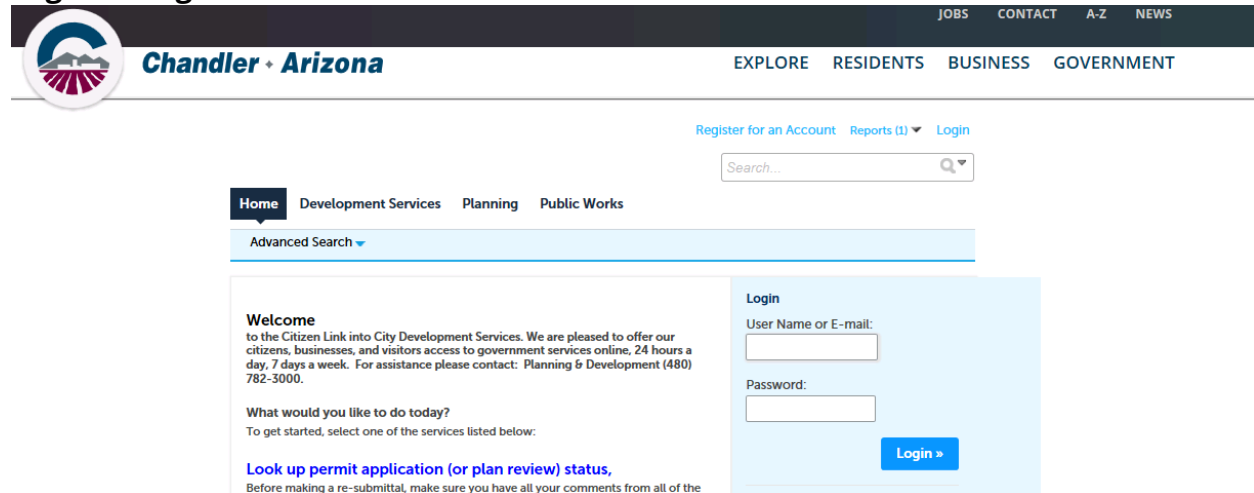


Go to: <https://chandleraz.gov/clics/>

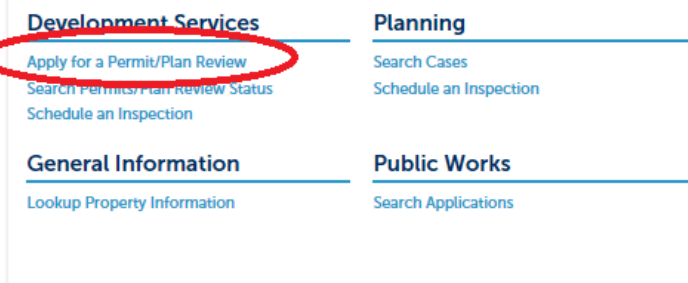
Log in or register for an account:



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 navigation menu with links: Home, Development Services, Planning, Public Works. The main content area is divided into two columns. The left column contains a 'Welcome' message and a 'What would you like to do today?' section with a link to 'Look up permit application (or plan review) status'. The right column contains a 'Login' form with fields for 'User Name or E-mail' and 'Password', and a 'Login' button. There is also a 'Register for an Account' link and a 'Reports (1)' dropdown menu.

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.



The screenshot shows a grid of links under four categories: Development Services, Planning, General Information, and Public Works. The link 'Apply for a Permit/Plan Review' under Development Services is circled in red. Other links include 'Search Permits/Plan Review Status', 'Schedule an Inspection', 'Search Cases', 'Schedule an Inspection', 'Lookup Property Information', and 'Search Applications'.

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:”**

activated signs such as air-dancers, inflatable figures, & streamers. Click on the following link to view summary of regulations. [Sign Submittal Requirements](#)

**Traffic Road Restrictions & Closures:** Use this option to submit road restrictions & closures.

#### 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.

1  ☒ I have read and accepted the above terms.

**Continue Application »**  2


**Select Utility Permit then click “Continue Application:”**

▼ **Development Services**

- ☐ Building Permit
- ☐ Pretech
- ☐ Pretech Utility

▼ **Civil/Engineering**


- ☐ Civil Plan Review
- ☐ Encroachment Permit
- ☐ Plat Review
- ☒ **Utility Permit**  1

▼ **Signs**

- ☐ Temporary Sign Permit

▼ **Traffic**

- ☐ Road Restrictions and Closures

**Continue Application »**  2

Input the Project Name and Project Description information, then click "Continue Application:" For the Cross Streets / Public Works Information, include the City CIP project number if the project is associated to a City of Chandler CIP project. Otherwise enter the nearest address or cross streets for the project. For annual blanket permits ONLY, enter "CITY WIDE" here.  
**Note:** the red asterisk \* indicates a required field throughout this process.

### Step 1: Application Info/Location > Application Information

#### Detail Information

\*Project Name:

\*Cross Streets / Public Works Information

\*Detailed Description:

Continue Application »



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 ONLY, utilize 0 E Permit Pl:

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

Encroachment Permit

\* indicates a required field.

1 Application Info/Location	2 Applicant/Contact Information	3 Additional Information	4 Documents	5
-----------------------------	---------------------------------	--------------------------	-------------	---

### 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 Continue 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 G NEEL FAMILY REVOCABLE LIVING TRUST	440 S JAMES PL CHANDLER AZ 85248

Select

Cancel

Next scroll down and click "Continue Application:"

City: CHANDLER	State: AZ	Zip: 85248	Country: --Select--
Phone: <input type="text"/>			
E-mail: <input type="text"/>			
Search		Clear	

Continue Application »

Save and resume later

Input "Owner" and "Applicant" information by selecting, "Select from Account" or create a new applicant by selecting "Add New."

## Step 2: Applicant/Contacts > Contacts

\* indicates a

### Contact List

Owner information is required. Please add the project Owner information in Contact List below.

Required Contact Type	Minimum
Owner	1

**Select from Account** **Add New** **Look Up and Save**

Showing 0-0 of 0

OR

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

### Licensed Professional List

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 professional, click the Look Up button.

**Add New**

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Fax	Act
No records found.							

**Continue Application »**

**Save and resu**

Please note that as of June 2024 the City of Chandler now requires both an "Owner" and an "Applicant" to sign a DocuSign document for the permit application, prior to the permit acceptance step (accepting the standard terms and conditions), and again prior to permit issuance (accepting any special conditions added to the permit).

These documents will be sent to the email accounts provided for the Primary Applicant and the Owner for electronic signatures.

For utility company driven projects:

For the utility companies that submit for all of their own permits the "Owner", from the perspective of the city, is the project owner (engineer, designer, etc.) and the "Applicant" will be the person submitting the permit application (permit rep, permit group, etc.). At the discretion of the utility company, the same utility company representative may be selected for both the owner and the applicant.

For the utility companies that have design consultants submit on their behalf, a utility company representative must be listed as the “Owner” and the design consultant will be the “Applicant”.

For developer driven projects:

The “Owner” is the property owner or the owners authorized agent or representative. In this scenario there should be at least two ‘co-applicants’ both listed as “Applicant” which are the developer (which may also be the Owner) and the utility company representative. A design consultant applying for the permit on behalf of the utility company will also be an “Applicant”, but the utility company representative should be the Primary Applicant.

Multiple Applicants can be provided, but the utility company representative should be the Primary Applicant. If a group email account is being used, that account must be selected after the Primary Applicant and the Owner.

Select the “Owner”, then click “Continue”:

The screenshot shows a 'Contact List' form with a modal titled 'Select Contact from Account'. The modal displays 'Dennis Aust' and a dropdown menu for 'Type' with 'Owner' selected. A red circle highlights the 'Continue' button, and another red circle highlights the 'Owner' option in the dropdown. Red arrows and the number '1' point to the 'Owner' option, and a red arrow and the number '2' point to the 'Continue' button.

Verify the Owner’s information is correct and then click “Continue”:

The screenshot shows a 'Contact Information' form with fields for First, Middle, and Last names (Dennis, Aust), Name of Business (City of Chandler), Address Line 1 (215 E Buffalo St), City (Chandler), State (AZ), Zip (85224), Phone (480-782-3315), Work Phone, Mobile Phone, and E-mail (dennis.aust@chandleraz.gov). A red circle highlights the 'Continue' button, and a red circle highlights the text 'Verify all of the information is correct'.

Repeat the process for the "Applicant" information:

Step 2: Applicant/Contacts > Contacts

\* indicates a

## Contact List

Owner information is required. Please add the project Owner information in Contact List below.

Required Contact Type Minimum

✓ Owner

**OR**

**Select from Account** **Add New** **Look Up and Save**

✓ Contact added successfully.

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Dennis Aust	City of Chandler	Owner			dennis.aust@chandleraz.gov	Edit Delete

Select the "Applicant", then click "Continue":

Select Contact from Account

Dennis Aust

\* Type: Applicant

Contin

1

2

Verify the Applicant's information is correct and then click "Continue":

Contact Information

\* First: Dennis Middle: Last: Aust

Name of Business: City of Chandler

\* Address Line 1: 215 E Buffalo St

\* City: Chandler

\* State: AZ

\* Zip: 85224

Phone: 480-782-3315 Work Phone: Mobile Phone:

\* E-mail: dennis.aust@chandleraz.gov

**Continue** Discard Changes

1

2

Verify all of the information is correct



If multiple people need access to the permit, this is the time to enter those additional people as Applicants, but the utility company representative should be the first Applicant entered so that they are the Primary Applicant. Once the application has been submitted the applicant will no longer have the ability to add applicants and an email will need to be sent to [plans.coordination@chandleraz.gov](mailto:plans.coordination@chandleraz.gov) with a request to add any additional applicants.

Click on "Continue Application" to proceed:

Step 2: Applicant/Contacts > Contacts

\* indicates a

## Contact List

Owner information is required. Please add the project Owner information in Contact List below.

Required Contact Type Minimum  
✓ Owner 1

Select from Account

Add New

Look Up and Save

✓ Contact added successfully.

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Dennis Aust	City of Chandler	Owner			dennis.aust@chandleraz.gov	Edit Delete
Dennis Aust	City of Chandler	Applicant			dennis.aust@chandleraz.gov	Edit Delete
CHANDLER CITY OF	City of Chandler	Applicant			dennis.aust@chandleraz.gov	Edit Delete

## Licensed Professional List

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 professional, click the Look Up button.

Add New

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Fax	Act
No records found.							

Continue Application »

Save and resu

## Select permit class type:

### Utility Permit

1 Application Info/Location	2 Applicant/Cont...	3 Additional Information	4 Documents	5 Review
-----------------------------	---------------------	--------------------------	-------------	----------

### Step 3: Additional Information > Additional Information

Encroachment/Utility Permit Class Type descriptions:

[Class 4 Telecommunications](#)

[Class 5 Fiber Optic cable](#)

[Class 6 Cable television](#)

[Class 7 Utilities \(non-City owned water, sewer, irrigation, electric or gas\)](#)

[Class 8 Street excavation](#)

\* indicates a

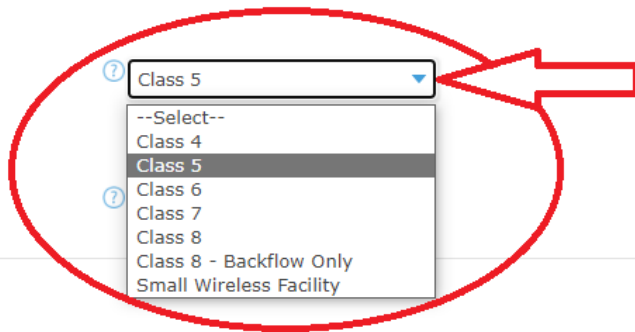
## Application Information

### ENCROACHMENT

\*Permit Class Type:

CIV No:

Utility Job #:



### PAVING FEE QUANTITIES

Pave Public ROW SY:

Pave Private Streets or Drives SY:

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

## Application Information

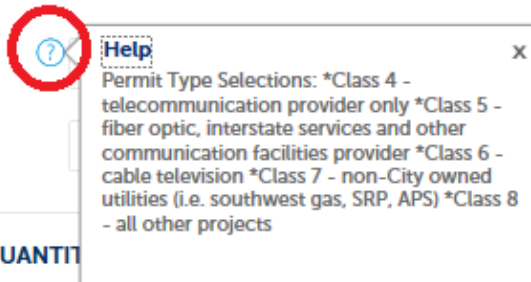
### GENERAL

\*Permit Class Type:

Expiration:

### PAVING FEE QUANTITIES

Pave Public ROW SY:



Enter the Utility Job # (required for Class 4-7) and the CIV (Civil Review) Number (if applicable – a CIV might be required for a large pipeline or duct bank project):

## Application Information

### ENCROACHMENT

\*Permit Class Type:

Class 5

CIV No:

CIV20-0025

Utility Job #:

WO458658

### PAVING FEE QUANTITIES

Pave Public ROW SY:

Pave Private Streets or Drives 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. ONLY annual blanket permits will be accepted without quantities.

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 bores greater than 500 feet 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](http://www.chandleraz.gov/content/Aca_CivilElectronicSubReq.pdf)

The maximum file size allowed is 99 MB.

html;htm;htmz;mhml;tiff;tif;pcx;exe;com;bat;plf;scr;dll;-f;gz;bz;tar;rar;jar;arc;zoo;sh;swf;vbe;vbs;chm;hip;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. Please select the correct submittal (i.e. 2<sup>nd</sup> Submittal, 3<sup>rd</sup> Submittal, etc.). **If the document is a revision** (e.g. a resubmittal after a permit has been stamped “Approved” by the City of Chandler plan reviewer), please send an email to [plans.coordination@chandleraz.gov](mailto:plans.coordination@chandleraz.gov) and include in the subject the word “REVISION” and the Utility Permit number (e.g. REVISION – UTL24-0123) as revisions don’t automatically alert the permit counter the same way resubmittals do.

See the section at the end of this document on RESUBMITTALS AND REVISIONS for more information.

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

**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. This is your last opportunity to be able to add Applicants, update the description or update the quantities. Then, acknowledge that permit requires an electronic signature and click "Continue Application."**

**THIS PERMIT REQUIRES AN ELECTRONIC SIGNATURE. Check your email upon successful creation/submission of this permit. Docusign e-signature required to further process the permit.**

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

Date:

[Continue Application »](#)

[Save and resu](#)

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

Development Services Department  
Telecommunication & Utility Franchise  
Telephone (480) -782-3310  
[www.chandleraz.gov](http://www.chandleraz.gov)

Location  
215 E. Buffalo Street  
Chandler, Arizona 85225  
Page **13** of **20**

The Applicant will 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



Your application/payment has been received.

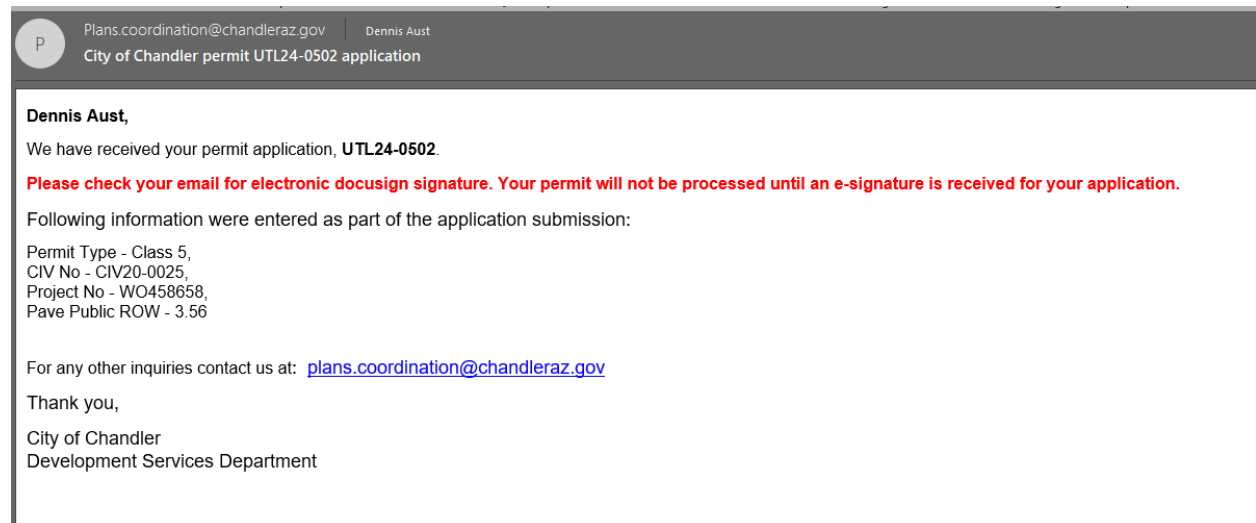
If this permit is for Utility or Encroachment permit, please check your email and sign the electro form. Your permit is not accepted and will not be processed until e-signatures are received for y application.

All other permit processing does not require an e-signature, and will be processed shortly.

0 E PERMIT PL, Chandler AZ 85225

UTL24-0502

The "Owner" and Primary "Applicant" should also receive a confirmation email from [plans.coordination@chandleraz.gov](mailto:plans.coordination@chandleraz.gov) that a permit application was received and a record number was issued:

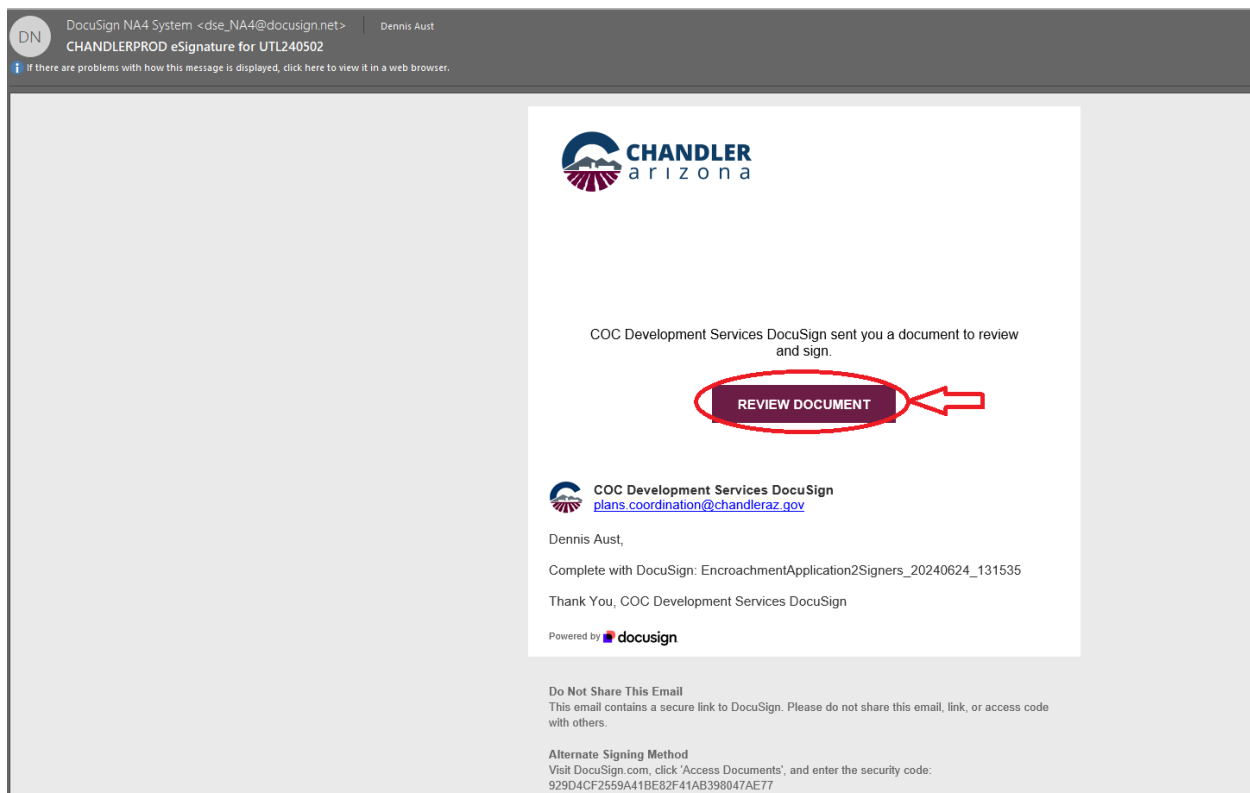


Additionally, the "Owner" and Primary "Applicant" should also receive an email from docusign.net that a permit application form is ready to be signed:

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

Development Services Department  
Telecommunication & Utility Franchise  
Telephone (480) -782-3310  
[www.chandleraz.gov](http://www.chandleraz.gov)

Location  
215 E. Buffalo Street  
Chandler, Arizona 85225  
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Click on “REVIEW DOCUMENT” from the email account and then select “CONTINUE” in the DocuSign document:

**Please Review & Act on These Documents**

**COC Development Services DocuSign**  
City of Chandler

**CHANDLER**  
arizona

Powered by **docuSign**

Please review the documents below.

**CONTINUE** OTHER ACTIONS

Project Name:	Utility Company Example						
Cross Street:	Frye Rd & McQueen Rd						
Scope of Work:	Install 3,241 feet of two 2-inch conduits.						
<b>Parcel Information</b>							
Parcel	Subdivision	Lot	Tract	Section	Township	Range	
30277011C			3				
<b>Address Information</b>							
Street #	Direction	Street Name	Unit Type	Unit #	City	State	Zip
0	E	PERMIT	PERMIT		Chandler	AZ	85225
<b>Contact Information</b>							
Type	Name	Business Name	Address	Phone	Fax		
Applicant	Dennis Aust	City of Chandler	215 E Buffalo St 85224	480-782-3315			
Applicant	CHANDLER CITY OF	City of Chandler	215 E Buffalo St 85225	14807823315			
Applicant	Dennis Aust	City of Chandler	215 E Buffalo St 85224	480-782-3315			

First, the “Applicant” reviews the application and signs agreeing to the “Encroachment Permit Standard Terms and Conditions” and then clicks “FINISH”:

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

Development Services Department  
Telecommunication & Utility Franchise  
Telephone (480) -782-3310  
[www.chandleraz.gov](http://www.chandleraz.gov)

Location  
215 E. Buffalo Street  
Chandler, Arizona 85225  
Page 15 of 20

send the completed document.

EncroachmentApplication2Signers\_20240624\_131535

DocuSign Envelope ID: 916F85D8-8800-4D9F-A4D1-2FD0CB6DF664

**CHANDLER**  
arizona

## Civil Improvements/Encroachment Permit Application

to this permit are removed, Permittee, and all other persons using, acting, working or claiming through this permit shall jointly and severally pay, indemnify, defend and hold harmless City, its officers, agents and employees from and against any and all claims, suits, damages, loss, expenses, penalties, fines or other matters (together with all attorney fees, court costs, and the cost of appellate proceedings), arising out of or in connection with the construction, installation, existence, maintenance, use or location of the equipment or facilities built, installed or maintained pursuant to this encroachment permit or any use of the city's right of way, highway or public easement area or City's property related to this encroachment permit or any actions, acts, errors, mistakes or omissions relating to work or services in the performance of or related to this encroachment permit, including any injury or damages or cause claimed or caused by any employees, contractors, subcontractors, tenants, subtenants, agents or other persons upon or using the service area or surrounding areas related to this permit, including without limitation, claims, liability, harm or damages caused in part by City or anyone for whose mistakes, errors, omissions or negligence Permittee or City may be liable. Permittee agrees that it shall have no recourse whatsoever against the City, its officers, agents, boards and commissions, agents or employees for any loss, costs, expenses, or damages arising out of any provision or requirement of the City because of the enforcement of any provision or requirement of the City because of the enforcement of the permit requirements or because of defects in any of the relevant Chapters of the City Code, or this permit as a result of any damage that may result from the City's exercise of its authority under this permit or applicable provisions of law.  
[See Chapters 46, 47 and 48 of the Chandler City Code.]

Required - Signature Applied

Dennis M Aust Jr June 24, 2024

**Applicant Name** **Date** **Applicant Signature**

**Owner Name** **Date** **Owner Signature**

Subsequently, the "Owner" reviews the application and signs agreeing to the "Encroachment Permit Standard Terms and Conditions" and then clicks "FINISH":

view the documents below.

EncroachmentApplication2Signers\_20240624\_131535

DocuSign Envelope ID: 916F85D8-8800-4D9F-A4D1-2FD0CB6DF664

**CHANDLER**  
arizona

## Civil Improvements/Encroachment Permit Application

to this permit are removed, Permittee, and all other persons using, acting, working or claiming through this permit shall jointly and severally pay, indemnify, defend and hold harmless City, its officers, agents and employees from and against any and all claims, suits, damages, loss, expenses, penalties, fines or other matters (together with all attorney fees, court costs, and the cost of appellate proceedings), arising out of or in connection with the construction, installation, existence, maintenance, use or location of the equipment or facilities built, installed or maintained pursuant to this encroachment permit or any use of the city's right of way, highway or public easement area or City's property related to this encroachment permit or any actions, acts, errors, mistakes or omissions relating to work or services in the performance of or related to this encroachment permit, including any injury or damages or cause claimed or caused by any employees, contractors, subcontractors, tenants, subtenants, agents or other persons upon or using the service area or surrounding areas related to this permit, including without limitation, claims, liability, harm or damages caused in part by City or anyone for whose mistakes, errors, omissions or negligence Permittee or City may be liable. Permittee agrees that it shall have no recourse whatsoever against the City, its officers, agents, boards and commissions, agents or employees for any loss, costs, expenses, or damages arising out of any provision or requirement of the City because of the enforcement of any provision or requirement of the City because of the enforcement of the permit requirements or because of defects in any of the relevant Chapters of the City Code, or this permit as a result of any damage that may result from the City's exercise of its authority under this permit or applicable provisions of law.  
[See Chapters 46, 47 and 48 of the Chandler City Code.]

Dennis M Aust Jr June 24, 2024

**Applicant Name** **Date** **Applicant Signature**

Dennis Aust June 24, 2024

**Owner Name** **Date** **Owner Signature**

Only after the application has been signed by both the "Owner" and the Primary "Applicant" will the application be submitted to the City of Chandler permit counter.

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

Development Services Department  
Telecommunication & Utility Franchise  
Telephone (480) -782-3310  
[www.chandleraz.gov](http://www.chandleraz.gov)

Location  
215 E. Buffalo Street  
Chandler, Arizona 85225  
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For any questions, please contact the Development Services Department or the Telecommunications & Utility Franchise Division.

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>

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:**

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:

The screenshot displays the Chandler, AZ Citizen Link portal. At the top, there is a navigation bar with links for Home, Development Services, Planning, and Public Works. Below this is an 'Advanced Search' dropdown. The main content area is divided into two columns. The left column contains a 'Welcome' message, a 'What would you like to do today?' section with a list of services, and a 'Look up permit application (or plan review) status' section. The right column features a 'Login' section with fields for 'User Name or E-mail' and 'Password', both highlighted with red boxes. A red circle highlights the 'Login »' button. Below the login fields are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. At the bottom of the right column, there is a section for 'Electronic Document Review Instructions' with links for Building Permits, Civil, Site, and Traffic - Road Restrictions and Closures Permits.

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 recalc. please not 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 and our websites:  
**Electronic Document Review Instructions:**  
Building Permits  
Civil  
Site  
Traffic - Road Restrictions and Closures Permits  
<https://www.chandleraz.gov/sites/default/files/Plan-Review-Submittal-Instructions.pdf>

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

Development Services Department  
Telecommunication & Utility Franchise  
Telephone (480) -782-3310  
[www.chandleraz.gov](http://www.chandleraz.gov)

Location  
215 E. Buffalo Street  
Chandler, Arizona 85225  
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Next, click on “Search Permits/Plan Review Status” at the bottom of the page:

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 and 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:

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

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:

Record Type:

--Select--

Project Name:

Start Date:  End Date:

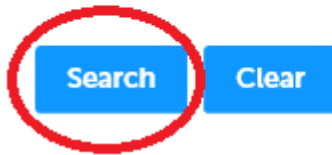
Mailing Address  
 Mail Stop 405  
 PO Box 4008  
 Chandler, Arizona 85244-4008

Development Services Department  
 Telecommunication & Utility Franchise  
 Telephone (480) -782-3310  
[www.chandleraz.gov](http://www.chandleraz.gov)

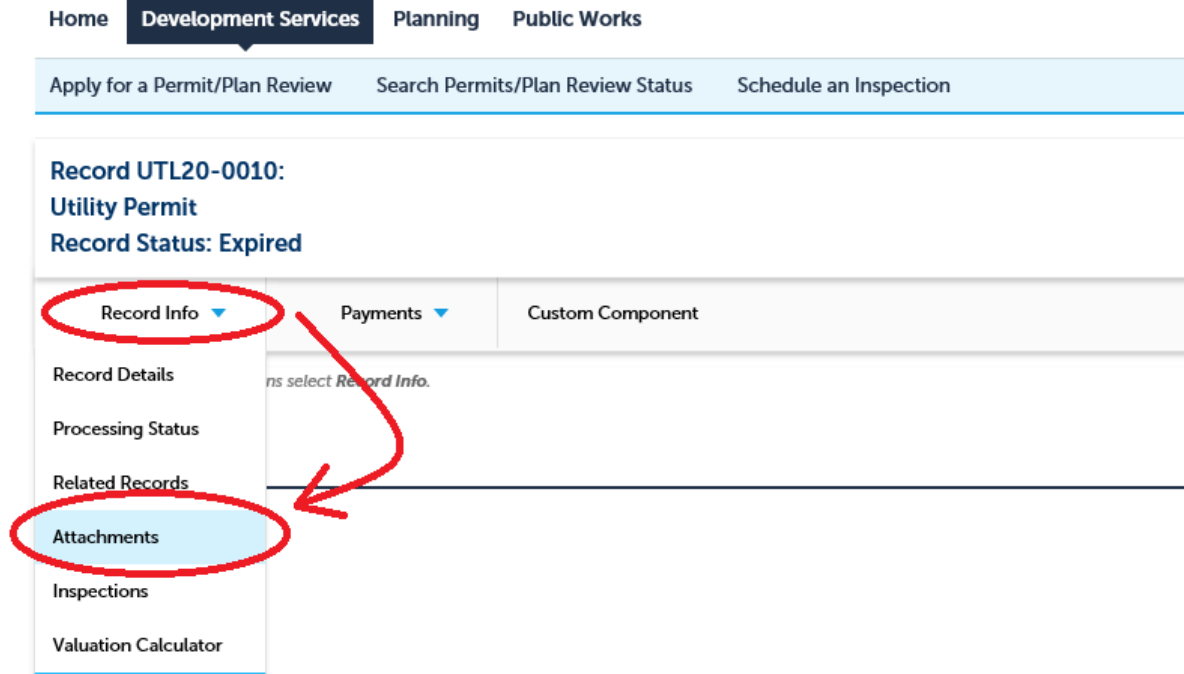
Location  
 215 E. Buffalo Street  
 Chandler, Arizona 85225  
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--Select--

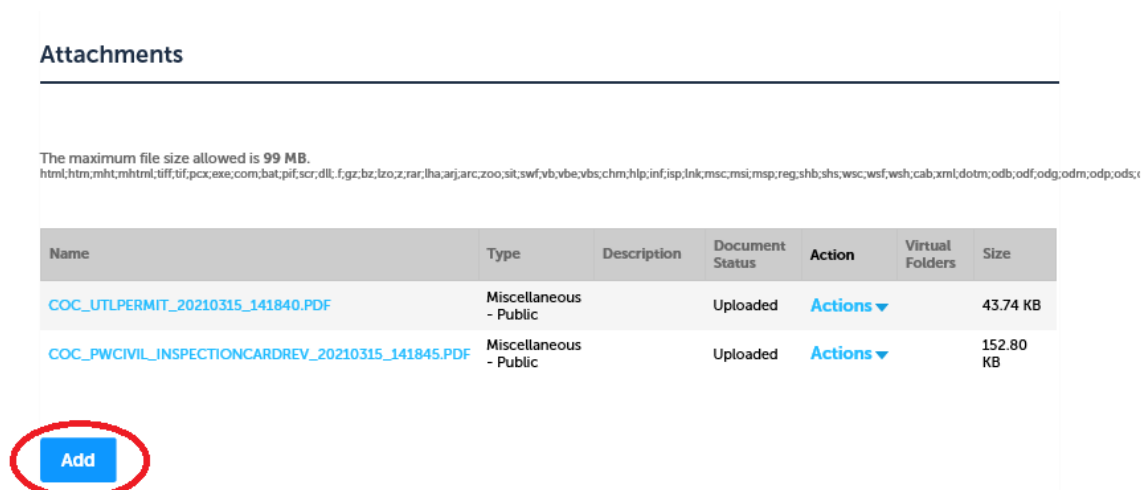
► [Search Additional Criteria](#)



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



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](mailto:plans.coordination@chandleraz.gov) must be taken as the system will no longer alert the permit counter that new documents have been 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.**