

# 7 Steps to Submitting an EDR Application

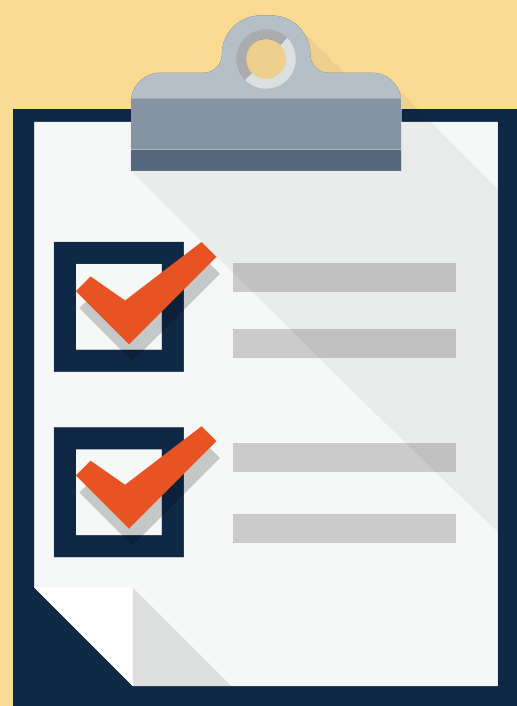
Get your project moving—submitting an application will take most customers 10 minutes or less! For the best possible experience, please take a few moments to confirm the following:

- Type of application you need
- Contact/property information (applicant name, parcel number, etc.)
- Documents meet all EDR requirements and the required Naming Convention
- Pay upfront fees (if required)

Please note that the required information for each step will vary depending on application type.

## STEP ONE PROJECT INFORMATION

**Tell us about the project!**



## STEP TWO APPLICANT

**Provide Applicant Information**

*Pre-load information from your Online Permit Manager account*

## STEP THREE OWNER

**Provide Owner Information**

*Building Permits will require address and/or parcel information (best to search by a parcel number)*



## STEP FOUR ATTACHMENTS

**Attach Documents**

*Make sure the attached documents are named to meet the EDR Naming Convention*

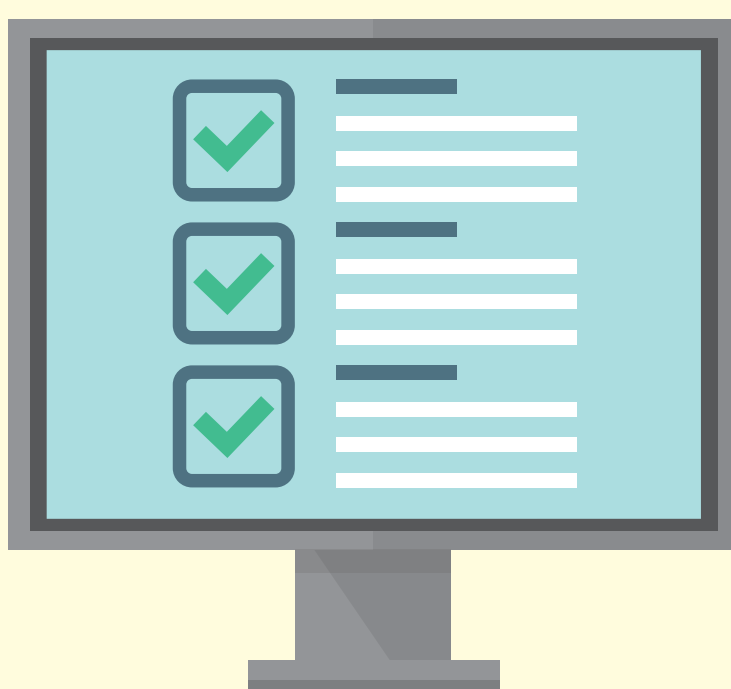
*Add a document description that meets the EDR Naming Convention (you can copy straight from the user guides for most documents)*

## STEP FIVE REVIEW

**Confirm Information**

*Use "Edit" to revise information*

*Use "Save and resume later" to save progress for up to 90 days*



## STEP SIX PAY FEES

**Check If Fee Payment Required**

*Planning Cases and a few Building Permits require fee payment. The rest of the Building Permits skip fee payment and go straight to Step 7.*

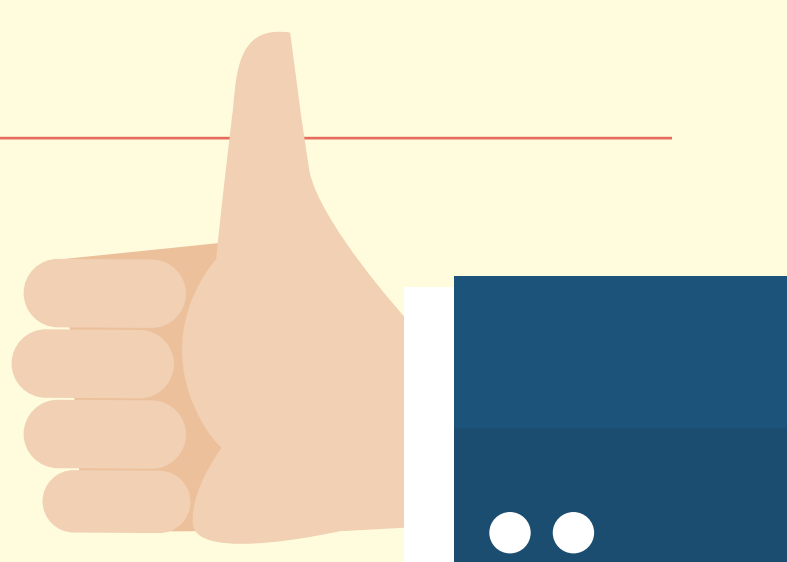
*You can pay fees using a credit card, bank account, or trust account. The trust account must be set up in advance. Contact our customer service team for more information.*

## STEP SEVEN INITIALIZATION

**Get Your Tracking Number**

*Use this number to track the progress of your submittal.*

*Before leaving the Online Permit Manager, customers need to validate their documents. Use the "View Permit Details" button and navigate to the "Attachments" section to validate submitted documents.*



## WHAT'S NEXT?

We knew you'd ask that!  
See [What Happens After Application Submission](#) for more info about what to expect now that your application has been submitted.



**NEED HELP?**

Don't hesitate to call our main line at 602-506-3301 or [submit an online inquiry](#).



Maricopa County  
Planning & Development Department