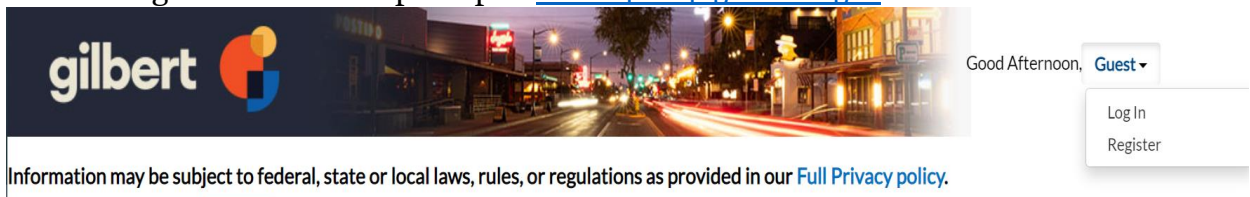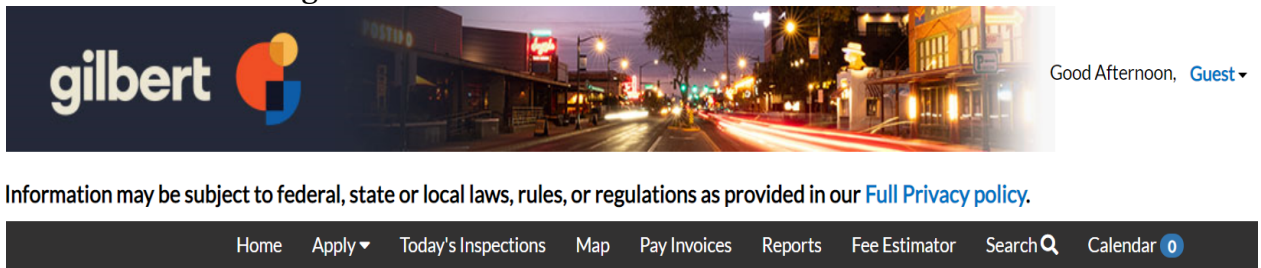# Residential Permit Application Process

Website: onestopshop.gilbertaz.gov

New Application Process:

Step 1: Prerequisite

1. Need to register on One Stop Shop at onestopshop.gilbertaz.gov

Information may be subject to federal, state or local laws, rules, or regulations as provided in our **Full Privacy policy**.

Good Afternoon, Guest ▾
Log In
Register

2. Select 'Guest' then register

Information may be subject to federal, state or local laws, rules, or regulations as provided in our **Full Privacy policy**.

Home   Apply ▾   Today's Inspections   Map   Pay Invoices   Reports   Fee Estimator   Search 🔍   Calendar ⓪

Registration

Step 1 of 4: **Email Address**

Registration is quick and easy.

1. Enter email

2. Receive email confirmation message and click 'Confirm'

3. Complete account detail information

4. Receive confirmation message of registration approval

5. Login

☐ I understand it may take up to one business day for registration approval. Upon approval, you will receive an email message letting you know you may now login successfully. Attempting login prior to approval will result in the following error message: "Invalid username or password"

Email [youremail@gmail.com]   **Next**

3. Check the box and put your email and select 'Next'

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.
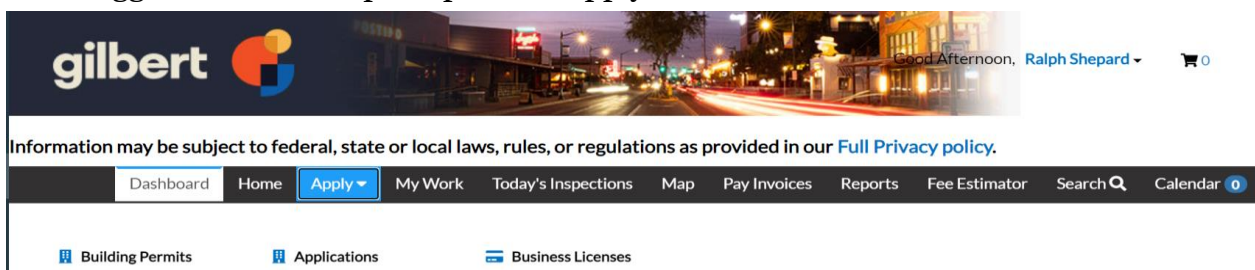
4. Follow the instructions in your email

5. Your instructions may be sent to your junk/spam folder. Please verify this has not happen prior to contacting the Town of Gilbert.
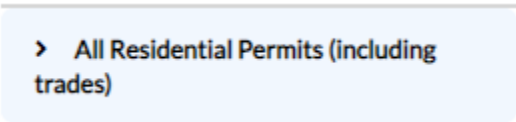
Step 2: Submit for Application

1. 'Log In' to One Stop Shop at onestopshop.gibertaz.gov
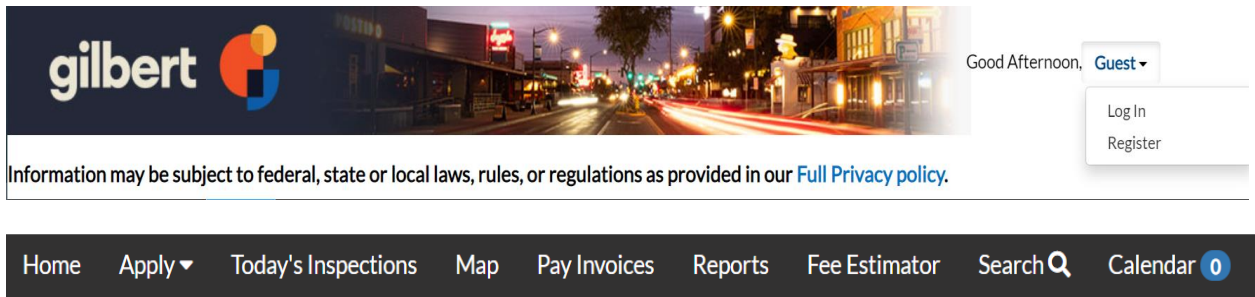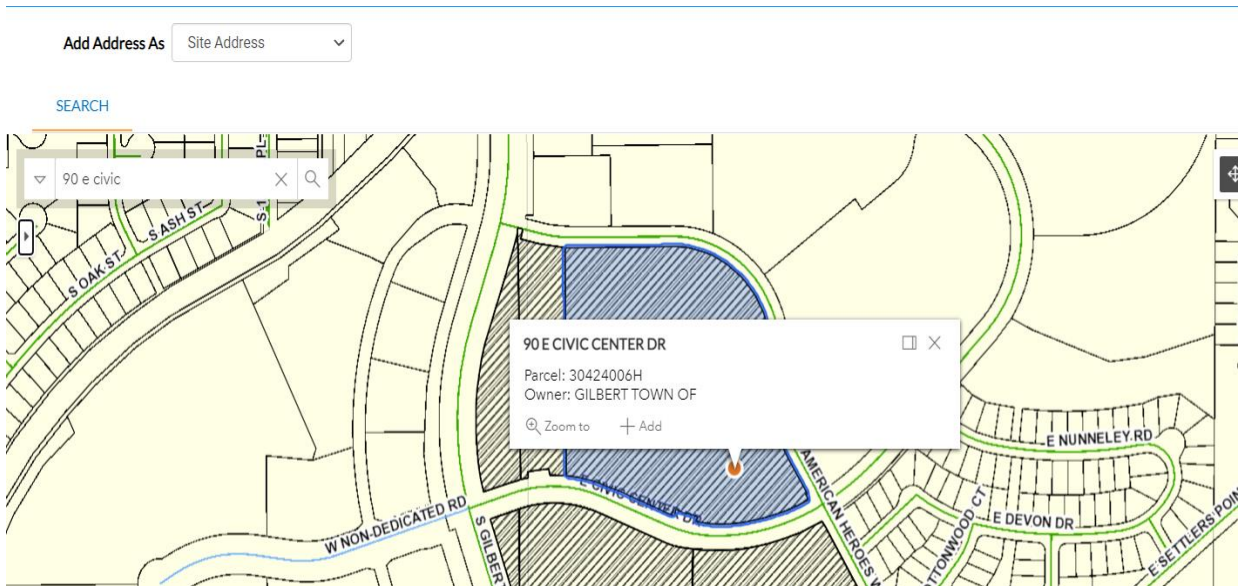

2. Once logged into One Stop Shop select 'Apply'

3. Under Building Permit select 'All Commercial Permits (Including Trades)'

> **All Residential Permits (including trades)**

4. The next page will look like this

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

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

7. Select 'Next'

8. Within the text box next to Description 'Please provide a brief project description'

9. Select 'Next'

Apply for Application (Permit) - All Residential Permits (including trades)   *REQUIRED

✓	✓	3	4	5	6
Locations	Type	Contacts	Attachments	Signature	Review and Submit

CONTACTS

Applicant

Ralph Shepard (You)

Town of Gilbert

90 CIVIC CENTER, GILBERT, AZ, USA, 85296

Owner ⌄

Add Contact

＋

Back   Create Template   Save Draft   Next

10. Please add contact under the dropdown for 'Owner'

‹ Back to Application

Add Contact

Add Contact As : Owner

Search   Enter Manually   My Favorites

Search Ralph Shepard 🔍

Sort Relevance ⌄

Favorite	First Name	Last Name	Address	Company	Action
☆	Ralph	Shepard	90 E CIVIC CENTER DR GILBERT AZ 85296	Town of Gilbert	Add

11. Please search for owners' name and 'Add'

12. If owners name is not found select 'Enter Manually'

‹Back to Application

Add Contact

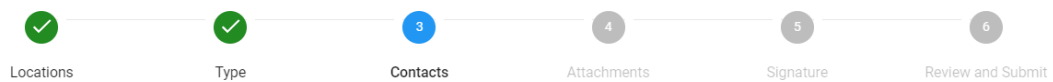Add Contact As : Applicant

___

Search | **Enter Manually** | My Favorites

Enter Manually

First Name	Owners First Name
Last Name	Owners Last Name
Company Name	Company name if it is a company
Email	ownersemail@gmail.com
Home Phone	(480) 555-1111
Mobile Phone	(480) 555-1111
Business Phone	(480) 555-1111

Submit

13. Fill out all the information and then select 'Submit'

*REQUIRED

✓ Locations   ✓ Type   ③ Contacts   ④ Attachments   ⑤ Signature   ⑥ Review and Submit

CONTACTS

Applicant

Ralph Shepard (You)

Town of Gilbert

90 CIVIC CENTER, GILBERT, AZ, USA, 85296

Owner

Owners First Name Owners Last Name

Company name if it is a comp...

Remove

Applicant ▼

Add Contact

➕

Back   Create Template

Save Draft   Next

14. Select 'Next'

15. Attach all of your documents to the attachments.

Locations — Type — Contacts — **Attachments** — Signature — Review and Submit

Attachments

Uploaded via CSS

Project Narrative.pdf
Size: 87.15 KB

Remove

click or drag files

Add Attachment

＋

Supported: .pdf

Back   Create Template   Save Draft   Next

16. Select 'Next'

Locations — Type — Contacts — Attachments — **Signature** — Review and Submit

SIGNATURE

I CERTIFY THAT I HAVE THE AUTHORITY TO SUBMIT THIS APPLICATION AND THAT THE INFORMATION PROVIDED IS CORRECT.

* **Please type your name as consent to electronically sign this application.**   Ralph Shepard
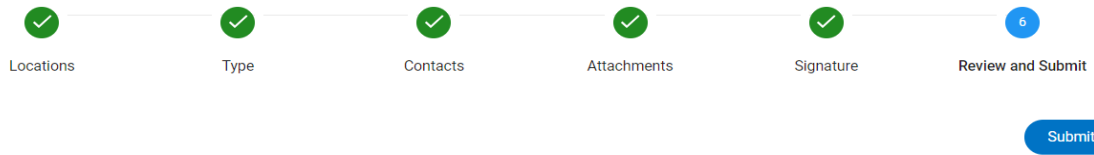
Enable Type Signature

Ralph Shepard
October, 07 2021

X

Clear

Back   Create Template   Save Draft   Next

17. Type your name and sign in the box

18. Select 'Next'

Apply for Application (Permit) - All Commercial Permits (Including Trades)   *REQUIRED

✓	✓	✓	✓	✓	6
Locations	Type	Contacts	Attachments	Signature	Review and Submit

Submit

Locations

Site Address	90 E Civic Center Dr., Gilbert, Arizona 85296
Parcel Number	30424006H

Basic Info

Type	All Commercial Permits (Including Trades)
Description	Please provide a brief project description
Applied Date	10/07/2021

Contacts

Applicant	Ralph Shepard
	Town of Gilbert
	90 E CIVIC CENTER DR, GILBERT, AZ, USA, 85296

Owner	Owners First Name Owners Last Name
	Company name if it is a company

Attachments

Attachment	Project Narrative.pdf

Back **Create Template**   **Save Draft** **Submit**

19. Verify all the information is correct

20. Select 'Next'

gilbert   Good Afternoon, Ralph Shepard ▾   🛒 0

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 0
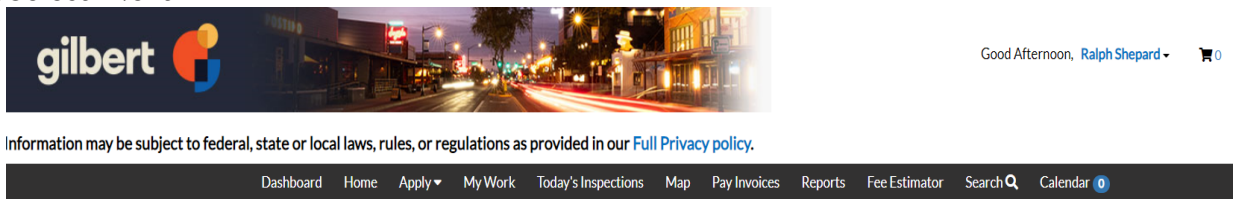
✓ Your application was successfully submitted!

Thank you for your application! You will receive an email after our staff reviews your application with instructions to upload construction documents and pay any necessary fees as applicable. After the review of your application a new project number will be assigned for to you.

Continue to application

21. Select 'Continue to application'

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

Application Number: MRAPP-000187-2021

Application Details | Tab Elements | Main Menu

Type:	All Residential Permits (including trades)	**Status:**	Submitted Online	**Project Name:**	
Applied Date:	10/08/2021	**Assigned To:**			
Completed Date:		**District:**	Gilbert		
Description:	Provide a Brief description				

Locations Contacts Fees Attachments More Info

Locations

Sort Main

Type: Site Address
US
1306 E JUDE LN , Gilbert,
AZ, 85298

Main Address ☑

Parcel Number
31334866
Main Parcel ☑

23. Once staff has verified the information from this **Application Number** you will receive an email with your **Permit Number**

24. Your **Permit Number** will begin something like RESD-2021-00000, **or** RACC-2021-00000 **or** RMISC-2021-00000

25. Once you have received your **Permit Number** then you can upload your required documents for your project.

26. Once staff has verified the information from this **Application Number** you will receive an email with your **Permit Number**

Step 3: Attaching required documents

1. Once logged into One Stop Shop select 'Dashboard'

Good Afternoon,

gilbert

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 0

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

3. Select 'View My Permits'

4. On the next screen where is says 'Search' type in your Permit Number that you received in the email

5. Select your permit number

6. Select 'Attachments'

7. Attach required documents for your project

Attachments

Sort Needs Action ⌄

✓ The file upload was submitted successfully.   ✕

Attachment	Attachment	Attachment
Renewal_EIB_01_01_21.pdf	DocumentViewer.pdf	LCR-1036A.pdf
Uploaded: 10/07/2021	Uploaded: 10/07/2021	Uploaded: 10/07/2021
Notes: Uploaded via CSS	Notes: Uploaded via CSS	Notes: Uploaded via CSS

Submit

8.   Then select 'Submit'

9.   **Once you have submitted the documents you will not be allowed to upload any additional documents until staff has verified the documents.**

10. If additional documents are needed you will need to return to Step 3 number 1 and repeat the instructions.

11. Once no additional documents are needed, you will receive an email letting you know that an invoice is ready for you to pay. These fees are for the upfront fees which shall be paid prior to the review beginning.

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	Apply	My Account
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.	This tool can be used to apply for a permit, plan or license.	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.
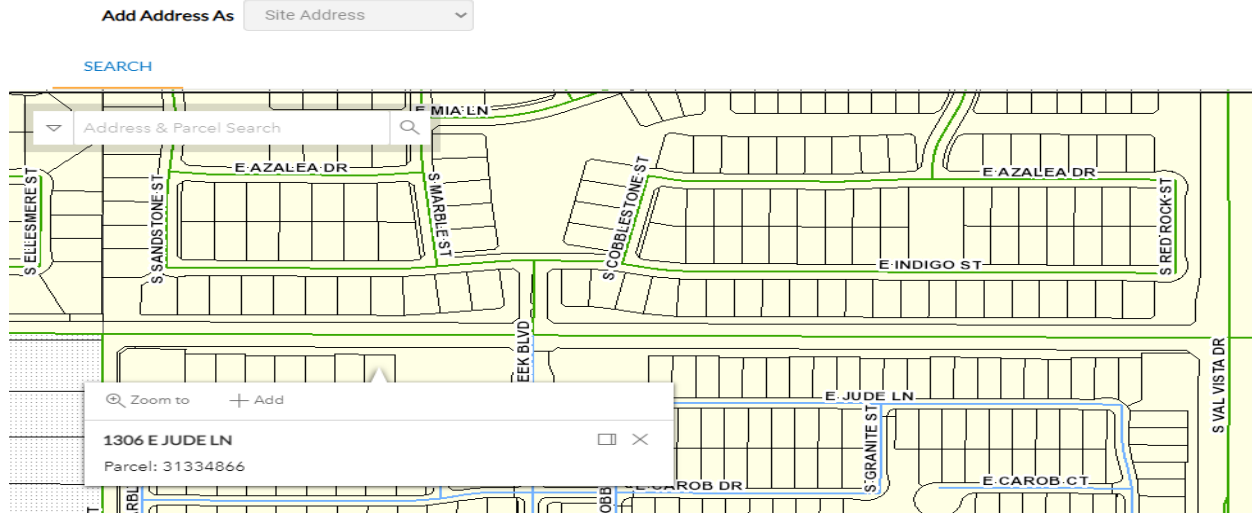
Apply

7. Select 'Apply'

8. Must select a location

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.

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

11. Select 'Next'

12. Provide a description of the change

13. Select 'Next'

14. You must add the required contact information in

15. Select 'Next'

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

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

18. Must attach the Documents that you have changes. Only attach the sheets that changes are being done.

Locations — Type — Contacts — More Info — **Attachments** — Review and Submit
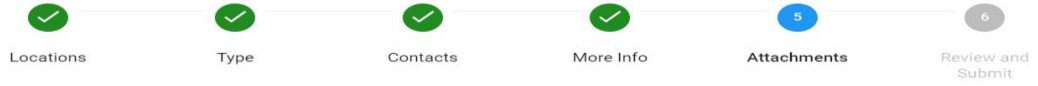
Attachments

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
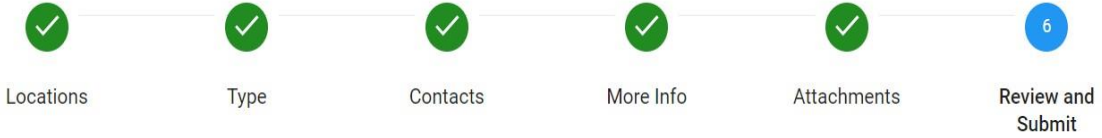
Locations — Type — Contacts — More Info — Attachments — **Review and Submit**

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
                             ███████████
                             ████████████████

More Info

Deferred Submittal / Plan Change

Master Permit #:   RESD-2021-000

GIS

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**

Permit Number: PCAPP-00002-2021

Permit Details | Tab Elements | Main Menu

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

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