



# Utility Pre-technical Review (PRU) Application Online Submittal Process

Go to: <https://chandleraz.gov/clics/>

Log in or register for an account:

The screenshot shows the Chandler Arizona website header with navigation links: JOBS, CONTACT, A-Z, NEWS, EXPLORE, RESIDENTS, BUSINESS, GOVERNMENT. Below the header is a search bar and a 'Register for an Account' link. The main content area includes a 'Welcome' message, a 'What would you like to do today?' section, and a 'Login' form with fields for 'User Name or E-mail' and 'Password', and a 'Login >' button. A 'Home' dropdown menu is also visible with options: Home, Development Services, Planning, Public Works.

Click on "Apply for a Permit/Plan Review:"

number for a list of inspections, next click on the word schedule listed at the far right of the inspection. A calendar will appear and you will be able to schedule inspections.

<p><b>Development Services</b></p> <p><a href="#">Apply for a Permit/Plan Review</a></p> <p><a href="#">Search Permits/Plan Review Status</a></p> <p><a href="#">Schedule an Inspection</a></p>	<p><b>Planning</b></p> <p><a href="#">Search Cases</a></p> <p><a href="#">Schedule an Inspection</a></p>
<p><b>General Information</b></p> <p><a href="#">Lookup Property Information</a></p>	<p><b>Public Works</b></p> <p><a href="#">Search Applications</a></p>

To ensure plans are accepted, applicants are highly encouraged to read the requirements for an electronic application:

## Online Application

Welcome to City's Online Permitting System. Using this system you can create a permit, schedule inspections, and track the status of your application, 24-hours a day, 7 days a week.

Please "Allow Pop-ups from This Site" before proceeding.

[Click here for Electronic Submittal Requirements](#)

### Building Permits

Use this option for the construction of buildings in the following areas:

- Fire resistance, life safety & means of egress
- Fire suppression system
- Structural system
- Barrier free accessibility
- Mechanical, plumbing, electrical systems
- Energy conservation

Next, please read the disclaimer and click "Continue Application:"

dancers, inflatable figures, and streamers. Click on the following link to view a summary of regulations. [Sign Submittal Requirements](#)

#### General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

Select "Pretech Utility" then click "Continue Application:"

#### Development Services

Building Permit

Pretech

Pretech Utility

#### Civil/Engineering

Civil Plan Review

Encroachment Permit

Plat Review

Utility Permit

#### Signs

Temporary Sign Permit

#### Traffic

Road Restrictions and Closures

[Continue Application »](#)

## Select the Project Type from the dropdown list:

### Pretech Utility

1 Application Info/Location	2 Applicant	3 Additional Information	4 Review	5 Pay Fees	6
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### Step 1: Application Info/Location > Detail Information

\* indicates a required field.

### Custom Fields

#### GENERAL

\* Project Type:

Additional Information/Batch Name/Narrative/Other Project Name Driving Utility Relocations:

Small Wireless Facility

--Select--

Aerial/Overhead Electric or Communications

High Voltage Underground Electric (69kV or higher)

High-Pressure Gas Line

Joint Trench/Conduit

Large Duct Bank (greater than 12 inches tall or wide)

Macro Wireless Facility

**Small Wireless Facility**

Utility Relocations driven by another project

### Detail Information

\* Project Name:

\* Cross Streets / Public Works Information

\* Detailed Description:

[Continue Application »](#)

[Save and resume later](#)

# Input the Project Name and Project Description information, then click "Continue Application:"

Step 1: Application Info/Location > Detail Information

\* indicates a required field.

## Custom Fields

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### GENERAL

\*Project Type:

Small Wireless Facility

Additional Information/Batch Name/Narrative/Other Project Name Driving Utility Relocations:

Chandler Fashion SWF batch 3 - 18 sites

## Detail Information

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\*Project Name:

Chandler Fashion SWF batch

\*Cross Streets / Public Works Information

Chandler Blvd & Metro Blvd

\*Detailed Description:

New construction of 18 Small Wireless sites near Chandler Fashion Center Mall.

[Continue Application >](#)

[Save and resume later](#)

Next, enter the address for the work is occurring. For work in the right-of-way that is not associated with a specific project location or address utilize the closest address to the project or for annual blanket permits utilize 0 E Permit Pl:

Apply for a Permit/Plan Review   Search Permits/Plan Review Status   Schedule an Inspect

Encroachment Permit \* indicates a required field.

1 Application Info/Location	2 Applicant/Conta...	3 Additional Information	4 Documents	5 _____
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Step 1: Application Info/Location > Location

### Address

Street No.:  ? ?

Street Type:

City:

Zip:

Full Address Start

Full Address End

Start Cross Street

**Help**

Enter the Address where the project/permit/sign will be displayed. After you type in the Street Number and the Street Name, Click the Search Button at the end of the section and the rest of the address will auto-populate. Next Click Commit Application.

If you do not have an address enter 0 E PERMIT PL, Click Search. The Parcel Number section will auto-populate.

[Save and resume later](#)

Less is better when it comes to this search screen as this search will only find official addresses already registered in the system. In this example only the Street Number and the first letter of the Street Name have been entered:

## Address

an Inspec

\* indicates a required field.

Street No.:  Direction:  Street Name:

Street Type:  Unit Type:  Unit No.:

City:  State:

Zip:

Full Address Start

Full Address End

Start Cross Street

End Cross Street

Address Type

### Result example:

## Address Search Result List

### Addresses

Showing 1-4 of 4

	Address	City	State	Zip
<input type="radio"/>	1223 N WINDMILLS BL, ELECTR, Chandler AZ 85226	Chandler	AZ	85226
<input type="radio"/>	1223 N WINDMILLS, ELECTRIC METER, Chandler AZ 85226	Chandler	AZ	85226
<input type="radio"/>	1223 W WEATHERBY WY, SINGLE, Chandler AZ 85286	Chandler	AZ	85286
<input type="radio"/>	1223 W WISTERIA DR, SINGLE, Chandler AZ 85248	Chandler	AZ	85248

## Selecting a location will automatically populate other fields: Address Search Result List

Showing 1-4 of 4

	Address	City	State	Zip
<input type="radio"/>	1223 N WINDMILLS BL, ELECTR, Chandler AZ 85226	Chandler	AZ	85226
<input type="radio"/>	1223 N WINDMILLS, ELECTRIC METER, Chandler AZ 85226	Chandler	AZ	85226
<input checked="" type="radio"/>	1223 W WEATHERBY WY, SINGLE, Chandler AZ 85286	Chandler	AZ	85286
<input type="radio"/>	1223 W WISTERIA DR, SINGLE, Chandler AZ 85248	Chandler	AZ	85248

### Associated Parcels

Showing 1-1 of 1

	Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/>	30376857	61		COMANCHE HEIGHTS

### Associated Owners

Showing 1-1 of 1

	Name	Address
<input checked="" type="radio"/>	ALKA & NEEL FAMILY REVOCABLE LIVING TRUST	440 S JAMES PL CHANDLER AZ 85248

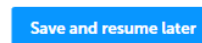
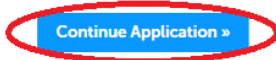


Next scroll down and click "Continue Application:"

City:  State:  Zip:  Country:

Phone:

E-mail:



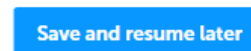
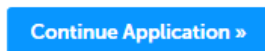
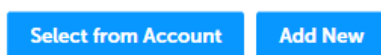
Input Applicant Information by selecting, "Select from Account" or create a new applicant by selecting "Add New." Then click "Continue Application:"

Step 2: Applicant/Contacts > Applicant

\* 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.



Next, upload project plans and any additional documents, as applicable. Additional documents might be Permit Application Supplemental Forms, Photos of the site – to include at least 3 angles with a cone showing where equipment is going, Letters of Authorization, Utility Pole Attachment Clearances, Geotech Reports, Structural Calculation, Title Work, etcetera.:

Pretech Utility

1 Application Info/Location	2 Applicant	3 Additional Information	4 Review	5 Pay Fees	6
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**Step 3: Additional Information > Documents**

\* indicates a required field.

**Attachment**

**Plans and Narrative letter are required for all new Pretech Applications.**

The maximum file size allowed is 99 MB.

.f, .ade, .adp, .arc, .arj, .bat, .bz, .cab, .chm, .cmd, .com, .cpio, .cpt, .dll, .dot, .dotm, .eps, .exe, .gz, .hlp, .hta, .htm, .html, .inf, .ins, .isp, .jar, .jse, .lha, .lib, .lnk, .lzo, .mde, .mht, .mhtml, .msc, .msi, .msp, .mst, .odb, .odf, .odg, .odm, .odp, .ods, .odt, .otg, .otp, .ots, .ott, .pcx, .php, .pif, .pot, .ppa, .pps, .ps, .rar, .reg, .scr, .sct, .shb, .shs, .sit, .slk, .stc, .std, .sti, .stw, .svg, .swf, .sxc, .sxd, .sxi, .sxm, .sxw, .sys, .tif, .tiff, .vb, .vbe, .vbs, .vxd, .wcm, .wdb, .wkb, .wks, .wp5, .wpd, .wpl, .wpm, .wps, .wpt, .wsc, .wsf, .wsh, .xla, .xlb, .xlc, .xld, .xlk, .xlm, .xls, .xlt, .xlw, .xml, .z, .zoo

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Plans, Narrative Letter

Name	Type	Description	Document Status	Action	Latest Update	Size
No records found.						

Add

Continue Application »

Save and resume later

When uploading documents and files please provide a description of the document in the description box and indicate which submittal you are uploading. Kmz files and spreadsheets are acceptable documents. **A Narrative letter is NOT actually required for a PRU.**



File:

1-4423 Sht 5.pdf

100%

\*Description:

Construction Plans

Check One: ?

- 100 Percent - Utility Coordination redlines
- 100 Percent - Utility Coordination review comments
- 100 PERCENT PLANS
- 1st Civil correction report
- 1st Civil redlines
- 1st Civil Redlines (Additional Documents)
- 1st Civil St Lt Report
- 1st Civil Streetlight Redlines
- 1ST REDLINES, ALL DISCIPLINES
- 1ST REVIEW, ALL DISCIPLINES
- 1st Site Dev correction report
- 1st Site Dev redlines
- 1st Site Dev Reviewer docs
- 1st Submittal
- 1st Submittal St. Lights
- 1st Traffic Review, redline
- 1st Utility Coordination redlines

**After all documents are uploaded, click "Continue Application."**

**Next, review the application, then please read and acknowledge the authorized agent, click "Continue Application." Otherwise, please contact the authorized agent and have them submit the permit application:**

I certify that I am an authorized agent or owner of the subject property; that I have read and understand the instructions that accompany this application; that statements made as part of this application are true, complete and correct to the best of my knowledge; and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

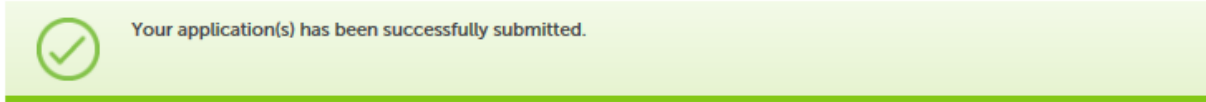
[Continue Application »](#)

[Save and resume later](#)

Finally, applicants should receive confirmation that a permit application was received and a record number was issued. The record number will be on the bottom of the page in blue and is a link to be able to follow the status of the permit as it makes its way through the review process:

*Step 3: Receipt/Record issuance*

Submitted



4100 W CHANDLER BL

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For any questions, please contact the Development Services Department or the Telecommunications & Utility Franchise Division at the number listed below.

Other documents related to right-of-way and utility work can be found on the [Telecommunications and Utility Franchise web page](https://www.chandleraz.gov/government/departments/development-services/telecommunications-and-utility-franchise):

<https://www.chandleraz.gov/government/departments/development-services/telecommunications-and-utility-franchise>,

[Small Wireless Facilities page](https://www.chandleraz.gov/government/departments/development-services/telecommunications-and-utility-franchise/small-wireless-facilities):

<https://www.chandleraz.gov/government/departments/development-services/telecommunications-and-utility-franchise/small-wireless-facilities>, and the

[Development Services web page](https://www.chandleraz.gov/government/departments/development-services):

<https://www.chandleraz.gov/government/departments/development-services>

## **RESUBMITTALS AND REVISIONS**

Resubmittals and Revisions are not typically required for PRU applications. Typically, applicants will work directly with the Coordinator for any additional documents needing uploading. If a PRU is not approved, a new PRU may be required in the future.