

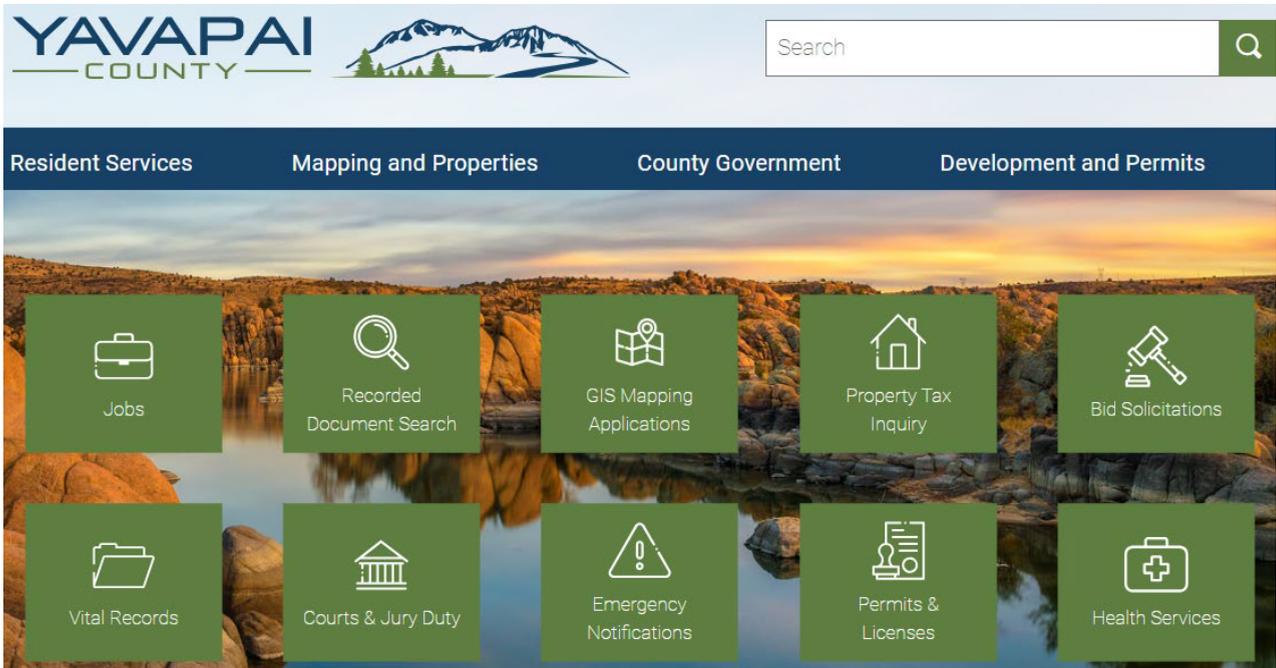
Uploading your documents in the portal – Once you have established an account you may begin the application process.



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

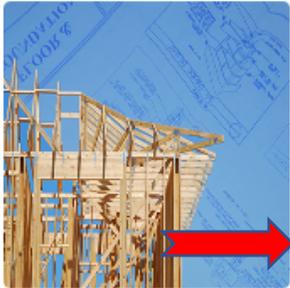
Citizenserve Online Permit Portal >



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 →](#)

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 →](#)

[LOGIN](#)

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 application. 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)

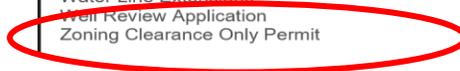
Application Type:

| 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 applicable permit type.

| Application Type:

indicates a required field

Zoning Clearance Only Permit

| Sub Type:



- Detached Accessory Structures Non-Habitable 200 - 400 sqft
- Fences NOT BUILDING SAFETY RELATED
- Miscellaneous Non-Residential
- Slabs, paving, patios, etc.
- Lighting Permit

Step 7 – Provide work description and parcel number or address. Work Description – eg. 400sq ft barn, 200 LF 6’ fence. When complete click on “FIND ADDRESS”.

| Application Type:

indicates a required field

Zoning Clearance Only Permit

| Sub Type:

Detached Accessory Structures Non-Habitable 200 - 400 sqft

| Work Description:



320 sq. ft. Green House

| Address or Parcel #:

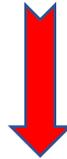
Enter information



FIND ADDRESS

Step 9 - After address is found, provide the requested information. This information must be provided in order to process the permit.

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

ATTACHMENTS

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

Miscellaneous:

Select File



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.

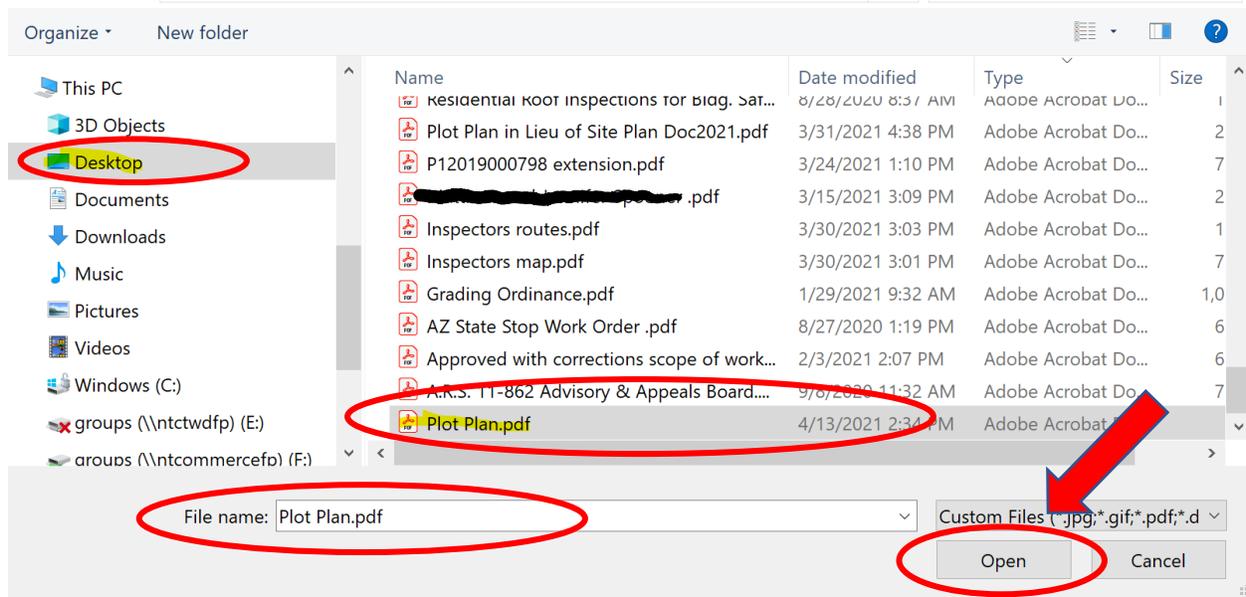
Applicant Signature:

Sign Here

To see your application status once submitted, go to "View My Requests"



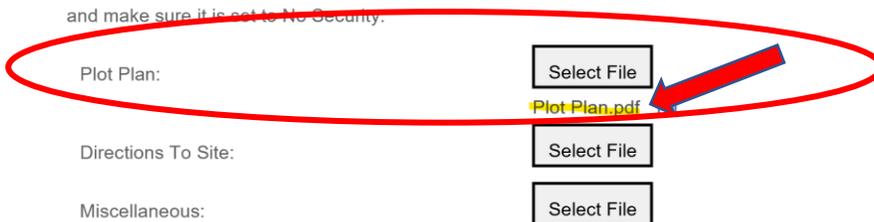
Step 11 - If the documents were saved on your desktop, click “Desktop”, select file and click “Open”.



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

📎 ATTACHMENTS

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.