Online Permitting Application Tutorial:

Please go to: <u>https://epermits.tempe.gov/citizenaccess/default.aspx</u>



Here you will register for an account utilizing the email account you wish to receive notifications to.

(this must coincide with your work email account ie. Tempe.gov, cox.com, srpnet.com etc.)

You will see that License Numbers are required for licensed professionals, this means we need to have ROC numbers for all contractors and businesses registered in the State of Arizona

	Announcements Register for an Account L
	Search
ccount Registration	
ou will be asked to provide the following information to open an account:	
Choose a user name and password Personal and Contact Information License Numbers if you are registering as a licensed professional (optional) lease review and accept the terms below to proceed.	
General Disclaimer While the City of Tempe ("City") attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or	A
from computer virus, or non-infringement of proprietary rights. Web materials and information (collectively "Materials") have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and	•
information (collectively "Materials") have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and	•

Once you agree to the terms, you'll Continue Registration

During step 2 you will fill out your desired user name and password information. It is highly advisable that individual emails are utilized to avoid the loss of information.

You will need to click on "Add New" to complete step 2. Complete the business information section and continue.

Account Registration Step 2: Enter/Confirm Your Account Information

Login Information

User Name: *	?
tracy_tibbetts@tempe.gov	
E-mail Address: *	
tracy_tibbetts@tempe.gov	
Password: *	?
•••••	
Type Password Again: *	
•••••	
▲ Enter Security Question: *	?
Answer: *	

Contact Information

Choose how to fill in your contact information.



Once you click "Continue Registration" your account will successfully be registered.



Once logged in you will see your Account Management page:

Home: Your home button will take you to the home screen where all City permitting information can be found.

Search: The search feature allows you to search for all permits available from the City by Record Number (UT/BP/TCP), Record Type and various other descriptors.

+New: This is where you will add your new applications. The Utility Application is found under the "Engineering Dry Utilities" option.

Schedule: This feature allows you to check on currently scheduled pre-con meetings and to schedule future pre-con meetings.

The following pages will walk you through the application process for Utility Permits.

Dry Utility Applications can be found in two spots on the home page:

ome Q search T	New Eschedule	City of Tempe Anzona
Announcements Lo	Building Safety port Collection	s (0) 📜 Cart (0) Account Management Log
	Private Development	
	Engineering	
	Planning/Signs	
	Engineering Dry Utilities	Cart (0)
Welcome Tracy Tibbetts	Traffic Complaints	Your cart is empty.
iou are now logged in.	Transportation	
What would you like to do toda.	s listed below:	
To yet started, select one of the service	s listed below.	
Constal Information	Duilding Safety	Supported Browsers:
General Information		For best results use one of the following or higher:
Lookup Property Information	Create an Application	-
Search for a Licensee	Search Applications	Microsoft Internet Explorer 11 Microsoft Edge 38
	Schedule an Inspection	Firefox 47
		Safari 10 in Mac OS x10.10
		Google Chrome 55 Opera 29
Enforcement	Private Development Engineering	
Search Applications	Create an Application	Links
	Search Applications	Building Safety
	Schedule an Inspection	Code Compliance
		Private Development Engineering Planning
		Dry Utilities Engineering
Planning and Signs	Engineering Dry Utilities	Transportation
Create an Application	Create an Application	
Search Applications	Search Applications	
Schedule an Inspection	Request an Inspection	

Once terms are read and agreed to, continue to the application and select the application record type you need (most typically it will be the PW Utility Permit):

Selecta	Record	Туре
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Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

· · · · · · · · · · · · · · · · · · ·	Search
 PublicWorks Pothole Utility PW Utility Permit Right of Way Trenching 	
Continue Application »	

As with the paper application you'll need to fill in the physical location of the job site. This is required to move on to the next step. You'll fill in the location information and click the search button.

PW Utility Permit

1 Location	2 Contact	3 Project	4 Project Details	5 Documents	6	7
anomation	mormation	Description				
Step 1 : Location	n Information > Lo	cation				
Show Map						
				*indicates	a require	d fiel
Address						
Street No : *	Direction:	Stract Name: *	Stradt Tura:			
31	E	5th	street туре.			
City: Tempe	State:	Zip: *				
Search C	lear					
Continue App	lication »			Save and res	ume lat	ter

Click the search button, if the address is vetted in the City of Tempe GIS mapping system as a valid address, **select the appropriate choice that matches the job site address**:

Address Search Result List

Addresses

Show	ing 1-1 of 1			
	Address	City	State	Zip
۲	31 E 5TH ST, TEMPE MARICOPA AZ 85281, 31 E 5TH ST TEMPE, AZ	ТЕМРЕ	AZ	85281

Continuing the Application will bring you to the Contact Information page:

	<u>ocaren</u>	<u>Jeneur</u>					y or rempe Arizo	
	Ar	nnouncements Logged	in as: Tracy Tibbetts Co	llections (0) 🛛 📜 Ca	rt (1)	Account	t Management	Logo
				Searc	h			
V Utility Permit								
Location Information	2 Contact Information	3 Project Description	4 Project Details	5 Documents	6	7		
Soloct from Acc								
Select from Acc	ount Add N	ew Look Up						
censed Profes	sional							
censed Profess add a new licensed prof :nsed professional, click	sional essional, click the Select the Look Up button.	from Account or Add New bu	itton. To edit a licensed profe	ssional, click the Edit lini	k. To find	а		
censed Profess add a new licensed prof ensed professional, click	sional essional, click the Select the Look Up button.	from Account or Add New bu	utton. To edit a licensed profe	ssional, click the Edit lin	k. To find	a		

From here an applicant from the account must be selected:





*indicates a required field.

Step 2: Contact Information > Contacts

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.



This will auto-populate the contact information and you can move on to select the "Licensed Professional" by looking up the Company Name.

PW Utility Permit						
1 Location Information	2 Contact Information	3 Project Description	4 Project Details	5 Documents	6	7
Step 2 : Contact	t Information > Cor	ntacts				
Applicant				* indicate	s a require	d field
To add new contacts, cli	ick the Select from Account	or Add New button. To edit a	contact, click the Edit link.			
Contact added s	uccessfully.					
Tracy Tibbetts ET - Engineering tracyti@tempe.gov Home phone: Mobile Phone: Work Phone: 480-858 Fax: Edit Remove	3-2140					
Licensed Profe	essional					
To add a new licensed p licensed professional, cl	rofessional, click the Select f ick the Look Up button.	rom Account or Add New bu	rtton. To edit a licensed profe	essional, click the Edit link	. To find a	
Add New	Look Up					
Continue App	lication »			Save and re	sume la	ter

DO NOT click on "Add New." This will cause a whole new professional to be added to the list of companies, and each company is vetted before it can be added to the License Processionals list for the City of Tempe.

Applications with unknown professionals listed will be declined and the application will have to be resubmitted entirely.

This system believes in the saying "less is more" therefore, to look up the license, enter the first name of the business and hit enter:

Look Up Licens	e	×
License Type:	State License Number:	
Select		
First:	Middle: Last:	
Name of Business: Southwest		Business License #:
Address Line 1:		
City:	State: Zip:	
Primary Phone:	Alternate Phone:	
Look Up Clea	ar Discard Changes	

Click on the "look up" button and a list will be generated where the business will need to be selected.

The list that generates *may* have more than one option for the business name, if this happens, please select the last option in the list. This is the latest updated version of the business in the permitting software.

Loo	ok Up License				×
	Notice: Only the permitted Lice	nse Types in this appli	cation are displayed below.		
Revis Search Show	e Search results: ing 1-5 of 5				
	License Number	License Type	Licensed Professional Name	Business License #	
0	120033	Contractor		860845730	
0	178871	Contractor		69384	
0	194156	Contractor		117310	
0	C000019899	Utility	ANGELICA ONTIVEROS		
0	ROC18994	Contractor		07651588	
C.C.	Discard Change	•S			

Once the business is selected, you can continue to the next step. If you want to change any of the information for the Licensed Professional contact, or if you want to make sure all correspondence will be going to the correct place, you can edit the information to confirm/make changes:

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Licensed professional added successfully.

AN GELICA ONTIVEROS SOUTHWEST GAS CORPORATION License Type:Utility License Number:C000019899 Address: PHOENIX 85072 Edit Remove Continue Application »

Save and resume later

(If a contacts first and last make are not populate you will get this pop-up without chosing the edit option)

Licensed Professional Information

License Type: *	State L	icense Number: *	Business Lic	ense #:	
Utility	C0000)19500			
First: *	Middle:	Last: *			
Tracy		Tibbetts			
Name of Duringer					
Name of Business	E TIONS				
COX COMMUNICA	ATIONS				
Address Line 1: *					
1550 W DEER VA	LLEY ROAD				
City: *	State: *		Zip: *		
PHOENIX	AZ		85027		
Primary Phone:		Alternate Phone:		Fax:	
6233282200					
Agreement Numb	er:				
Save and Clo	Discard	Changes			

×

Once the Applicant and Licensed Professional information is complete the application can continue:

PW Utility Permit

1 Location 2 Contact Information	³ Project Description	4 Project Details	5 Documents	6	7
-------------------------------------	-------------------------------------	-------------------	-------------	---	---

Step 2: Contact Information > Contacts

*indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Contact added successfully.

Tracy Tibbetts Engineering and Transportation - Engineering Div tracy_tibbetts@tempe.gov Home_phone:480-858-2140 Mobile Phone: Work Phone:

Fax: Edit Remove

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Licensed professional added successfully.

ANGELICA ONTIVEROS SOUTHWEST GAS CORPORATION License Type:Utility License Number:C000019899

Address: PHOENIX 85072 Edit Remove

Continue Application »

Save and resume later

During Step 3 "Project Description" please enter any job number associated with this application (ie. PRJ184268-1, WR4139265, N.764884 etc.):

PW Utility Permit

1 Location Information	2 Contact Information	3 Project Description	4 Project Details	5 Documents	6	7

Step 3 : Project Description > Detail Information

Detail Information Project Name: * WR4139246 Detailed Description: * 4139246 - A4MD FAC 42DCP0083653 INSTALL 4 17IB ANODES ON MAIN. 10'X10' BELLHOLE TO INSTALL 417LB ANOCES ON THE GAS MAIN AS PER DETAIL 223A. NO PAVEMENT REPAIR REQUIRED. UOC DUE DATE: 1/17/21

Continue Application »

Save and resume later

* indicates a required field.

Step 4 Project Details:

PW Utility Permit						
1 ² Contact Information		³ Project Description	4 Project Details	5 Documents	6 Review	7
Step 4 : Project	Details	> Project Details			*indicates	a required field
Project Inform	nation					
GENERAL INFORM	ATION					
Туре:	swg		Agreement	Number:		
Telecom Expansion:			Location De	scription:		
CIP Number:			Inspector:			
Lineal Footage:	40		Material Use	ed: Plastic	Gas Line	
Comment:		- li				
Description of	Work	(Select all that a	ipply)			
DESCRIPTION OF V	NORK					
Method A Horizontal Drilling:			Method B Ho Drilling:	orizontal 🗌		
Aerial:			Bellhole:	✓		
ASME:			Trench:			
Service Drop:			Splice Pit:			
Small Cell/DAS:			Other:			
Continue App	lication	1 »			Save and res	ume later

The required information on this page:

Type: dropdown of the regular companies that put UT applications through. If the business applying does not appear, please email <u>tracy_tibbetts@tempe.gov</u>

Description of work boxes: at least one of these boxes must be checked before the application can proceed, but all boxes that apply to the work should be checked.

Lineal Footage: If drilling or trenching are descriptors of work, the total lineal footage will need to be entered. This is the total lineal footage being worked in the right-of-way. If plans have 117' of trench/bore and only 90' of that is in the ROW, please only put 90'.

SmallCell/DAS: If this is a permit for the installation/powering of a SWF, please check this box as it will automatically create the required RUSA permit as well.

Step 5 Attachment:

Every Permit application must upload design plans for the work being performed whether it's trench/bore or service drop.

The documents made available on this page are for Small Cell/DAS permits only.

If you did not select SmallCell/DAS on the description page, please disregard this note and upload your utility plans.

PW Utility Permit					
1 2 3 Project Descript	ion 4 Pro	ject Details	5 Documents	6 Review	7 Record Issuance
Step 5 : Docume	nts>Attachmer	nts			*indicates a required field.
Attachment					
Documentation required for 1. Application for Small Cel 2. City Pole Usage Agreem 3. Third-Party Pole Usage A The maximum file size al html; htm; mht; mhtml; .	or Small Cell/DAS - cor I - swf application ent - city pole Agreement - third-party lowed is 256 MB. exe; .bat; .dll; .jsp; .js; .	nplete and upload cs; .msi; .exe; .conf	in the documents section: ig; are disallowed file types	to upload.	
Name	Туре	Size	Latest Update		Action
No records found.					
Add Continue Appl	ication »			Sa	we and resume later

Select Continue once the document is 100% uploaded

Add the type of document, a description and Save:

PW Utility Permit 3 Project Description 1 2 4 Project Details 5 Documents 6 Review 7 Record Issuance Step 5: Documents > Attachments * indicates a required field. Attachment The maximum file size allowed is 16 MB. html; htm; mht; mhtml; .exe; .bat; .dll; .jsp; .js; .cs; .msi; .exe; .config; are disallowed file types to upload. Name Туре Size Latest Update Action No records found. Type: * Remove Plans File: T3121793 - WATSEWSTRM - 6.pdf 100% Description: * Plans for PRJ142352-2 Save Add **Remove All Continue Application »** Save and resume later

The a It may	ttachment(s y take a few r) has/have bee ninutes before	en successfu changes are	lly uploa reflected	ided. I.	
PW Utility Permi	t					
1 2 3 Proje Desc	ect ription	4 Project Details	5 Documen	ts	6 Review	7 Record Issuance
Step 5 : Docur	ments > Attac	hments				* indicates a required field.
The maximum file siz html; htm; mht; mhtr	e allowed is 16 MB. nl; .exe; .bat; .dll; .js	p; .js; .cs; .msi; .exe; .co	onfig; are disallowe	d file types to	upload.	
Name	Туре	Size I	Latest Update	Action		
T3121793 - WATSEWSTRM - 6.pdf	Plans	154.58 KB (05/21/2019	Actions •	•	
Add						
Continue Ap	plication »					Save and resume later

Continue application to Review all details are correct, then continue application to receive the receipt and UT number:

	,	application, check status, or see	ither updates.	
Receipt				
Your appli Please prii	cation(s) has been suc nt your record(s) and	ccessfully submitted. retain a copy for your records.		

Once the application is complete it will go into a status of "Applied."

Applicant can search for the status of their application by searching for application from the "My Records" Page:

ome Q	Search + New	v 🋗 Schedule		D Return to City of Tempe Arizona
,	Property Information	1 Accessibility Support	Collections (0)	📜 Cart (0) Account Management L
	Building Safety Appl	ications		
	Private Developmen Engineering Applicat	t ions		
	Planning/Signs Appli	cations		Cart (0)
Welcome You are now	Engineering Dry Uti Applications	ities		Your cart is empty.
What wou⊍ To get starte	Transportation Appli	cations		
	My Dashboard			
General I	My Records	ling Safety		Supported Browsers: For best results use one of the following a
Lookup Prop	erty Information	Create an Application		higher:
Search for a L	icensee	Search Applications Schedule an Inspection		Microsoft Internet Explorer 11 Microsoft Edge 38 Firefox 47 Satari 49 in Marc 05 x10 40

Engineering Dry Utilities

Showing 1-10 of 48 | Download results | Add to collection | Add to cart

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Sho Not
05/17/2019	ROW190027	Right of Way Trenching	80 LINEAR FEET OF TOTAL TRENCH. 9 LINEAR FEET IN ROW, 0 IN PUE, TO BE DONE BY THE APPLICANT	SRP/JB		Issued		
06/12/2019	ROW190031	Right of Way Trenching	TRENCHING FOR UT190556	CENTRAL CONSTRUCTION		Issued		
07/09/2019	ROW 19003 5	Right of Way Trenching	We need to dig approximately 6' deep and cut out a 4' x 8' section out of the sidewalk in front of the property. This work is required to place primary conduit for APS permanent power to the property.	ARCO		Issued		
07/12/2019	ROW190036	Right of Way Trenching	*ONLINE* Commercial Mix- Used Hotel, 290,383 GSF	Westin Tempe		Issued		
			ARIZONA STATE UNIVERSITY PROJECT "ISTB7" REQUIRES MECHANICAL (WET) AND ELECTRICAL/COMMUNICATION					

Applicant may also find and pay for permits that are ready to be issued:

✓ Engineering Dry Utilities

Showing 41-48 of 48 | Download results | Add to collection | Add to cart

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
03/10/2020	UT200340	PW Utility Permit	Bore/Trench/PL Drop in Duct; CTL 20023392	CENTLINK		Issued		
04/03/2020	UT200425	PW Utility Permit	INSTALL 1,577' OF 2 INCH CONDUIT. PLACE 5 HANDHOLES.	MCI		Issued		
04/08/2020	UT200436	PW Utility Permit	intercept existing Zayo manhole, bore 39' and intercept existing Level 3 manhole	ZAYO		Issued		
04/22/2020	UT200491	PW Utility Permit	4X4 BELL HOLE REQUIRED IN ALLEY WAY SOUTH OF APACHE BLVD TO INSTALL 25' OF 2" PE SERVICE LINE WITH 2" EFV / VIA TRENCH / ASPHALT REPAIR	SWG		lssued	Pay Fees Due	
04/24/2020	UT200502	PW Utility Permit	T3147475 PHO TMP HOWESITY SC LT POLE 340 FT. W OF RIVER DR. S OF UNIVERSITY, TEMPE, 85281 Using existing street light j-box to feed customer's new 100A SES (small cell) UT191017. Total Trench Footage: 11'Total Trench Footage in ROW/PUE: 11'	SRP		lssued	Pay Fees Due	

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
----------------------	--------------------------	------------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW		
200 E 5TH ST, TEMPE AZ 85281 United St 1 Application(s) \$1,092.86 PW Utility Permit UT190247	tates Total due: \$1,092.86	
Total amount to be paid: \$1,092.86 Note: This does not inside additional inspection	n fees which may be assessed later.	
Checkout » Edit Cart »	Continue Shopping »	

	Announcements Logged in as: Tra	cy Tibbetts Collections (0) 📜 Cart (1) Account Managem	ent Lo
		Search	
Select item to pay	2 Payment	3 Receipt/Record	
 Credit Card 			
	o change the payment type.	* indicates a re	quired fi
Credit Card Bank Account Trust Account Use the dropdown menu to Payment Options	o change the payment type.	* indicates a re	quired fi
Credit Card Bank Account Trust Account Use the dropdown menu to Payment Options Amount to be charged: \$1,092	o change the payment type. 2.86	* indicates a re	quired fi

Payment options available are credit card and back account:

	1 Select item to pay	² Payment information	3 Receipt/Record issuance
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Step 3: Receipt/Record issuance

Click on the link below to review your application, check status, or see other updates.

Receipt

Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

31 E 5TH ST, TEMPE AZ 85281 United States

UT190249

Once payment has posted, Engineering will go in to Issue the permit.

Please allow up to 48 hours for the "Issued" status to take effect. Once the status changes to "Issued" the permit can be printed from the "Attachments" link under Record info:



The permit can be found and printed from here:

Record U PW Utility Record St	T190344: y Permit tatus: Void						Add	Add to cart d to collection
Record	d Info 🔻	Payments	Cu	stom Compo	nent			
Attachme The maximum f html; htm; mht	ents file size allowed is ; mhtml; .exe; .ba Record ID	s 16 MB. ht; .dll; .jsp; .js; .cs; .n Record Type	nsi; .exe; .config Entity Type	j; are disallowe	ed file types to Size	upload. Latest Update	Action	Entity
Test Upload 2.pdf	UT190344	PW Utility Permit	Record	Plans	0 bytes	05/21/2019	Actions -	PW Utility Permit - UT190344
Add								

The final step is scheduling an inspection:



Be sure to select all options that apply to the inspection you are wishing to conduct:

Schedule/Request an Inspection

Available Inspection Types (13)

Show optional inspections

- Preconstruction Meeting (optional)
- Bore Profile Reviews (optional)
- Pit/Pedestal Restoration (optional)
- Trench (optional)
- Pavement Restoration (optional)
- Alley Restoration (optional)
- Pavement Construction (optional)
- Concrete Construction (optional)
- Landscape Restoration in the Right of Way (optional)
- Final (optional)

	< Prev	1	2	Next >
Continue				

Note that there is still a 24 hour minimum for advance notice of pre-con requests

Schedule/Request an Inspection

Inspection type: Preconstruction Meeting

To continue, select an appointment date and time range by clicking a link on the calendar below:

May 2019							Jun 2019									Jul 2019							
	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa		Su	Мо	Tu	We	Th	Fr	Sa	
				1	2	3	4							1			1	2	3	4	5	6	
	5	6	7	8	9	10	11	2	3	4	5	6	7	8		7	8	9	10	11	12	13	
	12	13	14	15	16	17	18	9	10	11	12	13	14	15		14	15	16	17	18	19	20	
	19	20	21	22	23	24	25	16	17	18	19	20	21	22		21	22	23	24	25	26	27	
	26	27	28	29	30	31		23	24	25	26	27	28	29		28	29	30	31				
								30															
•	Pre	v																				Ne	
-								 															



Back Cancel

Once a day is selected, the inspector assigned to the Permit will be notified.

Please email <u>tracy_tibbetts@tempe.gov</u> with any questions, comments or concerns. Both the inspector and Tracy can help with any snags that pop up while filling out the application or scheduling the inspection.