

PERMIT TRACKER



DEVELOPMENT SERVICES
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BENEFITS & FEATURES

- ✓ Check the status of an application
- ✓ Access to plan review status & comments
- ✓ Verify fees paid or balances due
- ✓ Schedule or cancel inspections 24/7 (3pm cutoff time still applies)
- ✓ Email confirmations of inspection scheduling
- ✓ Inspection results emailed in real time upon completion
- ✓ Access to inspection comments

GETTING STARTED

Contact our office at (520) 382-2600 to activate your account and get a temporary password.

One account log-in is provided for each company.

What you'll need

- 1 Contractor's License Number (ROC)
- 2 Main office phone and address
- 3 Main office email address *(used for notifications)*

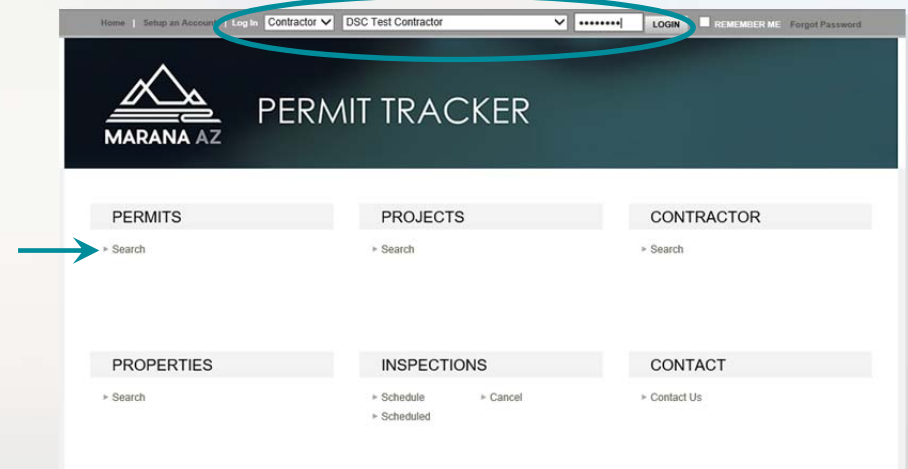
First time log-in

You will need to **change your password** & **select a security question** the first time you log in. The security question is used to reset your account if you forget your password. The Town does not have access to this so be sure to safely store this information.

FINDING INFORMATION

Go to www.maranaAZ.gov/PermitTracker - Most information is publically available using the **search function** for permits, projects or properties.

A **contractor log-in** is required to schedule or cancel inspections. *(See scheduling inspections)*



The easiest way to find information is by entering your **permit number** or **project number**. If this is not available, you can also select different search criteria such as an address, subdivision name, etc.

Then click **search**.

Permit Search

Search By:

PERMIT TRACKER



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SCHEDULING INSPECTIONS

You will need your account log-in, permit number(s) & contact information.

- 1 Log in to your contractor account.
- 2 Find the permit under "My Active Permits" on the dashboard, then click **request**.

Hello DSC Test Contractor.
Below is a Dashboard of your current activities.

My Active Permits 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE
CRW-PERMIT	15001 N WE...	RARC	ISSUED	Request	\$0.00

My Active Projects 1 total record(s)

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE
CRW-PROJECT	11555 W CL...	STORMWATERPLAN	ACTIVE	\$0.00

OR **search** using the permit search function (See finding information) & click on **request inspection**.

Permit #CRW-PERMIT

[Request Inspection](#) [Inspections](#)

Permit Info | Site Info | Contacts (4) | Fees \$0.00 | Inspections(4) | Reviews (3)

Type: RARC
Subtype:
Short Description: test
Status: ISSUED
Applied Date: 8/9/2016
Approved Date: 6/27/2017
Issued Date: 5/4/2018
Final Date:
Expiration Date: 5/4/2019

- 3 Verify **contact information**. Scheduling email confirmation will be sent to the email address provided.
- 4 Select the desired **inspection type** & **requested date**.
- 5 Then click **add inspection**. Repeat steps 3, 4, & 5 to schedule additional inspections on the same permit.
- 6 Click **submit** to complete the request. Check your email for confirmation.

PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Notes:

Inspection Type:

Requested Date:

Time:

* Indicates required field.

To schedule an inspection for the next business day, requests must be made by 3:00 pm. Contact the applicable fire district to schedule inspections for fire related items.

Click "Add Inspection" to continue.
Click "Cancel" to exit.

Inspection Type	Request Date	Time	Delete
DRYWALL	5/18/2018	Any	Delete
ELEC MTR-NEW SERVICE ECO	5/18/2018	Any	Delete
FRAMING/ROOF NAILING	5/18/2018	Any	Delete

After you click "submit", an email will be sent to confirm your inspection was scheduled. **If you do not receive an email, the inspection request was not completed.** Please contact our office at 520-382-2600.