



**Advance Payment Account Application City of Tucson**  
**Transportation Department**  
**201 N. Stone Ave., 5<sup>th</sup> Floor**  
**520-791-4259 Office**  
[TDOTPermitCenter@tucsonaz.gov](mailto:TDOTPermitCenter@tucsonaz.gov)

**TDOT Account No.** \_\_\_\_\_  
For office use only

**TDOT 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: \_\_\_\_\_

Email address for correspondence: \_\_\_\_\_

Persons authorized to use this account (print legibly): Use additional sheet below 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, Transportation Department to withdraw permit and permit-related fees from my advance payment account. I understand I must maintain a \$100.00 balance. Transportation will email the permit issued and the receipt to the applicant. I understand that the City of Tucson, Transportation Department is not responsible for unauthorized use of my account.

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

I CONSENT TO FOLLOW ALL OF THE GUIDELINES SET FORTH BELOW 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: \_\_\_\_\_

**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>

**Important contact information:**

permit 520-791-4259

For your APA account balance <http://www.tucsonaz.gov/webapp/DevSvcsWebApp/Apa>

HELP for your APA account

<http://www.tucsonaz.gov/webapp/DevSvcsWebApp/apa/apaHelp.jsp>

For questions about your account, email us at [TDOTPermitCenter@tucsonaz.gov](mailto:TDOTPermitCenter@tucsonaz.gov)

**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.**

Initial \_\_\_\_\_

**Additional Names:**

Persons authorized to use this account (print legibly):

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

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

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

Initial \_\_\_\_\_