

7 Steps to Submitting an EDR Application

Get your project moving—submitting an application will take most customers 10 minutes or less! For the best possible experience, please take a few moments to confirm the following:

- Type of application you need
- Contact/property information (applicant name, parcel number, etc.)
- Documents meet all EDR requirements and the required Naming Convention
- Pay upfront fees (if required)

Please note that the required information for each step will vary depending on application type.

STEP ONE PROJECT INFORMATION

Tell us about the project!



STEP TWO APPLICANT

Provide Applicant Information

Pre-load information from your Online Permit Manager account

STEP THREE OWNER

Provide Owner Information

Building Permits will require address and/or parcel information (best to search by a parcel number)



STEP FOUR ATTACHMENTS

Attach Documents

Make sure the attached documents are named to meet the EDR Naming Convention

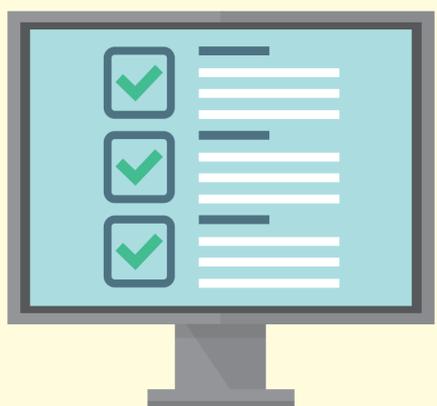
Add a document description that meets the EDR Naming Convention (you can copy straight from the user guides for most documents)

STEP FIVE REVIEW

Confirm Information

Use "Edit" to revise information

Use "Save and resume later" to save progress for up to 90 days



STEP SIX PAY FEES

Check If Fee Payment Required

Planning Cases and a few Building Permits require fee payment. The rest of the Building Permits skip fee payment and go straight to Step 7.

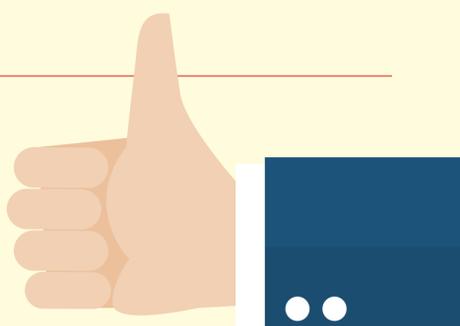
You can pay fees using a credit card, bank account, or trust account. The trust account must be set up in advance. Contact our customer service team for more information.

STEP SEVEN INITIALIZATION

Get Your Tracking Number

Use this number to track the progress of your submittal.

Before leaving the Online Permit Manager, customers need to validate their documents. Use the "View Permit Details" button and navigate to the "Attachments" section to validate submitted documents.



WHAT'S NEXT?

We knew you'd ask that!
See [What Happens After Application Submission](#) for more info about what to expect now that your application has been submitted.



NEED HELP?

Don't hesitate to call our main line at 602-506-3301 or email our customer service staff at pdcustomerservice@mail.maricopa.gov



Maricopa County
Planning & Development Department