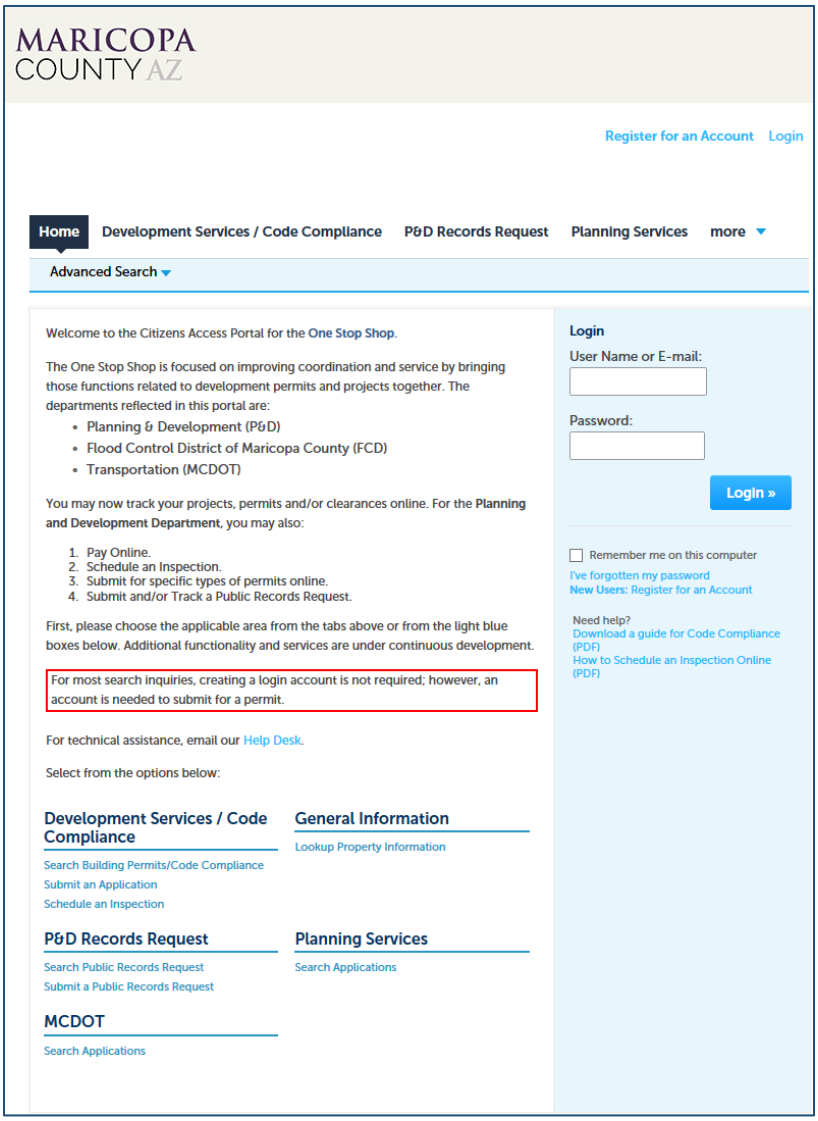
MARICOPA COUNTY AZ

# Planning and Development Online Permit Manager Update

Planning and Development's Citizen Access portal known as the Online Permit Manager has recently been redesigned. The url to access this site has changed. Regular users will have noticed that they are being redirected to the new site. The url for the new site is https://accela.maricopa.gov/citizenaccessmcoss/

While the look of the site has change, the same functions remain with some minor changes in the location of certain items. The following screen shots will show you how to access permit information.

The Home page has only changed its look and feel.




For assistance please contact pdcustomerservice@mail.maricopa.gov

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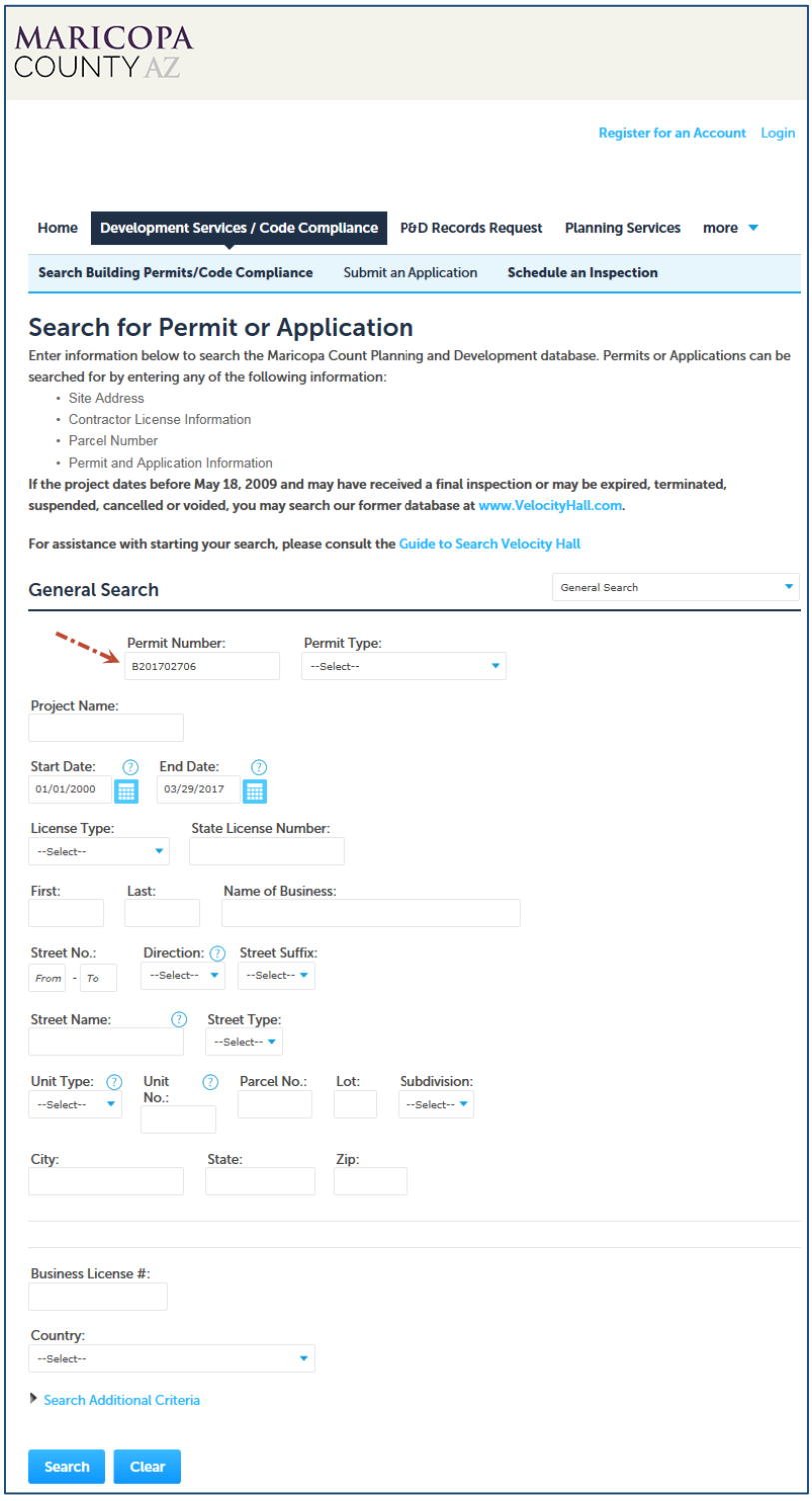
# Planning and Development Online Permit Manager Update

To check your permit status, pay fees or schedule an inspection, search for your project on the search screen.

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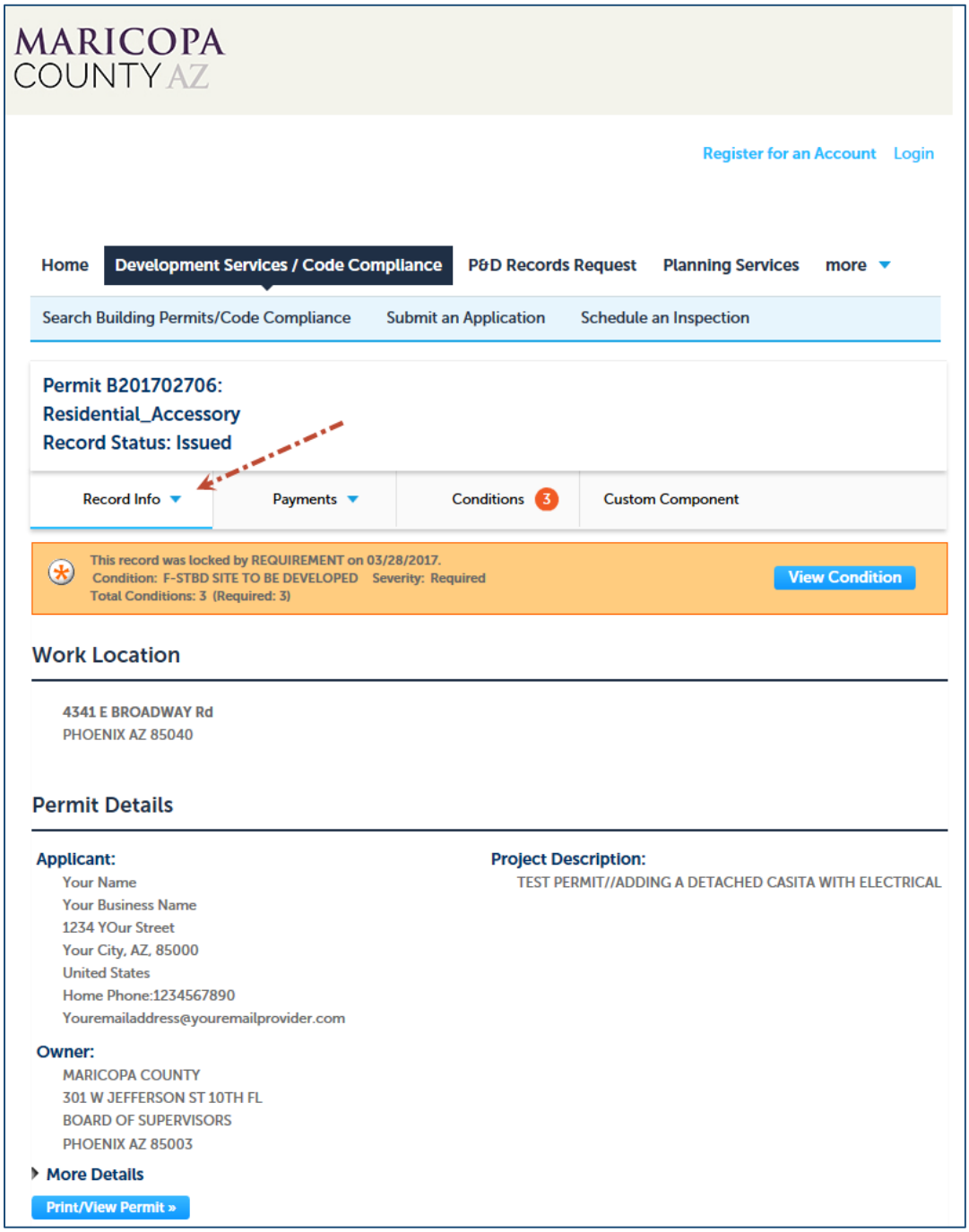
Once you have your project, go to the “Record Info” tab and click the blue triangle to see the options avaiable.




Before you move from this page, you can check the permit information by expanding the triangle next to and under “More Details”.

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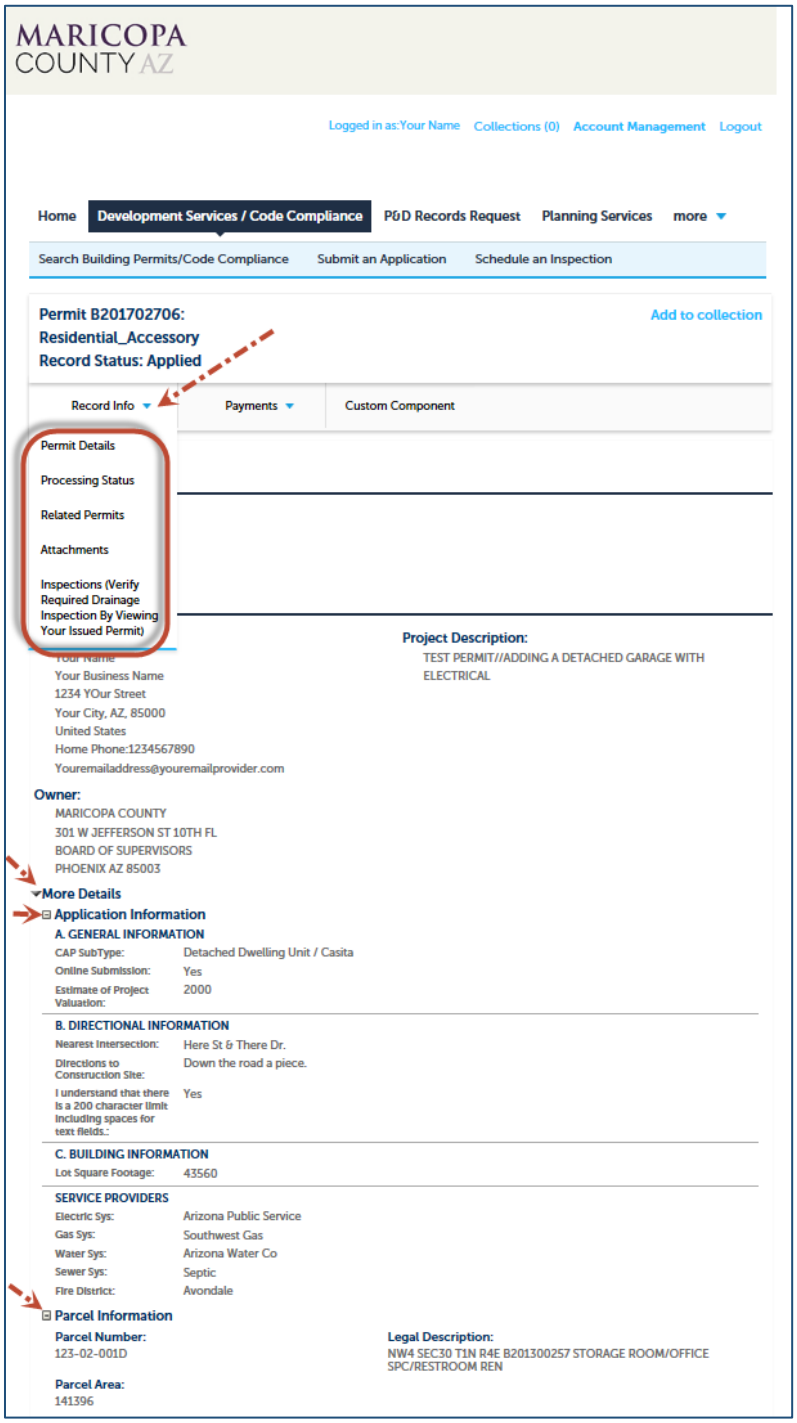
To move to “Processing Status” or any item listed under **Record Info**, click on it and you will move to that page.

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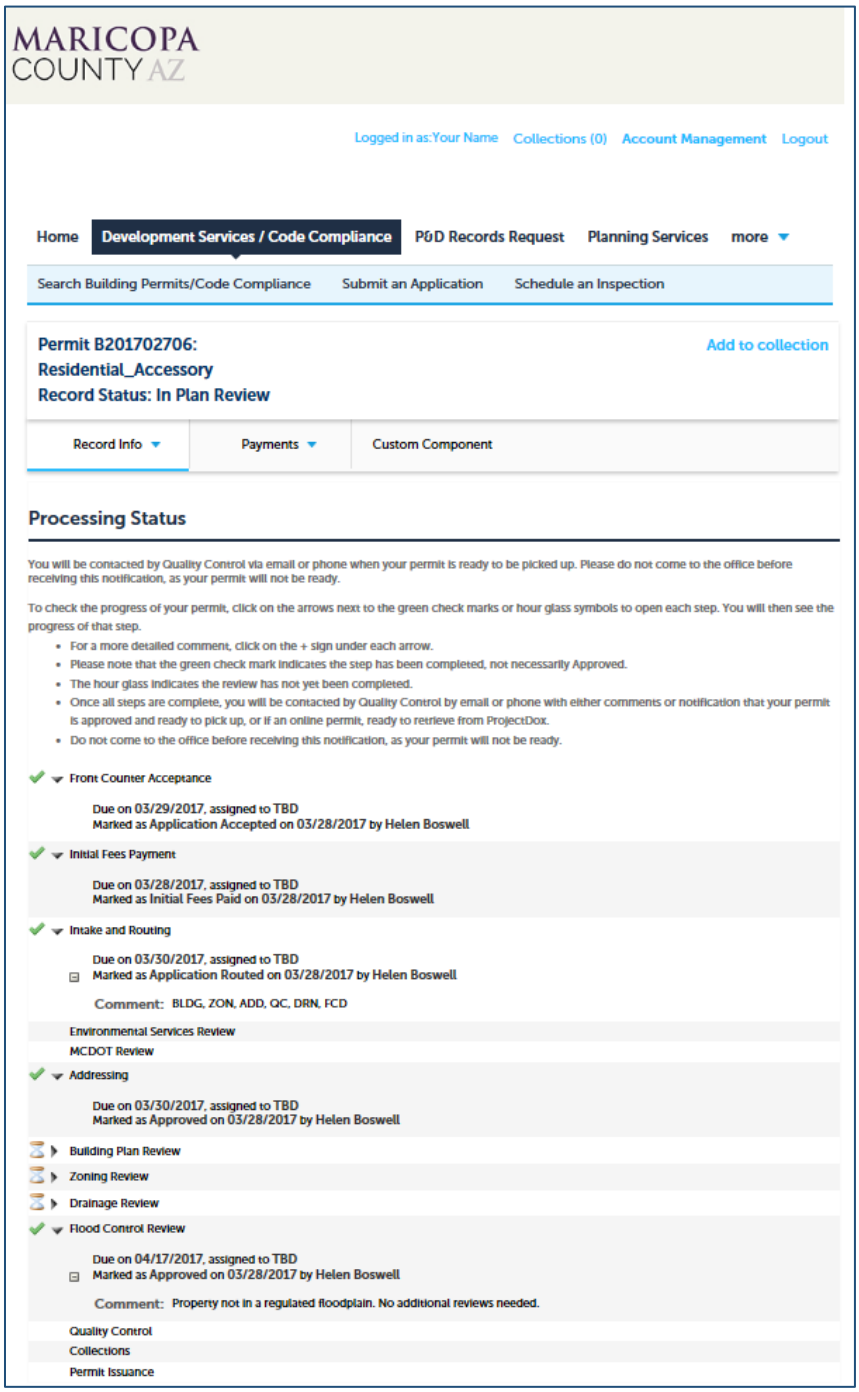
# Planning and Development Online Permit Manager Update

To see all the information on the progress of your permit, expand all the green check marks ✔ and plus boxes ⊞ to see all the processing items and comments. The hour glass symbol ⌛ means that the step is in progress.

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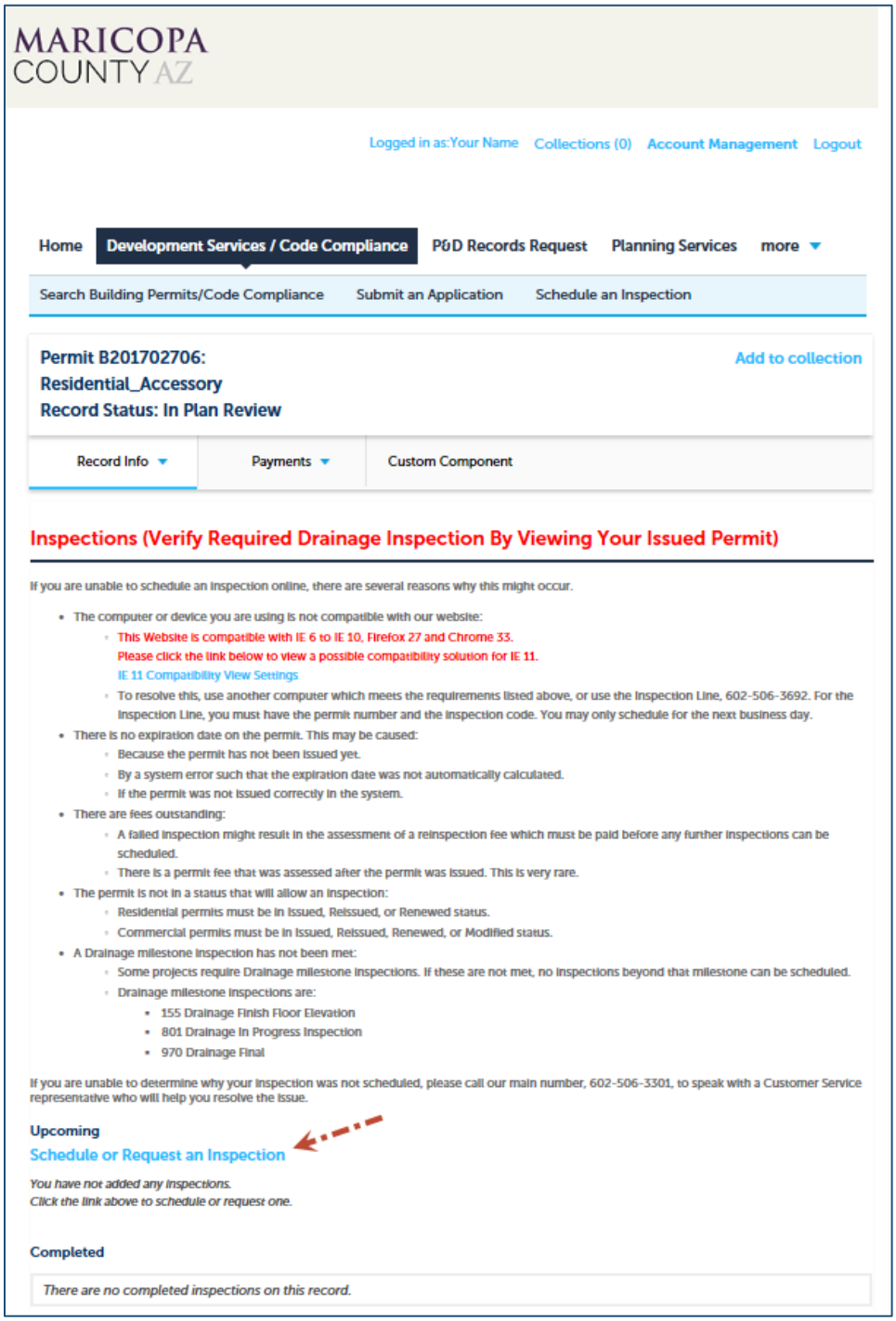
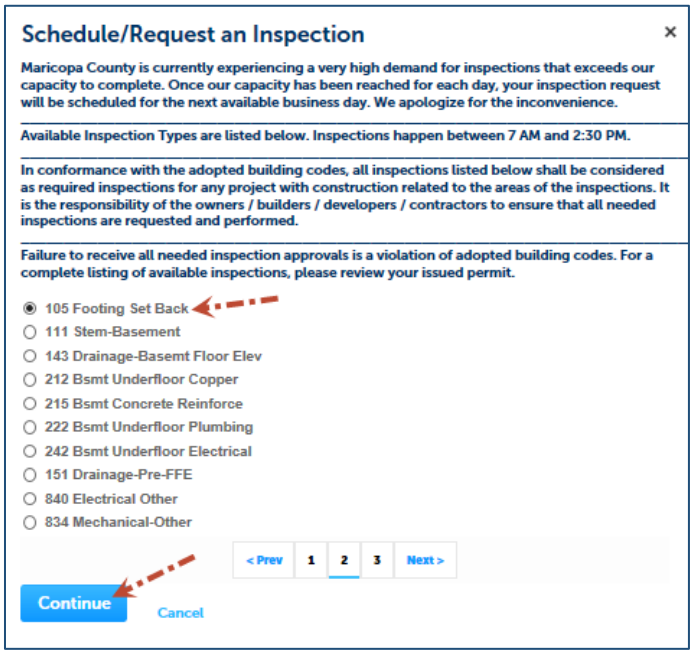
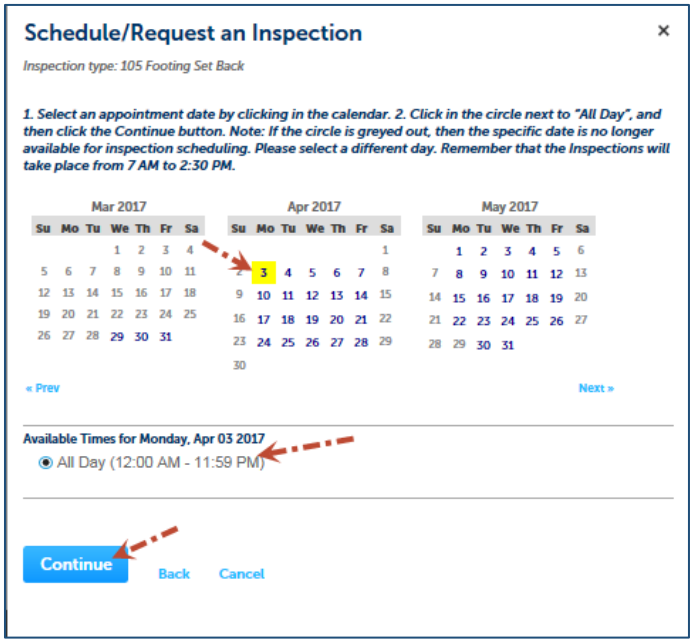
To schedule an inspection, click on the “Inspections” link under **Record Info.**




Then click on the “Schedule or Request an Inspection” link.

A pop up screen will appear where you are able to select the inspection code you need.




Continue through each screen until you have selected the date and made any additional notes. You will have the option to update the contact or add a note for the inspector such as a gate code or request for an ETA. When you are done, hit the Finish button.

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