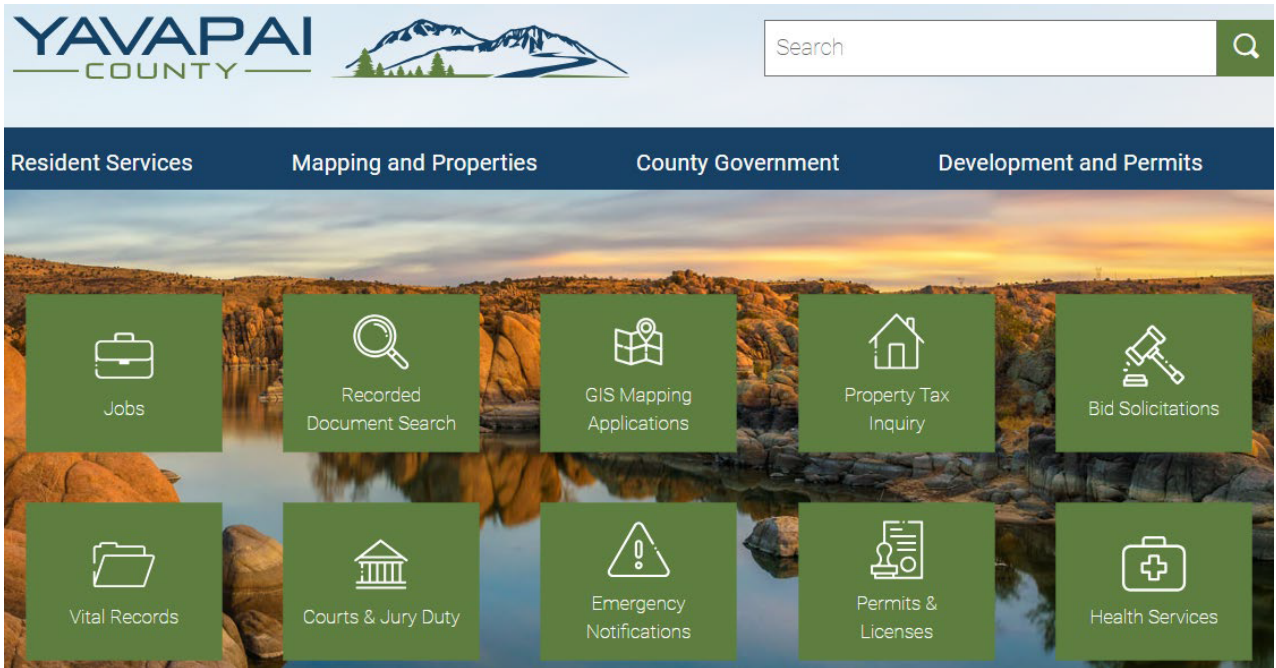
**Uploading your documents in the portal – Once you have established an account you may begin the application process.**



**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

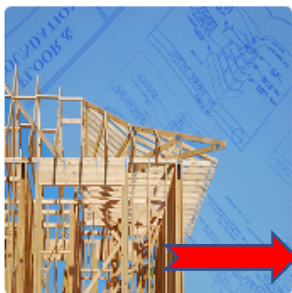
Citizenserve Online Permit Portal >



### Step 3 – Under Permitting on left side of the screen

Click on “Apply online”

#### Online Services



#### PERMITTING

Learn when you need a permit, find out what you need to apply, apply online, check the application status, and schedule inspections.

[DO I NEED A PERMIT? →](#)

[SUBMITTAL REQUIREMENTS →](#)

[APPLY ONLINE →](#)

[SEARCH FOR PERMIT →](#)

Step 4 – If you are new to the portal click “REGISTER NOW”, If you have an account click “LOGIN”.

#### Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

LOGIN

#### New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)

Step 5 - After you have registered you can begin the permit process. Click on the tab “Application Type”, scroll down and click on “Residential Building Permit Application”.

### APPLY FOR PERMITS AND FORMS

Home / Services / Permits/Applications / Apply for Permits and Forms

**Review the [SUBMITTAL REQUIREMENTS →](#) and be sure you have a complete submittal before starting your applicator. Incomplete submittals will result in delays during the review process.**

Most permit applications (except Supplementals) will require a deposit or payment in full.

Be sure to have a method of payment ready. We accept Mastercard and Visa.

If you have questions about this screen, please contact the [Customer Service and Permitting Unit](#).

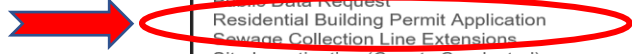
928-771-3214 (Prescott Office)

928-639-8151 (Cottonwood Office)

Application Type:

| indicates a required field

| 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 “New Accessory Structure”

| Application Type:



| Work Description:

| Address or Parcel #:

| indicates a required field

Residential Building Permit Application

**New Accessory Structure**

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



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

indicates a required field

Application Type: Residential Building Permit Application

Sub Type: New Accessory Structure

Work Description: Garage with utilities (electric)

Address or Parcel #: Enter Information (Address, City, State, and Zip)

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:

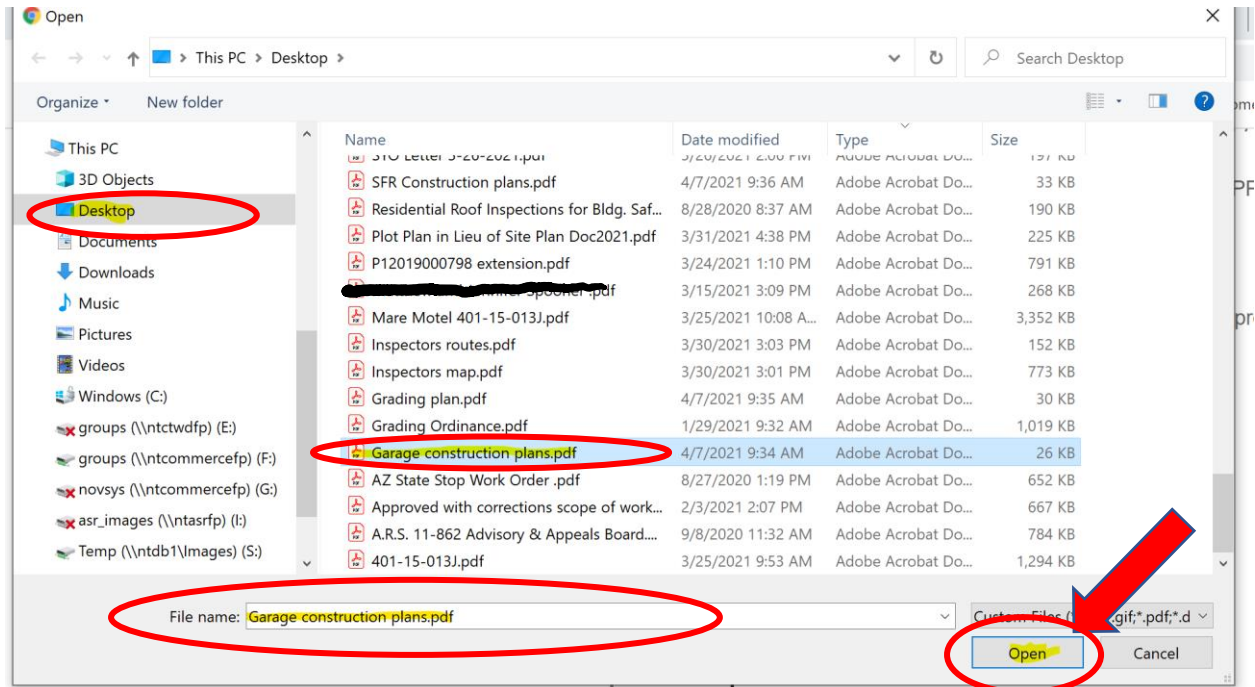
Select File

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.

Plot Plan:

Directions to Site:

**Construction Plans:**  **Garage construction plans.pdf**

Floor Plan (MFH):

**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.**