



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

Electronic Plan Review

Steps To Make Plan Review & Permit Payments On-line

Step 1

From the Planning and Development web page navigate to “Online Services and Information” – “Electronic Plan Review” or just use the following URL <http://phoenix.gov/epr>. At the bottom of the landing page click on the get started link.

Electronic Plan Review
Home > Planning and Development Department > Online Services and Information >

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Planning & Zoning
Development
Boards & Commissions
Fees and Financial Information
Codes, Ordinances, Standards & Interpretation
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Online Permitting
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Development Related Links

- Development Advisory Board
- American Institute of Architects(AIA)-Arizona
- Arizona Licensed Contractor Search
- Arizona Registrar of Contractors
- Arizona Board of Technical Registration
- Home Builders Association of Central Arizona (HBACA)
- Valley Partnership
- City Phone Directory
- Department Listing
- City Manager Performance Report
- Wireless Network

Electronic Plan Review (EPR)
The city of Phoenix Planning & Development Department is now offering the ability to submit development plans electronically using the Internet.

Benefits of submitting electronically include:

- reduced physical trips for plan drop off/pick up and associated payments
- reduced printing of hard copies
- potentially improved review turnaround time through more efficient communication non-linear plan review processes

Two Systems
Electronic Plan Review requires applicants to interact with two separate systems. One is a WEB portal that allows applicants to electronically complete and submit a plan review application and make fee payments. The second system is the city of Phoenix ProjectDox system which is where the applicant uploads drawings and supporting documentation.

Separate logins are required for each of the two systems; however, the same email address and password can be used for both. The basic functions of each system are outlined below:

Functions of the Electronic Plan Review WEB portal:

- Create and submit plan review applications
- Make fee payments for plan review and building permits

Functions of the ProjectDox system:

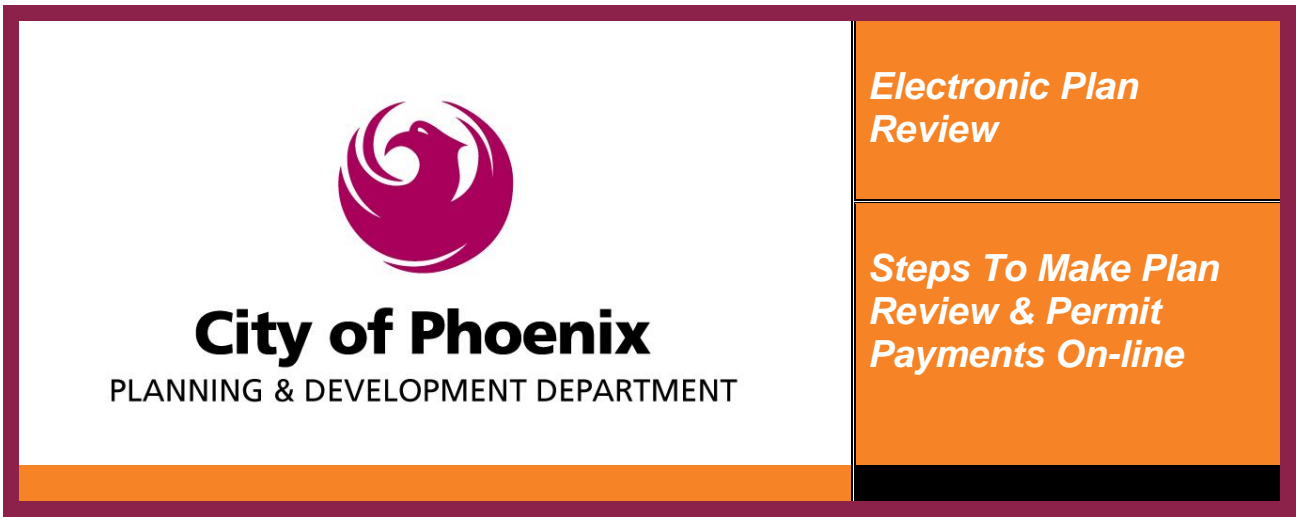
- Upload drawings and documentation
- Manage drawing markups and drawing versions
- Email notifications between applicant and city prompted by completing tasks
- Provide approved drawings for download and printing

To qualify for submitting electronically you must follow the Submittal Guidelines contained in the links below:

How to Links:

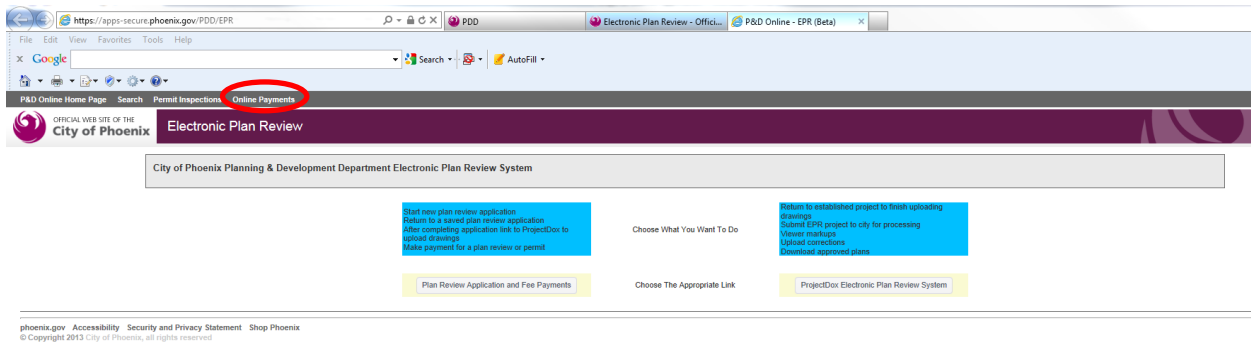
- Electronic Plan Review workflow at a glance
- How to submit an application
- How to upload drawings/documentation
- How to make fee payment
- How to complete the fee payment link in ProjectDox
- How to view correction request markups
- How to submit your corrected drawings
- How to request a plan review and contact us at:

Click: **EPR** to get started



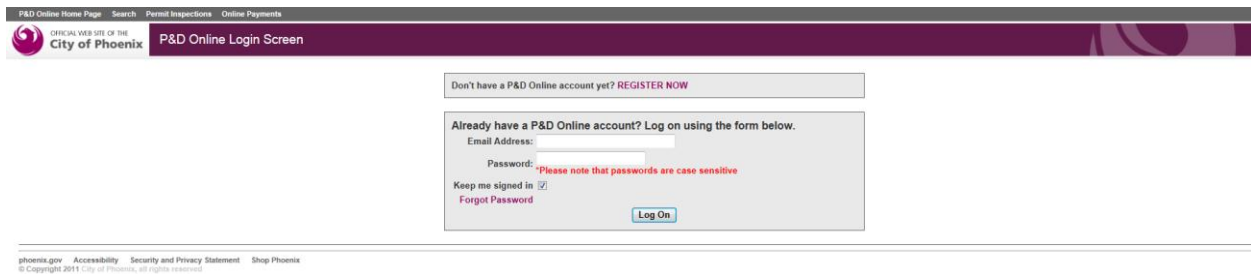
Step 2

Click on the “Online Payments” link to prompt the log on screen.



Step 3

Log into the P&D Online system. If you have not already created an account, click on the “Register Now” button at the top of the page and submit your request.





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Step 3 Type in the Plan Review or Permit type and number and click "Search". It is recommended you search by the plan review number even if it is a permit you desire to pay for. Below is an example of what you may see. If it is "Expired" or "On hold" you will need to call 602-534-5934 for more information. Click "Add To Cart" next to the desired plan review or permit. "Add To Cart" will change to "Remove From Cart". Click "Proceed to Online Payments Checkout".

P&D Online Home Page Search Permit Inspections Electronic Plan Review Online Payments Welcome! jason.turnbaugh@phoenix.gov My Profile Log Off

OFFICIAL WEB SITE OF THE City of Phoenix PDD Online Payments System My Cart - (0) Fees

Plan Review And Permit Fees

Enter a Permit Type and Permit Number

Permit Type: Permit Number:

No Fees Were Found for Permit # 1300032

Associated Fees

The following fees are due for CGD - T559972 **EXPIRED**

Fee Description	Fee Amount
CIVIL COMM GRADING AND DRAINAGE PERMIT	\$ 700.00
AS-BUILT REVIEW	\$ 150.00
Total: \$850.00	

The following fees are due for CCO - T559974

Fee Description	Fee Amount
CIVIL COMM CONCRETE PERMIT	\$ 440.00
AS-BUILT REVIEW	\$ 150.00
Total: \$590.00	

The following fees are due for CDF - T559976 **ON HOLD**

Fee Description	Fee Amount
CIVIL DRAINAGE PERMIT	\$ 10820.00
AS-BUILT REVIEW	\$ 150.00
Total: \$10970.00	

For Support Contact Planning & Development, Payments & Submittals Section at 602-534-5934



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Step 5

Verify the desired items are correct and click "Pay Online with Credit Card"

P&D Online Home Page Search Permit Inspections Electronic Plan Review [Welcome! jason.turnbaugh@phoenix.gov](#) [My Profile](#) [Log Off](#)

OFFICIAL WEB SITE OF THE **City of Phoenix** PDD Online Payments System My Cart - (1) Fees

Plan Review / Permit Fees In Your Shopping Cart

To meet new credit card security requirements, the "Billing Information" address on the next screen must now match the credit card billing address or the transaction will be declined.

Permit Type	Permit #	Fee Description	Fee Amount	
BLD	T617708	COMMERCIAL PERMIT FEE	\$ 150.00	Remove

Total: \$ 150.00

[Pay Online with Credit Card](#) [Return To EPR Payment Search](#)

For Support Contact Planning & Development, Payments & Submittals Section at 602-534-5934



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Steps To Make Plan Review & Permit Payments On-line

Step 6

Complete all required fields. The Billing Information will auto populate using your user profile information. The billing address below must match the billing address associated with the credit card or the transaction will be declined. Click "Next".

Billing Information

* Required field

First Name *

Last Name *

Company Name

Address *

City *

Country *

State/Province

Zip/Postal Code *

Phone Number

Email *

Your Order

Cancel Order

Total amount \$300.00

Next



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Step 7

Select credit card type. Enter card number and expiration date, click "Next".



CyberSource
the power of payment



Billing **Payment** Review Receipt

Payment Details 

* Required field

Card Type *

 Visa  MasterCard

 Amex  Discover

Card Number *

Expiration Date *

01 2014

Your Order

Total amount \$300.00



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Step 8

Review all information and click "Pay"

CyberSource
the power of payment

Billing Payment **Review** Receipt

Review your Order

Billing Address [Edit Address](#)

Jason Turnbaugh
City Of Phoenix
200 W Washington St
Phoenix
Arizona
85003
United States of America

Payment Details [Edit Details](#)

Card Type Visa
Card Number xxxxxxxxxxxx1111
Expiration Date 01-2016

Your Order [Cancel Order](#)

Total amount \$300.00

[Back](#) [Pay](#)



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Payment Process is Complete

You can click on "Receipt: xxxx" to view and print the receipt. If a construction permit has been paid for you will also get the "Print Permit" option to view and print the permit.

OFFICIAL WEB SITE OF THE City of Phoenix PDD Online Payments System My Cart - (0) Fees

Thank you for your payment. An electronic receipt has been sent to your email.

If this payment is related to an electronic plan review, you must complete your ProjectDox Workflow Portal Task for City staff to be notified the project requires action.

Online Transaction Information:
 Transaction Authorization Code: 123456
 Transaction Reference ID: 8a00e10f4950a1c601495761412e003a
 Total Amount Paid: \$ 300.00
 Transaction Time Stamp: 2014-10-28T154302Z
 Card Type: 001
 Card Number (partial): xxxxxxxxxxxx1111

Billing Information:
 Jason Turnbaugh
 200 W Washington St
 Phoenix 85003 US
 jason.turnbaugh@phoenix.gov

Plan Review / Permits Paid for in this Transaction:

The following fees were paid for BLD - T617708 **RECEIPT: 14-0045406 PRINT PERMIT**

Fee Description	Fee Amount
COMMERCIAL PERMIT FEE	\$ 150.00
Total: \$ 150.00	

The following fees were paid for BLD - T617709 **RECEIPT: 14-0045407 PRINT PERMIT**

Fee Description	Fee Amount
COMMERCIAL PERMIT FEE	\$ 150.00
Total: \$ 150.00	

[Return To EPR Payment Search](#)

For Support Contact Planning & Development, Payments & Submittals Section at 602-534-5934



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You will also receive two emails for your records like the ones below. The first email below is from the payment processing company, CyberSource.



Receipt of Payment

Online Transaction Information:
 Transaction Authorization Code: 123456
 Total Amount Paid: \$ 300.00
 Transaction Time Stamp: 2014-10-28T154302Z
 Card Type: 001
 Card Number (partial): xxxxxxxxxxxx1111

Billing Information:

Jason Turnbaugh

**200 W Washington St
Phoenix , AZ , 85003
US**

Transaction Items:

Item #	Description	Payment Amt
1	T617708-COMMERCIAL PERMIT FEE	\$ 150
2	T617709-COMMERCIAL PERMIT FEE	\$ 150

Thank You For Your Payment.

Transaction Reference ID: 8a00e10f4950a1c601495761412e003a

Disclaimer: Please do not respond to this automated message via email. This message contains confidential information and is intended only for Jason Turnbaugh.



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This email is from the City of Phoenix and provides links to view and print the receipt and permit.

[P&D Online Home Page](#)



Online Transaction Information:
 Transaction Authorization Code: 123456
 Transaction Reference ID: 8a00e10f4950a1c601495761412e003a
 Total Amount Paid: \$ 300.00
 Transaction Time Stamp: 2014-10-28T154302Z
 Card Type: 001
 Card Number (partial): xxxxxxxxxxx1111
 Billing Information:
 Jason Turnbaugh
 200 W Washington St
 Phoenix 85003 US
 jason.turnbaugh@phoenix.gov

Plan Review / Permits Paid for in this Transaction:

The following fees were paid for BLD - T617708 [RECEIPT: 14-0045406](#) [PRINT PERMIT](#)

Fee Description	Fee Amount
COMMERCIAL PERMIT FEE	\$ 150.00

Total: \$ 150.00

The following fees were paid for BLD - T617709 [RECEIPT: 14-0045407](#) [PRINT PERMIT](#)

Fee Description	Fee Amount
COMMERCIAL PERMIT FEE	\$ 150.00

Total: \$ 150.00

If this payment is related to an electronic plan review, you must complete your ProjectDox Workflow Portal Task for City staff to be notified the project requires action.

*****These transactions will be reviewed and additional action and or payment(s) may be required.**

For Support Contact Planning & Development, Payments & Submittals Section at 602-534-5934