



## EFFECTIVE FEBRUARY 16th, 2016

THERE IS NO LONGER A MESSAGE PHONE LINE FOR APA'S. PERMIT APPLICATIONS MUST BE SENT BY E-MAIL OR FAX.

E-MAIL: <mailto:COTDSDPermits@Tucsonaz.gov>

Fax Number: 520-791-4475

ALL APA REQUESTS RECEIVED BY PDSB BY EITHER EMAIL OR FAX:

- WILL BE PROCESSED AND ALL DOCUMENTS E-MAILED OR FAXED BACK TO THE APPLICANT. THERE WILL BE NO FOLLOW UP USPS MAIL SENT WITH THE ORIGINAL DOCUMENTS.
- APPLICATIONS RECEIVED PRIOR TO 2:00 PM MON-FRI WILL BE PROCESSED BY 3:00 PM THE FOLLOWING BUSINESS DAY. APPLICATIONS WITH PLANS WILL BE PROCESSED WITHIN 2 BUSINESS DAYS.
- EXPECT TO RECEIVE AN E-MAILED OR FAXED COPY OF THE PERMIT, INSPECTION CARD, AND RECEIPT. IF YOU LOSE THE COPY OF YOUR PERMIT, THEY CAN BE REPRINTED FROM PRO:

[PRO](#) (Property Research online)

**PLEASE NOTE: WE WILL ONLY ISSUE AND FAX/E-MAIL SINGLE TRADE PERMITS REQUIRING NO PLAN REVIEW.  
(GAS LINE OR MECHANICAL UPGRADE TEMPLATES ARE ACCEPTED)**

**THE APA MAY BE USED FOR ALL PERMIT TRANSACTIONS.  
PLAN SUBMITTAL AND MULTIPLE REVIEWS REQUIRE SUBMITTAL OR  
PERMIT ISSUANCE IN PERSON AT THE PERMIT COUNTER.**



*Planning and Development Services  
Doing our part in saving our resources and conserving budget dollars.*



**Advance Payment Account Application**  
**City of Tucson**  
**Planning and Development Services Department**  
**201 N. Stone Ave. 520-791-5550 (PH)**  
**520-791-4475 (Fax)**

<b>PDS Account No.</b> _____ <small>For office use only</small>
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**PDS reserves the right to close this account if the minimum balance of \$100.00 is not maintained.**

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone No. \_\_\_\_\_

Contractor License No: \_\_\_\_\_ License type: \_\_\_\_\_

Persons authorized to use this account (print legibly): Use back of sheet for if needed.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**ANY CHANGES TO AUTHORIZED USERS MUST BE SUBMITTED IN WRITING.  
 CHANGES NOT SUBMITTED IN WRITING WILL NOT BE PERMITTED.**

I consent to allow the City of Tucson, Planning and Development Services Department to withdraw permit-related fees from my advance payment account. I understand I must maintain a \$100.00 balance and that there is a service charge for each transaction of \$6.60 for mail requests and .55 cents for faxed, e-mail, or in-person transactions. Planning and Development Services Department will fax or email copies of the permit issued and the receipt. I understand that the City of Tucson, Planning and Development Services Department is not responsible for unauthorized uses of my account.

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_

I CONSENT TO FOLLOW ALL OF THE GUIDELINES SET FORTH BELOW TO PULL PERMITS AND/OR MAKE PERMIT PAYMENTS THROUGH MY APA ACCOUNT. I FURTHER UNDERSTAND THAT A PERMIT MAY BE REVOKED IF THE SCOPE OF WORK DOES NOT MATCH THESE GUIDELINES AND NO REFUND WILL BE ISSUED.

**PAGES 1 THROUGH 3 MUST BE SIGNED AND INITIALED WHERE INDICATED AND RETURNED WITH DEPOSIT TO THE CITY OF TUCSON PDS.**

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**Advanced Payment Account (APA) Directions**

Contractors may open an Advanced Payment Account with a minimum deposit of \$100.00 The APA email and fax service is for simple permits, not for permits that require plan review or detailed work. Those permits must be issued in person at COT PDSD: 201 N. Stone Ave, Tucson, AZ 85701. Hours are Monday – Friday 8:00 AM to 4:00 PM.

**Account Balance** – A \$100.00 balance must be maintained to keep this account active. It is your responsibility to ensure there are sufficient funds available in your account to process requested transactions. If there are insufficient funds to process a permit, it will not be processed. We will attempt to contact you and relay this information. Accounts with no activity for six months or more or accounts not maintaining the minimum balance of \$100.00 will be closed and a check mailed for the amount of the balance in the account to the account address on file. Your account information is always available online at <http://www.tucsonaz.gov/webapp/DevSvcsWebApp/Apa>.

**Emailing the permit request:** . Attach a PDF copy of the form we provide (a copy is attached) and any required Plumbing or Mechanical templates. The email to use is: [COTDSDPermits@Tucsonaz.gov](mailto:COTDSDPermits@Tucsonaz.gov)

**Faxing the permit request** - Fax only the form we provide (a copy is attached) and any Plumbing or Mechanical templates. The fax number to use is (520) 791-4475.

Faxed and emailed requests received by 2:00 p.m. daily will be processed by 3:00 p.m. the following business day unless there is a mechanical or plumbing template attached for review.

**Requests with a template received prior to 2:00 pm will be processed within 2 business days after the day the request was received.**

Every attempt will be made to provide you with a permit number by 3:15 the day the permits are processed. If we contact you after 3:30 and an inspection is needed for the following business day, we will hand write the inspection for you. **If you have requested more than 10 permits at a time, every attempt will be made to issue the your permits the following business day. If this is not possible, staff will telephone or email you and advise you when the permits will be completed.**

**IMPORTANT CONTACT INFORMATION:**

To request an inspection                      520-791-3111  
To fax permit requests                        520-791-4475

**I HAVE READ AND AGREE TO FOLLOW ALL OF THE GUIDELINES SET FORTH TO PULL PERMITS THROUGH MY APA ACCOUNT. I FURTHER UNDERSTAND THAT A PERMIT MAY BE REVOKED IF THE SCOPE OF WORK DOES NOT MATCH THESE GUIDELINES AND NO REFUND WILL BE ISSUED.**

**Signed:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**APA #** \_\_\_\_\_ **Company Name** \_\_\_\_\_ **Date** \_\_\_\_\_