



Online Building Permits

Please note that Pima County is utilizing the [online building permitting](#) process for all applications initialized on or after July 1, 2014. However, electronic submittals may still be dropped off in person at our offices.

Context

- Saves clients time and money by not having to drive to our offices
- Saves clients time and money by not having to pay and wait for reproduction of approved paper plans prior to permit issuance
- Allows for more efficient plan review thereby further shortening review timeframes and allowing for better quality client interactions
- Over 50% of building permit applications already use our voluntary online process

Preparation

- Please view and follow submittal criteria for your type of project (look at our “residential projects”, “commercial projects” and other available headings on the [building web page](#))
- Please prepare documentation to include [application](#)
- Please convert all documents to PDF files and name consolidated files per [posted criteria](#)

Submittal

- Project files may be emailed to BuildingPermit@pima.gov
- Projects files may be posted to an FTP site with a link emailed to above address
- Projects files may be delivered to our offices on thumb drive or disc
- Projects of maximum 5 sheet of papers may be accepted at our office for scanning (greater than 5 sheets require client scanning and provided electronically per above)
- Complete online permitting process information is available at www.pima.gov/developmentservices (select “building & site development” and then “start here”)

March 25, 2014