



Engineering Utility Permit application process

Website: https://onestopshop.gilbertaz.gov/Energov_Prod/SelfService#/home

NEW APPLICATION PROCESS:

Step 1: Submit NEW applications

- Use onestopshop for the application process. (Select Engineering Utility permit) – This will assign you a EUTIL permit number: ex: EUTIL-2021-XXXXX
NOTE: if you have a job number for your company, please be sure to list it in the description line of the entry. This will appear on the printed permit and makes it easier to search for future needs if necessary.

Step 2: (If necessary) Submit 2nd, 3rd etc. reviews:

- Once you have made the required corrections; you **MUST** submit under the existing EUTIL permit number that that job was submitted for originally (In step 1); this can be done by uploading your plans to the **ATTACHMENTS** tab in that permit.

Step 3: Permit approved:

- Once permit is approved, you will receive an email that states permit is approved and you can now log into the onestopshop portal to download approved plans. These plans will also be available under the **ATTACHMENTS** tab in that permit. To print the permit there is a picture of a printer icon; click on that icon to print or download the permit.

PLAN CHANGES / REVISIONS:

Step 1: Plan changes/revisions:

- If you have a plan change (aka revision), you **MUST** submit as a **PLAN CHANGE** application on the onestopshop portal. Please do not attach *ANY* documents to the existing permit. This causes confusion. Plan changes/revisions can only be submitted if a permit has already been issued.

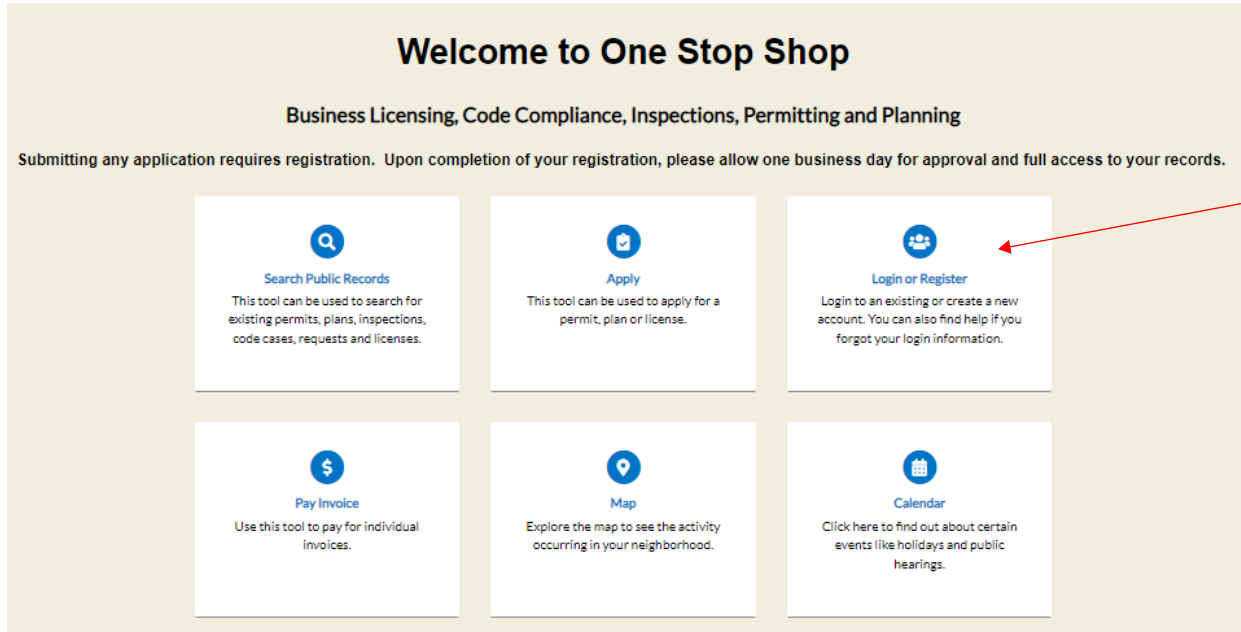
*the only time you should attach to the permit is if you are submitting for a 2nd, 3rd, or 4th resubmittal.

ONESTOPSHOP- logon

New users, or return users:

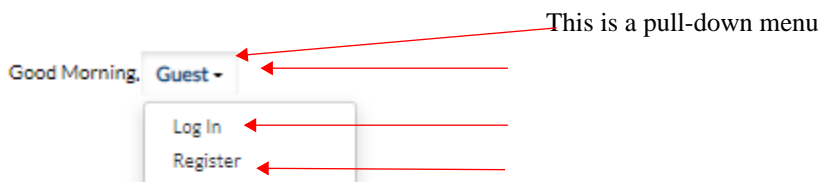
Website: Onestopshop.gilbertaz.gov

Create account by clicking on “Login or Register”



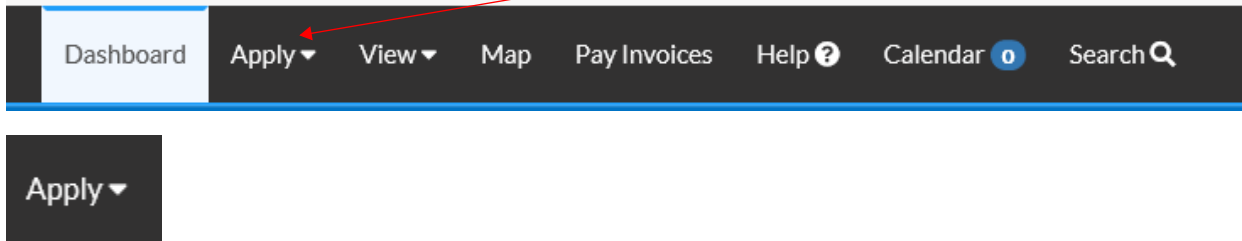
Once you are a registered user, you can also click here to login:

Note: you MUST be logged in to view your applications, permits and plans. This feature will not work if you are in “GUEST” mode.



How to apply for a Engineering-Utility Company Construction Permit:

- Once logged in on your dashboard page; hit the APPLY option on the black banner:



- A list of PERMITS types will be shown: Select “All” to expand the permit choice options:

PERMITS

- › Residential Trades - Plumbing
- › Residential Trades -Mechanical (HVAC)
- › Residential Trades - Gasline & LPG
- › Residential Trade - Electrical
- › Swimming Pool/Spa - New
- › **All (9)**

- You will now see a list of “Categories”- You will select **“Engineering-Utility Permit, (Cable/Elec/Gas/Blanket)”**

Categories

All (9)

Deferred Submittal

1

Engineering - Utility Permit
(Cable/Elec/Gas/Blanket)

1

Plan Change 1

Residential Trades/Misc 4

Swimming Pool/Spa

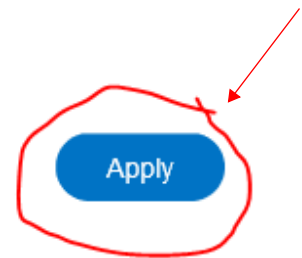
2

- Once you've selected the category option, you can hit the APPLY button:

Engineering - Utility Permit (Cable/Elec/Gas/Blanket) : Engineering - Utility Company Construction Permit

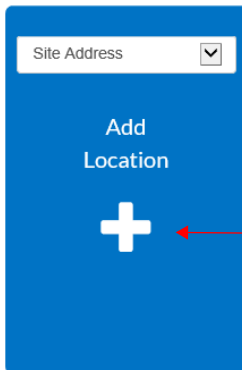
Engineering - Utility Company Construction Permit

[Categories](#) | [Main Menu](#)



- Enter in the Site Address under LOCATIONS: Hit the "Plus" sign in the blue box to add.

LOCATIONS



***note: if your job doesn't have an address you will be able to list cross streets on the next screen**

Add Location

Address

Parcel

Add Address As

Site Address

Search

Address Information

Search Search Addresses



***search addresses by using minimal data-to allow for the system to return**

your search with address choices.

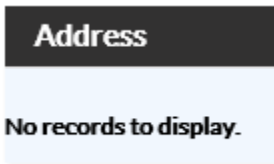
Address Information

Search 1234 S Por



Example: If address if 1234 S. Porter Ave, search as:

- If no address is in our system, you will get this display:



- When searching for an address that is in our system, you will get a return search that looks like this; You then have the option to select your choice by selecting the Add button:

Address Information

Search 

Address	Action
230 E CIVIC CENTER DR GILBERT AZ 85296	Add
230 E CIVIC CENTER DR GILBERT AZ 85296	Add
90 E CIVIC CENTER DR GILBERT AZ 85296	Add

Results per page 1 - 3 of 3 << < 1 > >>

- Once you've selected your choice of addresses you now get the option to add another location –(if needed; but rarely used)

LOCATIONS

Type: Site Address
90 E CIVIC CENTER DR,
GILBERT, AZ, , 85296

Main Address


Parcel Number
30424006H

Main Parcel

[Remove](#)

Site Address

Add
Location





Now you can select "NEXT" to move forward:

[Next](#)



o PERMIT DETAILS:

Permit type; gives you one last time to double check that you are using the correct permit type; usually defaults to the permit type you selected at the beginning of your application.

Description; This is where you will enter your job # and description of work to be performed:

*Remember entering **your job#** will ensure it is listed on the approved permit.

PERMIT DETAILS

* Permit Type

Description

Back

Save Draft

Next

o Select Next:

o CONTACTS:

1. Applicant will default to the person that is enrolled and logged in for this application.
2. Contractor is the utility company performing the work. (required field)
3. Owner; property owner if applicable can be added.

CONTACTS

Applicant
TABITHA VILLAVERDE (You)
AZ, US, 05173

Contractor
Add Contact
REQUIRED

Applicant
Add Contact

If anyone else needs to have access to this; you must enter their contact info "Add Contact", the only way they will gain access is they MUST be a registered user.

Back

Save Draft

Next

To search for your contractor information that is already in our system, you will enter in the Search field:

Search Enter Manually My Favorites

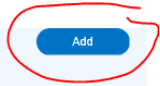
Search SRP

A return search will populate with options to select;
You can Highlight the "star" to make it your favorite, as this will save it for later use.
Select the Add button:





PO BOX 52025
PHOENIX
AZ 85072

SRP -
PHOENIX



Now you're able to view who the applicant is and who the contractor is:

CONTACTS

<p>Applicant</p>  <p>TABITHA VILLAVERDE (You)</p> <p>AZ, US, 85173</p>	<p>Contractor</p>  <p>SRP - PHOENIX</p> <p>PO BOX 52025, PHOENIX, ...</p> <p>Remove</p>	<p>Applicant</p> <p>Add Contact</p> <p>+</p>
---	--	--

Back

Save Draft Next

Now you can select the NEXT button:

MORE INFO:

Select who the utility provider is in the dropdown menu:

If address is unknown, you can include the street upon which the work will be performed and/or the nearest two major cross streets:

MORE INFO

Engineering Utility Permit

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*Utility Provider

If Other:

If address is unknown, please include the street upon which the work will be performed and the nearest two major cross streets.

Work Location

Crossroad 1

Crossroad 2

DO NOT COMPLETE-OFFICE USE ONLY

Skip this section

You can now hit the NEXT button to move forward:

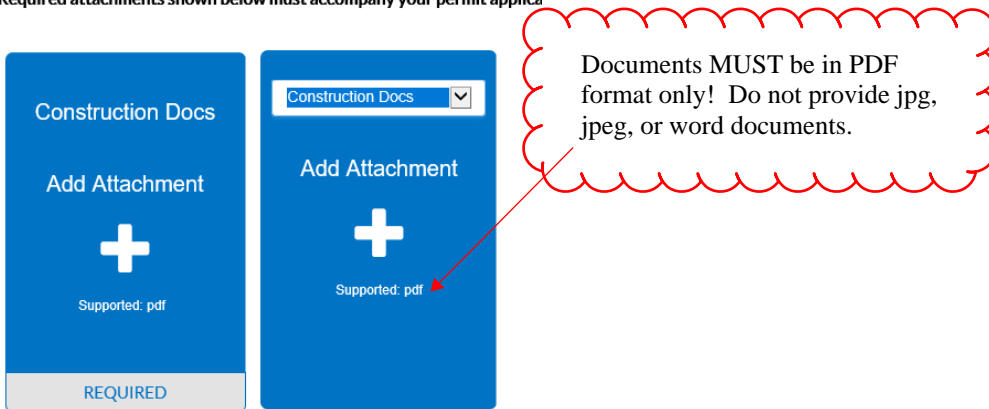


*if you have the need to stop and save your entry and return to it later, you can select the SAVE DRAFT option. This will allow you to continue and resume later where you left off.

- **ATTACHMENTS:** This is where you will upload your plan drawings for your project. At least one document ***is required*** for every project you apply for; some projects may have other supporting documents that you may need to provide as well. You can simply use the “Add Attachment” option using the pulldown menu choice of “other supporting documents” (If necessary)

Attachments

Required attachments shown below must accompany your permit applica



Once you've added your plan documents, you will see the file name in the construction docs area as:



If this is all you need to add, simply select the NEXT button to review your application for

completeness:



Submit

Now that you reviewed your entries and uploads; you can select the SUBMIT button:

Now you will receive your **Permit Number: EUTIL-2020-xxxxx**. Now you can login at anytime to monitor and track the progress of your application.

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Permit Number: EUTIL-2020-00435

- Permit cannot be printed at this time. Permit has not been issued.

Note: no permit or plans will be visible or available until staff has made your permit "ISSUED" in the system.

MONITORING STATUS OF YOUR APPLICATION:

- You can Search by Permit Number; and select the number to open that review.
- The status will show you where your submittal is in the review process:

My Permits

Search for permit number

Display Pending

Select Case Type

Engineering - Utility Company
Construction Permit

Export

Permit Number	Project	Address	Permit Type	Status
EUTIL-2020-00435		90 E CIVIC CENTER DR GILBERT, AZ 85296	Engineering - Utility Company Construction Permit	Recent, Pending

Results per page 10 1 - 1 of 1 << < 1 > >>

Permit Approved; printing permit/approved plans:

- Once your permit is approved and issued by our staff, you now can print the permit and download/print the approved plan set.
- To print the permit, you will see the printer display as:

(print your approved permit on the next pop-up screen)

Permit Number: EUTIL-2020-00435

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Engineering - Utility Company Construction Permit	Applied Date:	07/06/2020		
Status:	Issued	Project Name:		Issue Date:	07/06/2020
District:	N/A	Assigned To:		Expire Date:	01/04/2021
Finalized Date:					
Description:	PRJ123456-1 - To bore 125' ft CATV; 3 manholes, etc.				



- You will now see the permit will show your Job# as you've entered in on your application:



Track your permit online @ <https://www.gilbertaz.gov/energov>

Permit Type: Engineering - Util Permit (Cable/Elec/Gas/Blanket) - New


Remarks: PRJ123456-1 - To bore 125' ft CATV; 3 manholes, etc.

- Download/print approved plans:
These can accessed by selecting the Attachment button:

Locations Fees Reviews Inspections eReviews **Attachments** Contacts Sub-Records Holds Meetings More Info

[Attachments](#) | [Next Tab](#) | [Permit D](#)

Attachments


Attachment
T3207817-
NEWHORIZONSWOMEN'SC
Uploaded: 07/06/2020
**Notes: APPROVED PLANS
7-6-2020**

*Select the link that is highlighted in blue for downloading.