Utility (UTL) Permit Application
Online Submittal Process

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

Log in or register for an account:

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

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

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 Utility Permit then click "Continue Application:"

Select a Record Type

Choose one of the following available permit or plan review types. For assistance or to apply for a permit type not listed below
please contact us at (480)782-3000. **Please REGISTER FOR AN ACCOUNT prior to printing your permit. The Temporary Sign Permit must
be displayed on dates listed on Permit. Failure to enter ALL dates INDIVIDUALLY invalidates the Permit.**

[   ] 🔽   **Search**

🔽 **Development Services**
  ○ Building Permit
  ○ Pretech

🔽 **Civil/Engineering**
  ○ Civil Plan Review
  ○ Encroachment Permit
  ○ Plat Review
  ⦿ Utility Permit

🔽 **Signs**
  ○ Temporary Sign Permit

🔽 **Traffic**
  ○ Traffic Road Restrictions and Closures

Continue Application »

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

Step 1: Application Info/Location > Application Information

Detail Information

---

* Project Name:

Utility Company Example

* Cross Streets / Public Works Information

Frye Rd & McQueen Rd

* Detailed Description:

Install 123' of 2-2" conduits.

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 Inspec

* indicates a required field.

Encroachment Permit

1 Application Info/Location	2 Applicant/Conta...	3 Additional Information	4 Documents	5

Step 1: Application Info/Location > Location

Address

Street No.:

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 Continue
Application.

Street Type:

--Select--

City:

CHANDLER

it No.:

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

Zip:

Full Address Start

Full Address End

Start Cross Street

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:

Mailing Address
Mail Stop 405
PO Box 4008
Chandler, Arizona 85244-4008

Development Services Department
Telecommunication & Utility Franchise
Telephone (480) -782-3315
www.chandleraz.gov

Location
215 E. Buffalo Street
Chandler, Arizona 85225
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Address

* indicates a required field.

Street No.: ⓘ   Direction: Street Name: ⓘ   5

1223   --Select--   ▾   w

Street Type: Unit Type: Unit No.:

--Select--   ▾   --Select--   ▾

City: State:

CHANDLER   AZ   ▾

ⓘ

Zip:

Full Address Start

Full Address End   **Save and resume later**

Start Cross Street

End Cross Street

Address Type
                    ▾

Search   **Clear**

Result example:

Address Search Result List

Addresses

Showing 1-4 of 4

	Address	City	State	Zip
○	1223 N WINDMILLS BL, ELECTR, Chandler AZ 85226	Chandler	AZ	85226
○	1223 N WINDMILLS, ELECTRIC METER, Chandler AZ 85226	Chandler	AZ	85226
○	1223 W WEATHERBY WY, SINGLE, Chandler AZ 85286	Chandler	AZ	85286
○	1223 W WISTERIA DR, SINGLE, Chandler AZ 85248	Chandler	AZ	85248

Select   Cancel

Selecting a location will automatically populate other fields:

Address Search Result List

Showing 1-4 of 4

	Address	City	State	Zip
○	1223 N WINDMILLS BL, ELECTR, Chandler AZ 85226	Chandler	AZ	85226
○	1223 N WINDMILLS, ELECTRIC METER, Chandler AZ 85226	Chandler	AZ	85226
●	1223 W WEATHERBY WY, SINGLE, Chandler AZ 85286	Chandler	AZ	85286
○	1223 W WISTERIA DR, SINGLE, Chandler AZ 85248	Chandler	AZ	85248

Associated Parcels

Showing 1-1 of 1

	Parcel Number	Lot	Block	Subdivision
●	30376857	61		COMANCHE HEIGHTS

Associated Owners

Showing 1-1 of 1

	Name	Address
●	ALKA & NEEL FAMILY REVOCABLE LIVING TRUST	440 S JAMES PL CHANDLER AZ 85248

Select Cancel

Next scroll down and click "Continue Application:"

City:	State:	Zip:	Country:
CHANDLER	AZ	85248	--Select-- ▼

Phone:

E-mail:

Search **Clear**

Continue Application »   **Save and resume later**

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.

Select from Account **Add New**

Continue Application »   **Save and resume later**

Select permit class type:

Class Type help can be found by clicking on the "?" to the left of the dropdown:

Enter the Utility Job # (required for Class 4-7) and the CIV No (if applicable – a CIV might be required for a large pipeline or duct bank project):

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Application Information

GENERAL

* Permit Class Type: ⑦   Class 4 ▼

Utility Job #:   ⑦   WO458658

CIV No: CIV20-0025

PAVING FEE QUANTITIES

Pave Public ROW SY:

Next, enter ALL of the quantities for any and all work being performed in the right-of-way or in a utility easement. For a permit application to be considered complete, **ALL construction and restoration quantities must be entered.** Permits without quantities will not be accepted. Please pay attention to the units; some are in feet and others are in yards for example:

PAVING FEE QUANTITIES

Pave Public ROW SY: 3.56

Concrete Drive or Alley Entrance EA: 1

Concrete Curb and Gutter LF: 4

Concrete Sidewalk SQFT: 16

UTILITY FEE QUANTITIES

Utility Trenching in ROW or Easement LF: 16

Utility Boring – Local Street LF:

Utility Boring – Arterial or Collector LF: 107

Utility Pavement Cut SY: 3.56

Utility Service Drop EA:

Utility Street Light Pole EA:

Utility Vault EA: 1

Utility Pit SQFT: 32

For long bores where the number of bore pits is not yet known or relief pits are going to be needed City staff will estimate a 2' wide by 4' long bore/relief pit for every 500' of boring unless those pits are shown on the plans.

Please note that **ALL QUANTITIES ARE REQUIRED** for the City of Chandler to be able to account for all work within the right-of-way and utility easements. So, even if a company has a franchise agreement that covers the payment of fees through another avenue such as a percentage of gross revenues all quantities must still be included.

After ALL quantities are input, click "Continue Application".

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.:

Step 4 : Documents > Documents

* indicates a required field.

Attachment

Please reference the electronic submittal requirements before adding documents.
Click Here:
http://www.chandleraz.gov/content/Aca_CivilElectronicSubReq.pdf

The maximum file size allowed is 99 MB.
html;htm;mht;mhtml;tif;tif;pcx;exe;com;bat;pif;scr;dll;.f;gz;bz;lzo;z;rar;lha;arj;arc;zoo;sit;swf;vb;vbe;vbs;chm;hlp;inf;isp;lnk;msc;msi;msp;reg;shb;shs;wsc;wsf;wsh;cab;xml;dotm;odb;odf;odg;odm;odp;ods;c

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

Add

Continue Application »

Save and resume later

When uploading documents please provide a description of the document in the description box and indicate which submittal you are uploading. **If the document is a revision** (e.g. a resubmittal after a permit has been approved) please include "REVISION – " in front of the description and send an email to plans.coordination@chandleraz.gov as revisions don't automatically alert the permit counter the same way resubmittals do. See the section below on RESUBMITTALS AND REVISIONS for a step-by-step example or for more information if needed.

File:
1-4423 Sht 5.pdf

| 100% |

*Description:
Construction Plans

Check One: (?)
- [ ] 100 Percent - Utility Coodination redlines
- [ ] 100 Percent - Utility Coodination 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 Coodination redlines

Please note that only the work shown on the plan set is what is being permitted. For example, if the project includes an underground conduit portion and an aerial cable portion and that aerial portion is not included on the project plan set then that scope of work has not been permitted and the permittee could be subject to penalty fees or possibly permit revocations for performing work without a permit.

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**

Mailing Address
Mail Stop 405
PO Box 4008
Chandler, Arizona 85244-4008

Development Services Department
Telecommunication & Utility Franchise
Telephone (480) -782-3315
www.chandleraz.gov

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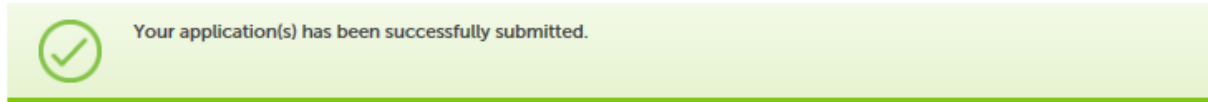
For any questions, please contact the Development Services Department or the Telecommunications & Utility Franchise Division at the number listed below.

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
and the
Development Services web page:
https://www.chandleraz.gov/government/departments/development-services

RESUBMITTALS AND REVISIONS

RESUBMITTALS:
Should a plan set get rejected and need corrections please upload the corrected plans as a resubmittal through the portal. Prior to plan approval the system will automatically detect the new document and generate an email to the permit counter who will process the corrected plans and route them for a subsequent review. If multiple documents require corrections, please wait until all of the documents being corrected are ready to be resubmitted and then upload them altogether.

To upload documents after an application has already been submitted the user on the account for that application will first need to sign in to access the required functionality of the system in order to upload a document to an existing permit application:

Home Development Services Planning Public Works

Advanced Search ▼

Welcome
to the Citizen Link into City Development Services. We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week. For assistance please contact: Planning & Development (480) 782-3000.

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

Look up permit application (or plan review) status,
Before making a re-submittal, make sure you have all your comments from all of the plan reviewers for your project. Depending on the type of permit, you may be waiting for comments from some or all of the following: Building Architectural, Building Structural, Site Development, Civil Engineering, and Traffic Engineering, Road Restrictions and Closures Permit. You must wait until all comments are available, before resubmitting. If you have any questions regarding whether or not you are ready to resubmit, please call your Development Project Administrator or the Customer Service Counter at 480-782-3000.

To Apply, Pay and Issue Permit please register for an account by clicking in the right corner where it reads "Register for an Account". Once you register, log in, then click on Apply for a Permit under Development Services, next click the box above Applicant will auto-fill with your registration info. Once the permit is paid for; you will be able to print your permit and receipt, please post permit.

Login
User Name or E-mail:
imaperson@notanumber.

Password:
••••••••••

Login »

☐ Remember me on this computer
I've forgotten my password
New Users: Register for an Account

For more information regarding Development an our websites:
Electronic Document Review Instructions:
  Building Permits
  Civil
  Site
  Traffic - Road Restrictions and Closures Permi
https://www.chandleraz.gov/sites/default/files/
Plan-Review-Submittal-Instructions.pdf

Next, click on "Search Permits/Plan Review Status" at the bottom of the page:

...will go to the name inspector for review and approval. Once approved the applicant will receive an email and link with instructions on printing your permit, please keep a copy of permit at job site.

To schedule inspection requests click on Search Permits under Development Services. Type in your permit number and click on the search option, your permit number will be listed under the Search option. Click on the permit 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.

Development Services
Apply for a Permit/Plan Review
Search Permits/Plan Review Status
Schedule an Inspection

General Information
Lookup Property Information

Planning
Create an Application
Search Cases
Schedule an Inspection

Public Works
Create an Application
Search Applications
Schedule an Inspection

Then, either check the box to select the permit to be accessed from the list of Records and click on the permit number or scroll down and enter the permit number into the "Record Number" field and then click the "Search" Button at the bottom:

☑		**UTL21-0238**	Utility Permit	COC/TUF ANNUAL FIBER WORK PERMIT - 2021	Issued	COC/TUF ANNUAL FIBER WORK PERMIT - 2021	CITY
☐	12/30/2019	**EPM19-1524**	Encroachment Permit	COC/TUF ANNUAL FIBER WORK PERMIT - 2020	Closed	COC/TUF ANNUAL FIBER WORK PERMIT - 2020	CITY
☐	09/27/2019	**BLD19-3108**	Building Permit	TUF STANDARDS	Issued	THIS ACTIVITY IS TO HOLD STANDARD PLANS FOR DEVELOPMENT ENGINEERING SECTION	
☐	08/12/2019	**BLD19-2570**	Building Permit	CHANDLER CHRISTIAN COMMUNITY CENTER	CO CC	PLUMBING AND ELECTRICAL WORK REQUIRED TO INSTALL A HYDRATION STATION.	S CA FRYE

< Prev   **1**   2   Next >

OR

Search for Records

Enter information below to search the City's permitting database. Permits can be searched for by entering any of the following information:
- General Search
- Site Address
- Contractor License Information
- Parcel Number
- Permit Information

Use the dropdown menu to change the Search type.

General Search

General Search ▼

☐ Search my records only

Record Number:
UTL20-0010 ✕

Record Type:
--Select-- ▼

Project Name:

Start Date: ⑦   End Date: ⑦

--Select-- ▼

▶ Search Additional Criteria

Search   **Clear**

Next, select the "Record Info" drop down tab and then click on "Attachments":

Mailing Address
Mail Stop 405
PO Box 4008
Chandler, Arizona 85244-4008

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Telecommunication & Utility Franchise
Telephone (480) -782-3315
www.chandleraz.gov

Location
215 E. Buffalo Street
Chandler, Arizona 85225
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Then click on the "Add" button and follow the prompts to upload the document.

REVISIONS:
Please note that any significant changes in the field may require a revision and an additional review by Engineering prior to work continuing in the field. Please work with the City Inspector to determine if a revision submittal is required or not.

If a revision is required, please follow the requirements listed in the plan review checklist for clouding the changes to the approved plans. Plans can then be uploaded using the same process as is described for a resubmittal above, but the additional step of sending an email to plans.coordination@chandleraz.gov must be taken as the system will no longer alert the permit counter that new documents have been

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uploaded after a permit has been approved, otherwise the permit counter would get emails anytime an inspection document was uploaded during the construction process that they are not required to act on. Please include the permit number in the subject line of the email.

Also, when submitting a revision, please include the word REVISION and the date in the document filename.

REVISION VERSUS RESUBMITTAL CLARIFICATION:
Please note the difference between the term "revision", which is used only after plans have already been approved by the City, run into field problems that require changes, and have been uploaded for an additional review and the term "resubmittal", which is used when plans have not yet been approved, but have been sent back for corrections, have been updated, and have been uploaded for a subsequent review. Since there is a different process with how the front counter processes the different types of requests this clarification helps keep things straight.

Revisions require clouding around the changes that were made to the design and resubmittals do not. That is a distinction that is significant for plan reviewers and inspectors in the field, but most importantly construction contractors, so that they know whether they are working from the correct set of plans or not.

More simply put:
Resubmittal = before City stamps plans approved; no clouding required.
Revision = after City stamps plans approved; clouding is required.