# What Happens After Application Submission?
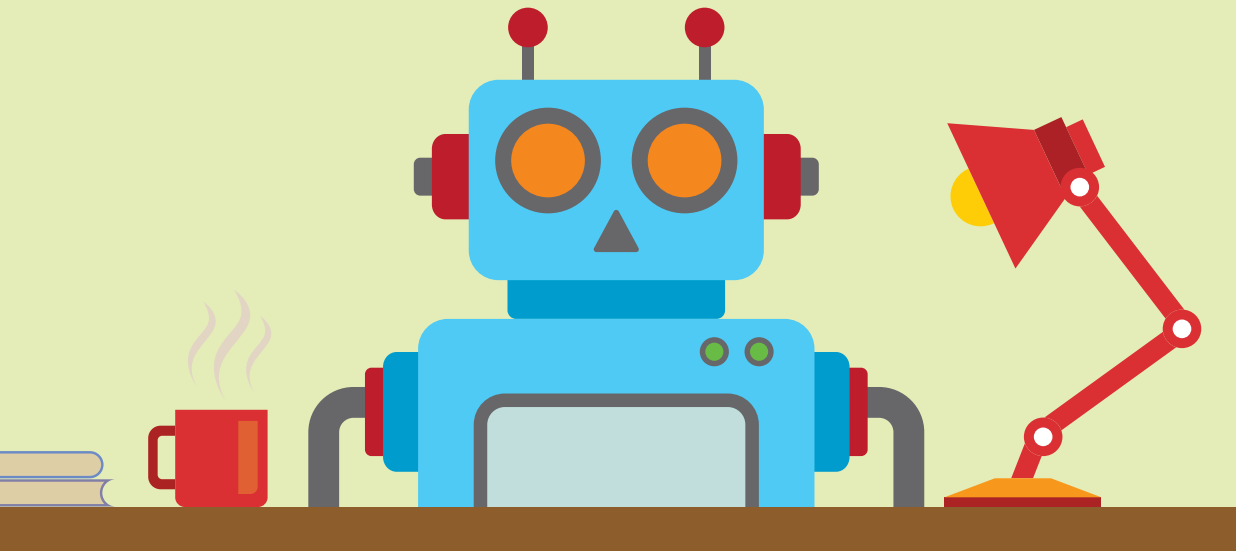
Now that you've submitted your application through the EDR system, your documents will go through two review steps.

Here's what you can expect.

## The EDR Application Submission Process

## STEP 1: DIGITAL COUNTER REVIEW

All EDR applications are sent to Digital Counter review after initialization. Staff will conduct an administrative review of your documents to ensure that they meet minimum submittal requirements:

**DOES YOUR SUBMISSION MEET MINIMUM SUBMITTAL REQUIREMENTS?**

Will vary depending on your application

Requirements will be unique for each document type submitted (e.g. site plan, narrative, construction plans)

**DOES YOUR SUBMISSION MEET EDR DOCUMENT REQUIREMENTS?**

PDFs must follow guidelines for orientation, layers, comments, and other requirements

All documents must follow EDR Naming Conventions for file name and document description

## STEP 2: HAVE FEES BEEN PAID?

Depending on your application, you may have already paid fees during the seven step process

Once all upfront fees are paid, your documents will be routed for technical review
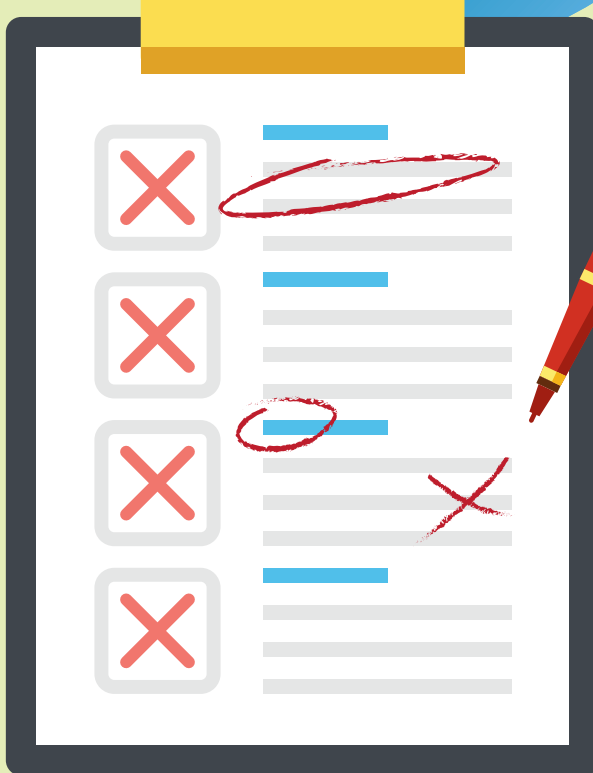
## STEP 3: START OF TECHNICAL REVIEW

Technical review is the heart of the application process, where your documents are evaluated against the relevant codes, ordinances, and regulations. EDR submittals follow the same technical review process and timeframes as paper submittals, but there are a few differences in the process:

**CUSTOMER COMMUNICATION**

As with all of our applications, customers can use the Online Permit Manager to track review progress

EDR submittals will receive automated emails at key points in the intake and routing process

**COMMENTS AND RESUBMITTALS**

Customers will return to the Online Permit Manager to receive redlines and to make their resubmittals

Review comments will be distributed differently for Planning Cases and Building Permits. Planning Cases will have review comments sent to the Online Permit Manager; Building Permits will have their comment letters emailed out separately to the applicant

Resubmittals are made via Online Permit Manager

## NEED HELP?

Don't hesitate to call our main line at 602-506-3301 or submit an online inquiry.

Maricopa County
Planning & Development Department