



Standardize Permit Application Process

Website: onestopshop.gilbertaz.gov

New Application Process:

Step 1: Prerequisite

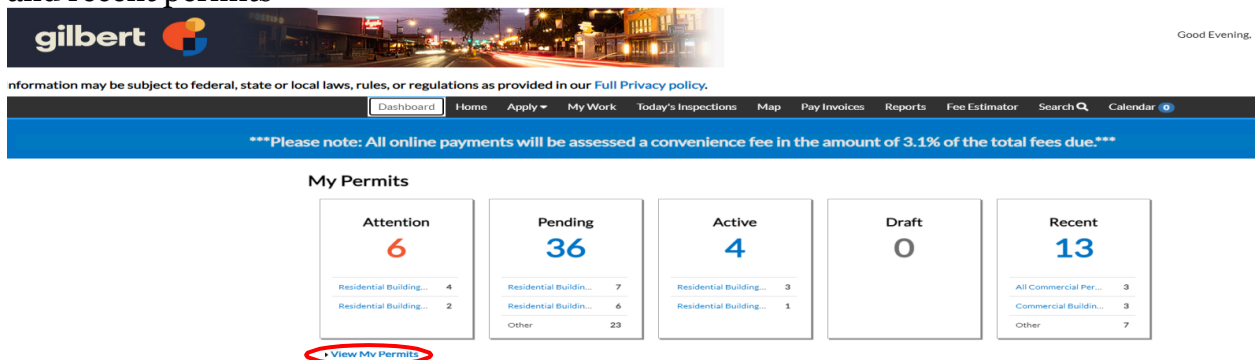
1. Need to have Standard Plan approved and Issued
2. Please email EPlanBuilding@gilbertaz.gov with the following information to be able to gain access to the Standard Plan permits. Please allow up to 24 hours to process the request.
 - a. List of people with their emails within your company that will be apply for the Standardize permits
 - b. List of people that applied for the Standard Plan

Step 2: Submit for Application

1. 'Log In' to One Stop Shop at onestopshop.gilbertaz.gov
2. Once logged into One Stop Shop select 'Dashboard'

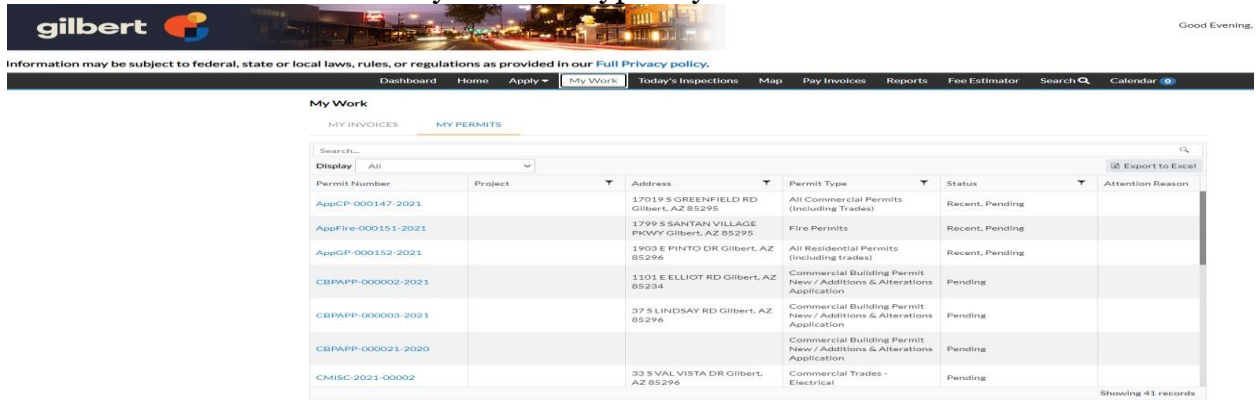


3. This page will give you the information to the permits that may need attention, pending, active and recent permits



4. Select 'View My Permits'

5. On the next screen where it says 'Search' type in your Standard Plan number



Information may be subject to federal, state or local laws, rules, or regulations as provided in our [Full Privacy policy](#).

Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Reports Fee Estimator Search Calendar

My Work

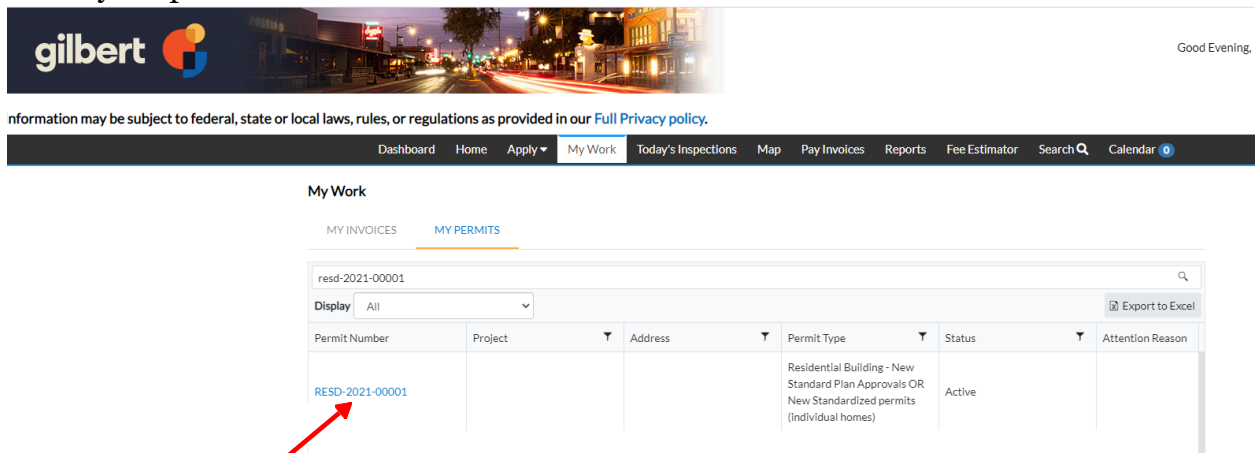
MY INVOICES MY PERMITS

Search: [] Export to Excel

Permit Number	Project	Address	Permit Type	Status	Attention Reason
AppCP-000147-2021		17019 S GREENFIELD RD Gilbert, AZ 85295	All Commercial Permits (Including Trades)	Recent, Pending	
AppFire-000151-2021		1799 S SANTAN VILLAGE PKWY Gilbert, AZ 85295	Fire Permits	Recent, Pending	
AppGP-000152-2021		1903 E PINTO DR Gilbert, AZ 85294	All Residential Permits (Including trades)	Recent, Pending	
CBPAPP-000002-2021		1101 E ELLIOT RD Gilbert, AZ 85234	Commercial Building Permit New / Additions & Alterations Application	Pending	
CBPAPP-000003-2021		37 S LINDSAY RD Gilbert, AZ 85294	Commercial Building Permit New / Additions & Alterations Application	Pending	
CBPAPP-000021-2020			Commercial Building Permit New / Additions & Alterations Application	Pending	
CMISC-2021-00002		33 S VAL VISTA DR Gilbert, AZ 85294	Commercial Trades - Electrical	Pending	

Showing 41 records

6. Select your permit



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Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Reports Fee Estimator Search Calendar

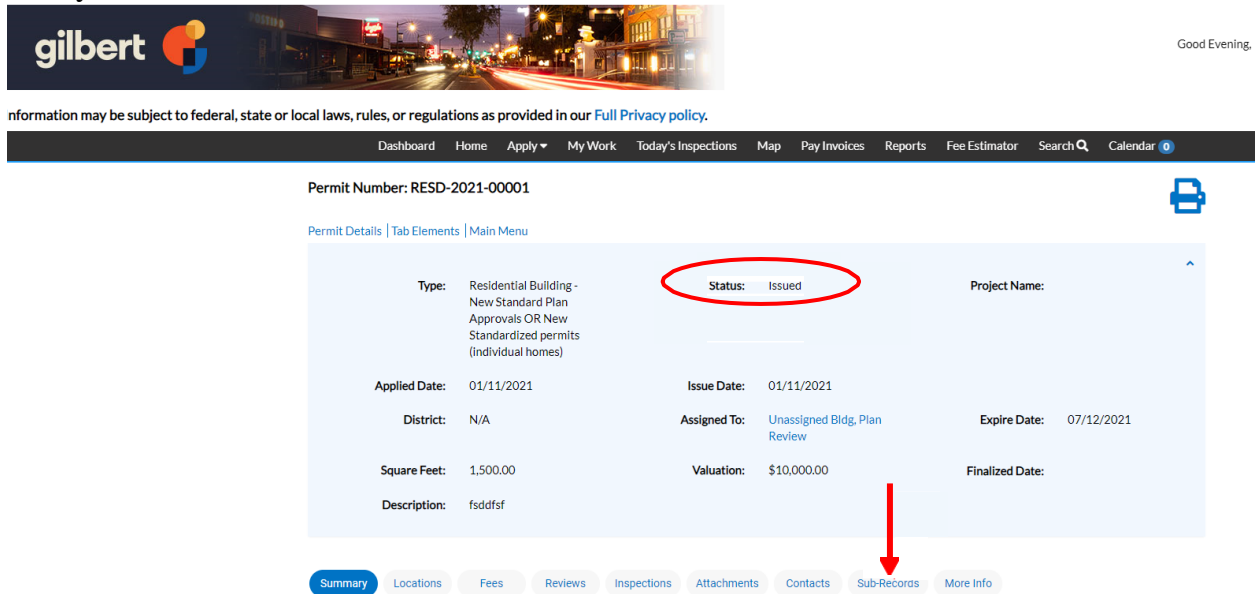
My Work

MY INVOICES MY PERMITS

resd-2021-00001 [] Export to Excel

Permit Number	Project	Address	Permit Type	Status	Attention Reason
RESD-2021-00001			Residential Building - New Standard Plan Approvals OR New Standardized permits (individual homes)	Active	

7. Verify that the Standard Plan is issued



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Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Reports Fee Estimator Search Calendar

Permit Number: RESD-2021-00001 []

Permit Details | Tab Elements | Main Menu

Type:	Residential Building - New Standard Plan Approvals OR New Standardized permits (individual homes)	Status:	Issued	Project Name:	
Applied Date:	01/11/2021	Issue Date:	01/11/2021	Expire Date:	07/12/2021
District:	N/A	Assigned To:	Unassigned Bldg, Plan Review	Finalized Date:	
Square Feet:	1,500.00	Valuation:	\$10,000.00		
Description:	fsddsf				

Summary Locations Fees Reviews Inspections Attachments Contacts Sub-Records More Info

8. Select 'Sub-Records'

9. You can see all the permits (Standardize) that you have pulled based on that Standard Plan

Existing Sub-Records

Sort Record Number

Record Number	Type	Status
RESD-2021-00002	Residential Building - Standardized	Issued
RESD-2021-00003	Residential Building - Standardized	Under Review
RESD-2021-00011	Residential Building - Standardized	Submitted Online
RESD-2021-00044	Residential Building - Standardized	Issued

Results per page 10 1 - 4 of 4 << < 1 > >>

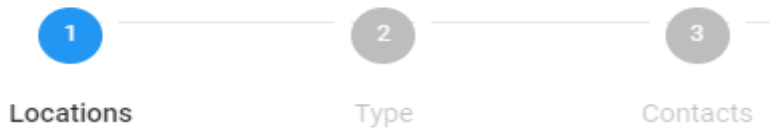
Remaining Sub-Records

Type	Action
X-DO NOT CREATE USED FOR LINKING-X - X-DO NOT CREATE USED FOR LINKING-X	Case type is not available for online application.
Residential Building - Standardized	Apply

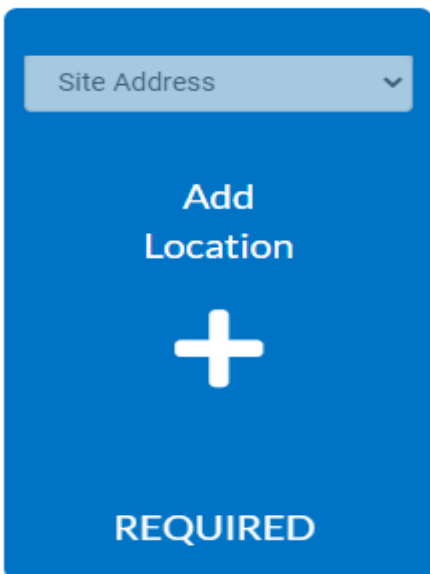
10. Select 'Apply' next to Residential Building – Standardized

11. Must select a location

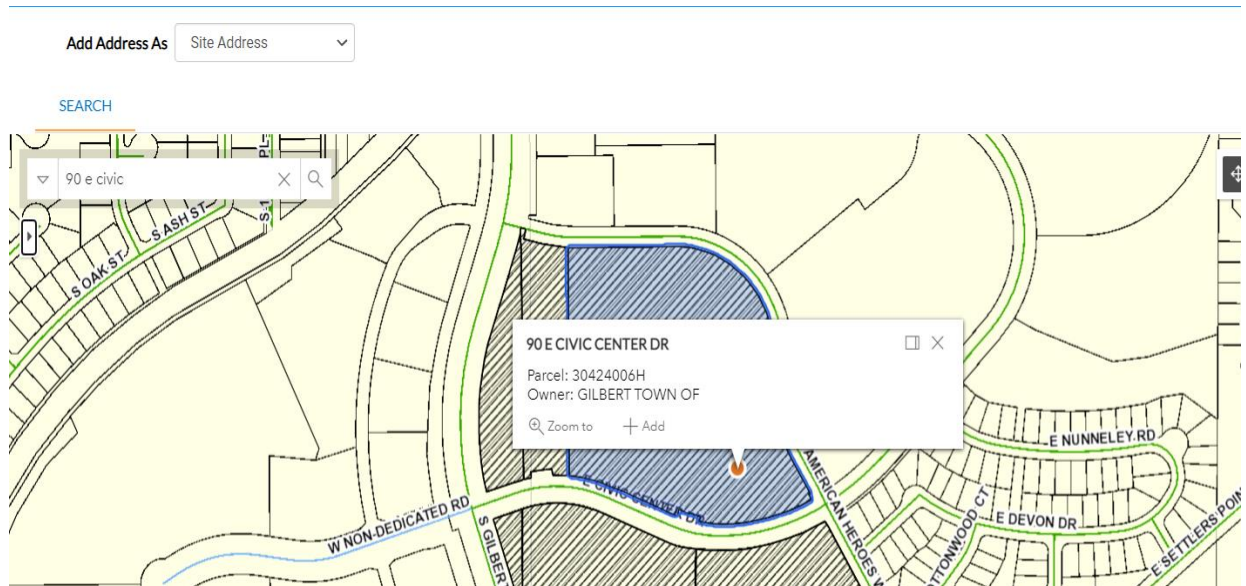
Apply for Permit - Residential Building - Standardized



LOCATIONS



12. Once you are on the map you can type the address or parcel number to lot that you are building this permit on



13. Then select the '+ Add' to add this to your permit

The screenshot shows a multi-step form process with six steps: 1. Locations, 2. Type, 3. Contacts, 4. Attachments, 5. Signature, and 6. Review and Submit. Step 1, 'LOCATIONS', is active. It includes 'Address/Parcel Search Tips' and a list of search criteria:

- Please do not enter punctuation. (ie. 123 Main)
- Do not include hyphens in parcel lookup
- Please enter ALL applicable parcel numbers in this step.

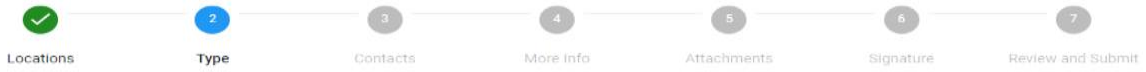
Below the tips is a card for the added location:

- Type: Site Address**
- 90 E CIVIC CENTER DR
Gilbert AZ 85296
- Main Address**
- Parcel Number**
30424006H
- Main Parcel**
- Remove** button

At the bottom of the form, there are three buttons: 'Create Template', 'Save Draft', and 'Next'.

14. Select 'Next'

15. Complete 'Description' with N/A & 'Square Feet' & 'Valuation' with no \$ or commas



PERMIT DETAILS

* Permit Type: Residential Building - Standardized

Description: Label 'N/A' Here

* Square Feet: 2439

* Valuation: 250345

Buttons: Back, Create Template, Save Draft, Next

16. Select 'Next'

17. You must add the required contact information in



CONTACTS

Applicant: Ralph Shepard (You), Town of Gilbert

C of O Recipient: Add Contact (REQUIRED)

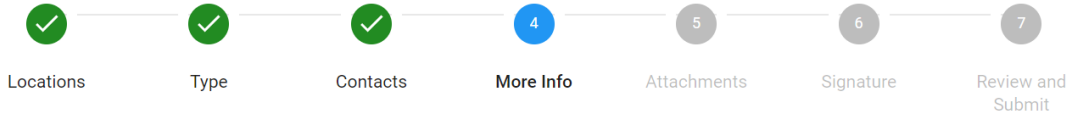
Contractor: Add Contact (REQUIRED)

Owner: Add Contact (REQUIRED)

Applicant dropdown: Add Contact

Buttons: Back, Create Template, Save Draft, Next

18. Select 'Next'



MORE INFO

Project Info

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

Subdivision Name

Standard Plan Number

Elevation(s)

New Construction Info

New Commercial Project Checklist [New Commercial Project Checklist](#)

Addition/Alteration info

Miscellaneous Commercial Checklist [Miscellaneous Commercial Checklist](#)

Business Info

[Back](#)

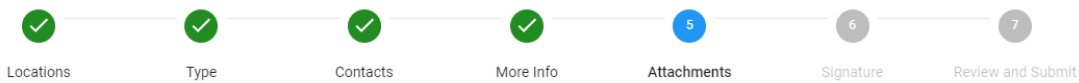
[Save Draft](#)

[Next](#)

20. Select 'Next'

Apply for Permit - Residential Building - Standardized

*REQUIRED



Attachments

The Attachments section displays two existing attachments and an option to add more. The first attachment is 'Option Sheet - CSS' (Option sheet.pdf, 2.37 MB) with a 'Remove' button. The second is 'Site Plan (Max 11 X 17) - CSS' (Site plan.pdf, 1.11 MB) with a 'Remove' button. To the right is a blue 'Add Attachment' button with a plus sign and the text 'Supported: .pdf'.

Back Create Template Save Draft Next

21. Must attach Site plan and Option Sheet

22. Select 'Next'

The Signature page shows the progress bar with 'Attachments' completed and 'Signature' as the current step (6). Below the progress bar, it says 'SIGNATURE' and 'I CERTIFY THAT I HAVE THE AUTHORITY TO SUBMIT THIS APPLICATION AND THAT THE INFORMATION PROVIDED IS CORRECT.' There is a text input field for the name with a red arrow pointing to it, and a note: '* Please type your name as consent to electronically sign this application.' Below this is a toggle for 'Enable Type Signature' and a signature box containing a red signature and the text 'Draw Signature Here'. At the bottom are 'Back', 'Create Template', 'Save Draft', and 'Next' buttons.

21. Type your name and sign in the box

22. Select 'Next'



Submit

Locations

Site Address 1 90 E Civic Center Dr., Gilbert, Arizona 85296

Parcel Number 30424006H

Basic Info

Type Residential Building - Standardized
 Description
 Square Feet 2439
 Valuation 250345
 Applied Date 09/09/2021

Contacts

Applicant Ralph Shepard
 Town of Gilbert
 [Redacted]

C of O Recipient Ralph Shepard
 Town of Gilbert
 [Redacted]

Contractor Ralph Shepard
 Town of Gilbert
 [Redacted]

Owner Ralph Shepard
 Town of Gilbert
 [Redacted]

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Automatic Sprinkler System - (R) Sprinkler System	\$130.00
Building Permit Fee	\$1,199.86
Refuse Cont Fee - (R) - Includes two 90 Gal Cont	\$90.00
Standard Home Review Fee	\$68.00
Walls / Fences - With Single Family Permit	\$37.00

Total: \$1,524.86

More Info

Residential Building

23. Verify everything is correct and select 'Submit'

24. Your application has been submitted for the Standardize Permit

25. You will get a Permit Number that you able to follow the progress of the review

26. Once Standardize plan is approved, fees paid, and issued you can access your documents under the 'Attachments'

The screenshot shows a web application interface for permit management. At the top is a navigation bar with links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Pay Invoices, Reports, Fee Estimator, Search, and Calendar. Below the navigation bar is a green notification banner with a checkmark icon and the text: "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." Below the notification, the permit number "Permit Number: RESD-2021-00045" is displayed. Underneath, there are links for "Permit Details", "Tab Elements", and "Main Menu". The main content area is a light blue box containing permit details in a grid format:

Type:	Residential Building - Standardized	Status:	Submitted Online	Project Name:	
Applied Date:	09/09/2021	Issue Date:		Expire Date:	
District:	N/A	Assigned To:	Unassigned Bldg, Plan Review	Finalized Date:	
Square Feet:	2,439.00	Valuation:	\$250,345.00		
Description:					

Below the details box is a horizontal navigation bar with several tabs: Summary (highlighted in blue), Locations, Fees, Inspections, Attachments (indicated by a red arrow), Contacts, Sub-Records, and More Info.

Plan Change/Revision Process:

Step 1: Submitting for Plan Change/Revision

1. **Do not attach any documents to the existing permit.** This will cause a delay in reviewing your documents and confusion. Plan Change/Revision is to be used only if your permit has been approved and issued.
2. Only time you should attach documents to existing permit is if you are resubmitting for 2nd, 3rd, 4th, etc. reviews.
3. Must sign to One Stop Shop at onestopshop.gilbertaz.gov
4. Once logged into One Stop Shop select 'Apply'

Welcome to One Stop Shop

Business Licensing, Code Compliance, Inspections, Permitting and Planning

Submitting any application requires registration. Upon completion of your registration, please allow one business day for approval and full access to your records.

- Search Public Records**
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Apply**
This tool can be used to apply for a permit, plan or license.
- My Account**
Click here to access your account information.

5. Select 'All'

Application Assistant

Search for application names and keywords

- All
- Trending
- My History
- Business Licenses
- Building Permits
- Applications

6. Scroll through the list of permit application to fine 'Plan Change/Revision Application'

Plan Change / Revision Application

Category Name: Plan Change

Description: Use this application to apply for ANY plan change/revisions to any existing permit that has already been issued. Note: The master permit number is required for all plan change/revisions.

Apply

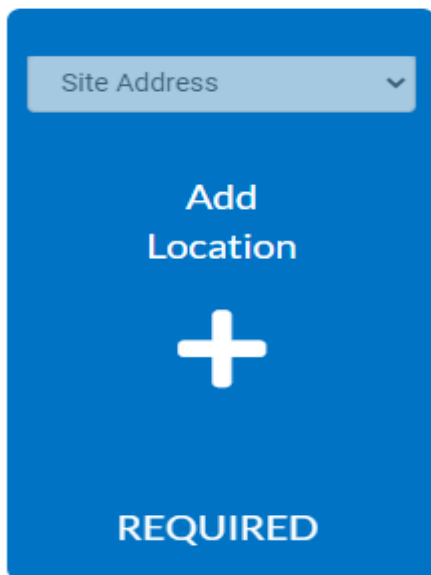
7. Select 'Apply'

8. Must select a location

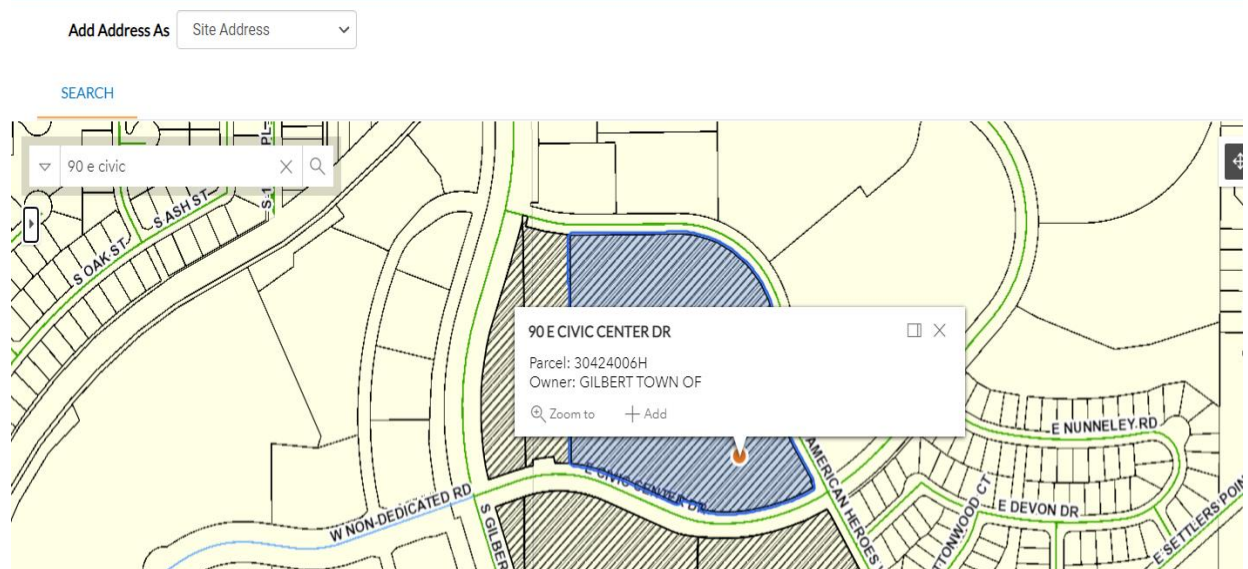
Apply for Permit - Residential Building - Standardized



LOCATIONS



9. Once you are on the map you can type the address or parcel number to lot that you are building this permit on



10. Then select the '+ Add' to add this to your permit

LOCATIONS

Address/Parcel Search Tips:

- Please do not enter punctuation. (ie. 123 Main)
- Do not include hyphens in parcel lookup
- Please enter ALL applicable parcel numbers in this step.

Type: Site Address
 90 E CIVIC CENTER DR
 Gilbert AZ 85296

Main Address

Parcel Number
 30424006H

Main Parcel

[Remove](#)

[Create Template](#)
[Save Draft](#) [Next](#)

11. Select 'Next'

12. Provide a description of the change

PERMIT DETAILS

Please describe how your project has changed.

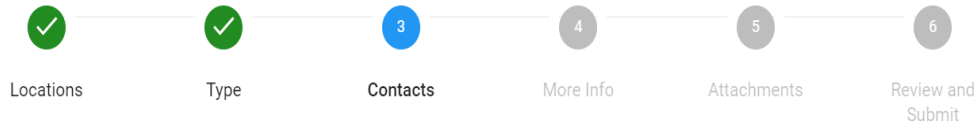
* **Permit Type**

Description

[Back](#)
[Create Template](#)
[Save Draft](#) [Next](#)

13. Select 'Next'

14. You must add the required contact information in



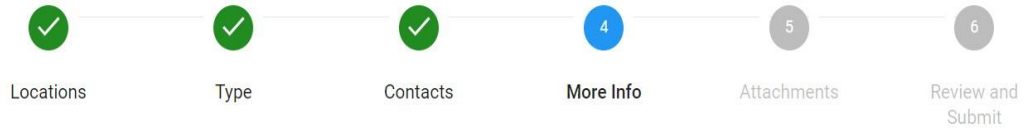
CONTACTS

Approved plans are only accessible to contacts listed on the permit.

Back Create Template Save Draft Next

15. Select 'Next'

16. Place the permit number that you wish to make the changes in the '**Master Permit #:**'



MORE INFO

Deferred Submittal / Plan Change

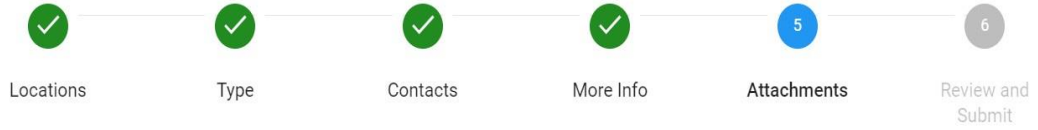
[Next Section](#) | [Top](#) | [Main Menu](#)

*Master Permit #:

RESD-2021-00045


17. Select 'Next' at the bottom of the page

18. Must attach Site plan and Option Sheet



Attachments


Detailed description of work to be done and construction drawing / plans must accompany your application. Lack of sufficient detail may delay processing of the request.



Construction Docs - CSS

Site plan.pdf
Size: 1.11 MB

[Remove](#)



Project Narrative - CSS

Option sheet.pdf
Size: 2.37 MB

[Remove](#)

Construction Docs - CSS! ▾

Add Attachment

+

Supported: .pdf

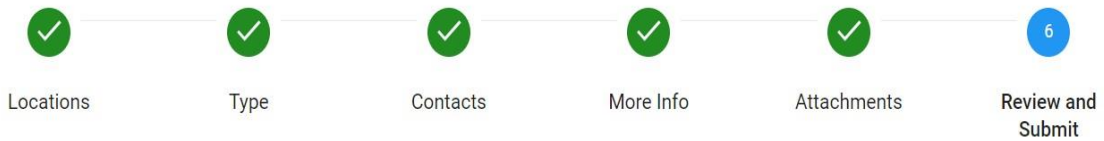
[Back](#)
[Create Template](#)

[Save Draft](#)
[Next](#)

19. Select 'Next'

Apply for Permit - Plan Change / Revision Application

***REQUIRED**



[Submit](#)

Locations

Site Address 90 E Civic Center Dr., Gilbert, Arizona 85296

Parcel Number 30424006H

Basic Info

Type Plan Change / Revision Application

Description Change Elevation D to Elevation B

Applied Date 09/15/2021

Contacts

Applicant

Ralph Shepard
[REDACTED]
[REDACTED]

More Info

Deferred Submittal / Plan Change

[Next Section](#) | [Top](#) | [Main Menu](#)

Master Permit #: RESD-2021-00045

GIS

[Previous Section](#) | [Top](#) | [Main Menu](#)

Flood Plain

Character Area

Overflight Area

School District

Subdivision Name

Attachments

Construction Docs - CSS

Site plan.pdf

Project Narrative - CSS

Option sheet.pdf

[Back](#)

[Create Template](#)

[Save Draft](#)

[Submit](#)

20. Verify everything is correct and select 'Submit'

21. Your application has been submitted for the Plan Change/Revision

22. You will get an **Application Number**

✓ 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: PCAPP-00002-2021

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

Type:	Plan Change / Revision Application	Status:	Submitted Online
Applied Date:	09/15/2021	Project Name:	
District:	N/A	Issue Date:	
Expire Date:		Assigned To:	Unassigned Bldg, Plan Review
Description:	Change Elevation D to Elevation B	Finalized Date:	

Summary

Locations

Fees

Inspections

Attachments

Contacts

Sub-Records

More Info

23. Once staff has verified the information from the Plan Change/Revision this **Application Number will be closed**

24. Staff will add the required documents to your Master Permit Number for which you are requesting the Plan Change/Revision

25. You can follow the process of the Plan Change/Revision under your Master Permit Number