

Online Payment Instructions:

First you'll need to visit our online permitting portal at:

<https://epermits.tempe.gov/citizenaccess/default.aspx>

When you get to the login page, you can login or you can immediately go to search for the record:

Tempe Online Permits and Research

Home Search New Schedule Return to City of Tempe Arizona

Announcements Accessibility Support Register for an Account Login

Property Information
Building Safety Applications
Private Development
Engineering Applications
Planning/Signs Applications
Engineering Dry Utilities Applications
Transportation Applications
My Dashboard
My Records

Welcome to
We are pleased to provide you with 24 hours a day, 7 days a week access to government services online, 24/7.

In addition to our existing services, we are offering Private Development are offering Residential permit applications via this portal. To access these services you will need to login to the system. The City of Tempe will be offering additional application submittals in the future.

View project information use Search Application links below.
Applying for a permit or submitting a complaint

If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

What would you like to do today?
To get started, select one of the services listed below:

General Information
Lookup Property Information

Building Safety
Search Applications

Search...

Login

User Name or E-mail:
tracy_tibbetts@tempe.gov

Password:
.....

Login »

Remember me on this computer

[I've forgotten my password](#)
[Register for an Account](#)

Supported Browsers:
For best results use one of the following or higher:
Microsoft Internet Explorer 11
Microsoft Edge 38

You will search by the Record Number, which is the UT or ROW number supplied when you put your application through:



Online Permits and Research

The screenshot shows the 'Online Permits and Research' web application interface. At the top, there is a navigation bar with links for Home, Search, New, and Schedule, along with a 'Return to City of Tempe Arizona' link. Below the navigation bar, there are links for Announcements, Register for an Account, and Login. A search bar is located in the upper right corner. The main content area is titled 'Search for Records' and includes instructions to enter information below to search for records. A list of search criteria is provided: Site Address, Contractor License Information, Parcel Number, Record Information, and Contact Information. Below this list, it says 'Select the search type from the drop-down list.' The 'General Search' section contains several input fields: 'Record Number' (with 'UT190816' entered and circled), 'Record Type' (with '--Select--' selected), 'Project Name', 'Start Date' (with '09/07/2009' entered), and 'End Date' (with '09/05/2019' entered). There are also calendar icons for the date fields.

Fees can be found on the Payments dropdown under "Fees":



Online Permits and Research

Home Search New Schedule Return to City of Tempe Arizona

Announcements Register for an Account Login

Search...

Record UT190816:
PW Utility Permit
Record Status: Issued

Record Info Payments Custom Component

Fees

Work Location
31 E 5TH ST
TEMPE AZ 85281

Fees

Outstanding:

| Date | Invoice Number | Amount | |
|------------|----------------|------------|--------------------------|
| 09/04/2019 | 605593 | \$1,566.75 | Pay Fees |

Total outstanding fees: \$1,566.75

You'll click on "Pay Fees"

Then "Continue Application":

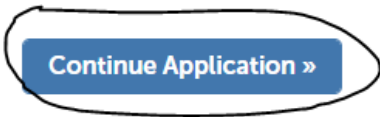
Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

| Fees | Qty. | Amount |
|-------------|------|------------|
| Plan Review | 5 | \$1,566.75 |

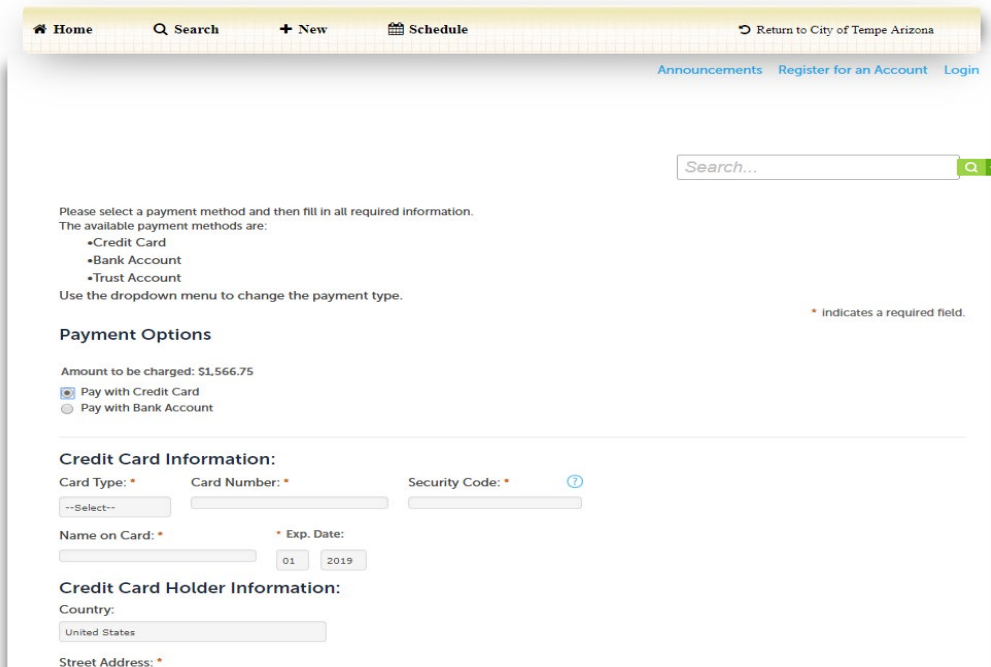
TOTAL FEES: \$1,566.75

Note: This does not include additional inspection fees which may be assessed later.



You'll be brought to the general credit card payment screen.

Once we are notified of a payment having been received, the permit will be issued within 48 hrs upon payment posting. Should you have any questions or run into any snags during this process please contact Tracy Gumeringer at Tracy_Gumeringer@tempe.gov



The screenshot shows a web form for credit card payment. At the top, there is a navigation bar with 'Home', 'Search', 'New', and 'Schedule' buttons, and a 'Return to City of Tempe Arizona' link. Below the navigation bar are links for 'Announcements', 'Register for an Account', and 'Login'. A search bar is present on the right. The main content area contains instructions: 'Please select a payment method and then fill in all required information. The available payment methods are: *Credit Card, *Bank Account, *Trust Account. Use the dropdown menu to change the payment type. * indicates a required field.' Under 'Payment Options', the amount to be charged is \$1,566.75. There are two radio buttons: 'Pay with Credit Card' (selected) and 'Pay with Bank Account'. The 'Credit Card Information' section includes fields for 'Card Type' (dropdown), 'Card Number', 'Security Code', 'Name on Card', and 'Exp. Date' (with month '01' and year '2019' dropdowns). The 'Credit Card Holder Information' section includes fields for 'Country' (dropdown, showing 'United States') and 'Street Address'.