

## Applying for a permit in Citizen Access

After log-in

Click "Permit" from the left side button



The screenshot shows a web application interface. On the left is a vertical sidebar with the heading "application menu" and five buttons: "BillPay", "Permit" (highlighted in yellow), "My User Profile", "Home", and "Log Out". The main content area has the title "City of Flagstaff Community Development Permit Center" and three paragraphs of instructions with links, followed by an email address for questions.

application menu

- BillPay
- Permit**
- My User Profile
- Home
- Log Out

### City of Flagstaff Community Development Permit Center

Please select from the menu to the left.

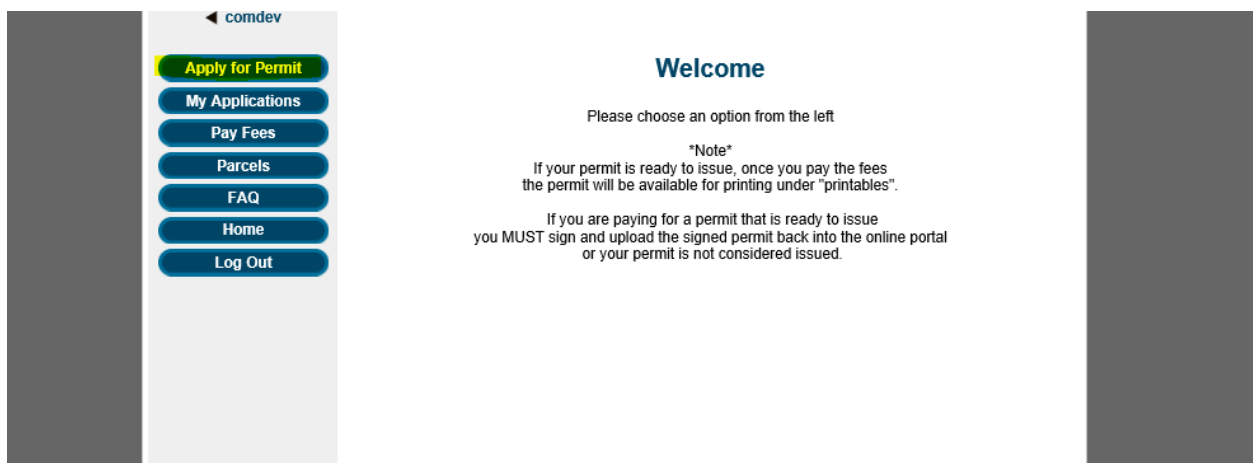
Please find submittal requirements and information for Building Safety here  
<https://www.flagstaff.az.gov/494/Building-Safety>

Please find the submittal requirements and information for Minor Improvement permits here  
<https://www.flagstaff.az.gov/618/Code-Administration-Permitting>

Please find submittal requirements and information for Right of Way permits here  
<https://www.flagstaff.az.gov/1494/Engineering-Applications>

For all other questions email:  
[cdfrontcounter@flagstaffaz.gov](mailto:cdfrontcounter@flagstaffaz.gov)

Click on "Apply for Permit" from the left side button



The screenshot shows the "Welcome" page of the application. The left sidebar has a "comdev" header and seven buttons: "Apply for Permit" (highlighted in yellow), "My Applications", "Pay Fees", "Parcels", "FAQ", "Home", and "Log Out". The main content area has a "Welcome" heading, a prompt to choose an option, and a note about permit issuance.

comdev

- Apply for Permit**
- My Applications
- Pay Fees
- Parcels
- FAQ
- Home
- Log Out

### Welcome

Please choose an option from the left

**\*Note\***  
If your permit is ready to issue, once you pay the fees the permit will be available for printing under "printables".

If you are paying for a permit that is ready to issue you MUST sign and upload the signed permit back into the online portal or your permit is not considered issued.

Enter your Project Name i.e. Smith Windows, Smith Roof, Smith Bedroom Addition etc. and a short description of your project i.e. Replace 4 windows, Tear off Reroof, Replace water heater, Add 200 sq. ft. bedroom addition etc.

The screenshot shows the 'Permit Application -> Summary' page. On the left is a navigation menu with buttons for 'Apply for Permit', 'My Applications', 'Pay Fees', 'Parcels', 'FAQ', 'Home', and 'Log Out'. The main form area is titled 'Permit Application -> Summary' and contains several sections: 'Details' with fields for 'Project Name' and 'Short Description of activity' (both highlighted in yellow), 'Permit Type' and 'Applicant Type' (both dropdown menus with 'Please Choose One...' selected), and 'Primary Party' (Becky Cardiff). Below this is a 'Dates' section with 'Submit Date' (07/06/2021). At the bottom is a 'Message' section with the text 'Enter Permit Details' and a set of buttons: 'Back', 'Cancel', 'Help', 'Next', and 'Finish'. A red warning box on the right side of the form states: 'This field may not be empty or contain only spaces.'

Next Select the appropriate Permit type (please read through the entire list to ensure that you are selecting the most appropriate permit type. If you are still unsure, please send us an email so we can help). Select the applicant type i.e. Contractor with subs, Contractor without subs etc.

This screenshot is similar to the first one, but with the 'Permit Type' and 'Applicant Type' dropdown menus highlighted in yellow. The 'Project Name' and 'Short Description of activity' fields are no longer highlighted. The rest of the form, including the navigation menu, dates, and message section, remains the same. The red warning box is still present on the right side of the form.

Once all information is filled in click "Next"

comdev

Apply for Permit

My Applications

Pay Fees

Parcels

FAQ

Home

Log Out

Permit Application -> Summary

Details

Project Name

Short Description of activity:

Permit Type: Please Choose One...

Applicant Type: Please Choose One...

Primary Party: Becky Cardiff

Dates

Submit Date: 07/06/2021

Message

**Enter Permit Details**

Back Cancel Help **Next** Finish

Enter the Street Number (ensure you're ONLY entering the street number in this field) and the Street Name (ONLY the street name in this field) and click "Search" \*\*NOTE-Ensure the parcel/address you are entering is located within City of Flagstaff City Limits, as there are multiple addresses that are outside city limits that are listed but are outside of our permitting jurisdiction.

comdev

Apply for Permit

My Applications

Pay Fees

Parcels

FAQ

Home

Log Out

Permit Application -> Parcel

Parcels

Add Parcel/Address

Location by:  Parcel  Address

Street Number: 211 Dir: [v]

Street Name: Aspen x

Suffix (St,Ave,etc):

City: Flagstaff State Code: AZ

Zip:

**Search**

Message

**Add primary location. You can add secondary locations if need be (not common)**

Back Cancel Help Next Finish



The Parcel will then auto-populate into your permit, click "Next"

comdev

Apply for Permit  
My Applications  
Pay Fees  
Parcels  
FAQ  
Home  
Log Out

Permit Application -> Parcel

Primary	Owner	Parcel Id	Line 1	Line 2	
<input checked="" type="radio"/>	FLAGSTAFF CITY OF	100-21-012A	211 W ASPEN AVE		delete

Add Parcel/Address

Location by:  Parcel  Address

Street Number: 211 Dir:

Street Name: Aspen

Suffix (St,Ave,etc):

City: Flagstaff State Code: AZ

Zip:

Search

Message

**Add primary location. You can add secondary locations if need be (not common)**

Back Cancel Help **Next** Finish

Enter your cost of construction in the "Estimated Value of Project" field and click "Next"

comdev

Apply for Permit  
My Applications  
Pay Fees  
Parcels  
FAQ  
Home  
Log Out

Permit Application -> Specifics

Prompt	Value
Estimated Value of Project?	123456 x

Message

**Enter values for all fields**

Back Cancel Help **Next** Finish

Click "Next" as there is no required information on this screen

comdev

Apply for Permit

My Applications

Pay Fees

Parcels

FAQ

Home

Log Out

Permit Application -> Requirements

Prompt	Value
--------	-------

Message

Enter values for all fields

Back Cancel Help Next Finish

Depending on the requirements of the type of permit you are applying for the required documents will be uploaded here by clicking "Upload" next to each required item. You will "Browse" to locate the documents you are uploading and upload each document until all required documents have been uploaded and then click "Next" **\*\*NOTE\*\*** If you have more documents that need to be attached, once you "finish" your permit you can upload any other documents under "attachments"

comdev

Apply for Permit

My Applications

Pay Fees

Parcels

FAQ

Home

Log Out

Permit Application -> Documents

Title	Filename	Uploaded	Upload
Application			upload

Message

Upload documents if available (5 MB max size)

Back Cancel Help Next Finish

In most cases no information is required on this page and you can click “Next” (if you have an ADU, Retaining Wall, Multiple Buildings or any other permit that is associated with the construction of a house/building please contact us for information about this page **before** submitting)

Permit Application -> Blanket Permit

Blanket Permits

*If this is a sub-permit for an existing blanket permit, enter the blanket permit #. If not, click NEXT to skip.*

Add Blanket Permit

Blanket Permit Number:

Search

Back Cancel Help Next Finish

**READ** and accept all acknowledgments associated with your permit type and click “Next”

Permit Application -> Acknowledgements

Acknowledgements

Acknowledgement	Accept
Application is complete and accurate to the best of my knowledge. Incomplete applications will be returned to applicant.	<input type="checkbox"/>
A permit is not considered issued until the permit document is signed by the applicant or designee and is uploaded into the electronic files. Any work done before all required documents are received will be considered unpermitted work.	<input type="checkbox"/>
Please note that beginning construction without an approved permit can result in a stop work order being issued and additional fees added to the permit cost.	<input type="checkbox"/>

Message

**Please check the Acknowledgments**

Back Cancel Help Next Finish

A summary of your permit will come up and once you are ready to complete your permit submittal click "Finish"

◀ comdev

- Apply for Permit
- My Applications
- Pay Fees
- Parcels
- FAQ
- Home
- Log Out

Permit Application -> Finish

Permit: **Over The Counter**

Primary on Permit

Name	[REDACTED]
Address	211 W Aspen

Inspections associated with this permit

No inspections associated with this permit

Reviews associated with this permit

Review	Department
Front Counter Review	Front Counter

Message

**Click Finish to Submit your Application for Processing**

[Back](#) [Cancel](#) [Help](#) [Next](#) [Finish](#)