



Accela Citizen Access User Guide



Accela Citizen Access

Accela is a web-based solution that allows customers to initiate and complete the plan submission, review, and approval process online, rather than using a manual, paper-based process. An assigned group of users accept and complete their tasks moving the project to the next stage in the workflow process until final completion.

All plan and permit applications for planning and zoning, civil engineering, and building safety must be submitted through the Accela Citizen Access portal. Click [here](#) for forms and application submittal checklists.

New to Goodyear? Click [here](#) to visit the Development Services Department webpage for information on processes, requirements, applications, permits, and regulatory documents.

First time using Accela Citizen Access? Click [here](#) for guidance, FAQs, Tech Tips and training videos to get you started.

We are happy to walk you through setting up an account and initiating an application.

Additional recourse and links are provided below:

[Goodyear Homepage](#)

[Development Center](#)

[Special Event Liquor License](#)

[Special Events](#)

[Business Registration Services](#)

[Construction Water Meter Request](#)

[Public Records Request](#)

Still need assistance? Contact the Development Counter at 623-932-3004, Option 2; or email us at developmentcounter@goodyearaz.gov

Table of Contents

Table of Contents	3
Glossary of Terms	5
Tech Tips	6
Basic Navigation.....	7
Home	8
Registering for an Account.....	9
Sign In to your Account.....	10
Public Search.....	11
My Records.....	12
My Dashboard.....	13
My Account	14
Preparing to Apply	15
Application Process.....	16
Step 1: Location > Address Parcel Owner.....	18
Step 2: People > Contacts.....	20
Step 3: Applications > Details.....	22
Step 4: Documents > Attachments.....	23
Step 5: Review	25
Step 6: Record Issuance.....	26
Uploading Attachments after Submittal.....	27
Application Status and Next Steps.....	28
Plan Review – Respond and Resubmit.....	29
Pay Fees.....	30

Scheduling Inspections.....	31
Online ACA	31
By Phone or Text	33
View Inspection Comments.....	34
SolarApp+ Applications.....	36

Glossary of Terms

Term	Description
Accela Citizen Access (ACA)	The web-based platform that provides citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.
Applicant	Individual applying for a permit using the system. Responsible for uploading drawing files and supporting documents for review, making corrections as needed, and managing the project.
Approval Stamp	Digital stamp applied to drawing files by the city after being reviewed and approved by city staff.
Avolve Software	Software company for ProjectDox, providing electronic submittal and plans review software.
Changemark	Used to mark changes or corrections required in a drawing file. Also called Markup.
DWG File	Drawing file created using Autodesk's AutoCAD® software.
EPR (Electronic Plan Review)	A web-based solution that allows plans for plans to be submitted electronically, replacing the traditional paper-based review method improving the plan review cycle, reduce costs associated with obtaining building permits and development approvals, as well as support green initiatives.
PDF (Portable Document Format)	A file type that can be opened with most devices, independent of software. PDFs can be both drawing files and document files.
Plan Reviewer	City of Goodyear staff responsible for reviewing and marking files submitted by permit applicants.
ProjectDox	The web-based online system in which plans are reviewed.
Record	An application and accompanying record in Accela.
Workflow Design	A visual layout of a process, project, or job in the form of a flow chart.

Tech Tips

The Development Center has collected tech tips and has placed solutions for you below.

How to clear your cache

Anytime a site page does not load, or you are experiencing issues with your web browser, you can try to solve the problem by clearing your Cache. Clearing Cache is very important to the proper use of Accela and ProjectDox and should be done often. Within any browser, Chrome, Microsoft Edge, or Internet Explorer, simultaneously press the Ctrl+Shift+Delete on your keyboard. A pop-up will appear, keep all boxes check and click "Clear data" or "Clear now" at the bottom of the pop-up. Your cache is now cleared.

Setup trusted sites

A common error "*failure downloading Integration Dll, please check the Integration BravaParam*" is an indication that the website you are trying to access needs to be set up as a trusted site. Follow the below instructions to add ProjectDox/Avolve as a trusted site:

1. Open your browser Internet Options
2. Go to Security > Trusted sites
3. Click Sites button
4. Enter the website URL in the list and click the Add button.

File Upload

All attachments shall be saved in PDF format. Maximum file size is 1GB.

Basic Navigation

The Accela Citizen Access (ACA) provides customers with an easy way to:

- Submit applications
- Make online payments
- Schedule inspections
- Find project information
- Review the status

All users are required to create an account in Accela Citizen Access to submit a project with the City of Goodyear.

Applicants must create an account with a valid email address before filling out an application from the citizen portal.

To create an account, follow the below link to launch the Accela Citizen Access (ACA) portal:

[Sign in \(Accela\)](#)

To review previous projects submitted through ProjectDox, select the link below to log into your account:

[Sign in \(ProjectDox\)](#)

Need assistance?

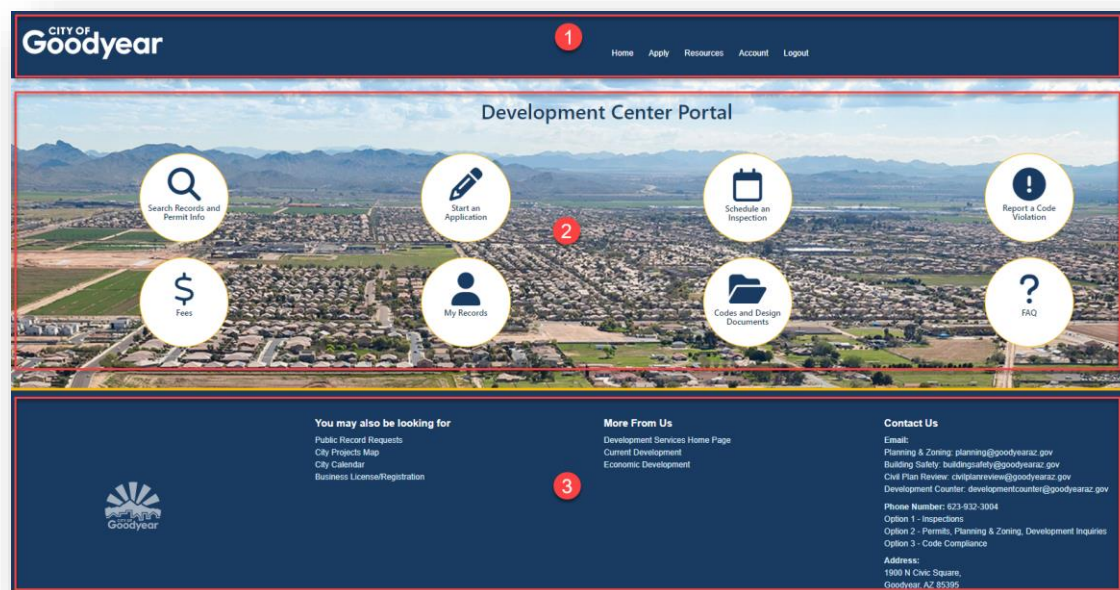
Contact the Development Counter at 623-932-3004, Option 2; or email us at:

developmentcounter@goodyearaz.gov

Home

The Accela Citizen Access (ACA) Home page is broken into three sections.

1. The upper section of the Home page contains quick links to valued resources and when logged in, Account information. This is also where you can register for an account and manage your session by logging in and out of your account.
2. The middle section contains buttons that allow you to quickly navigate throughout the Development Center Portal. You can perform general searches, apply for an application, schedule an inspection, or report a code violation. Access to the Development Services website to obtain forms, guides, and valuable documentation is a click of a button.
3. The lower section of the Home page contains links to city departments for making requests, viewing capital improvement projects, calendar of events, and business licensing information. Email addresses and phone numbers have also been provided to quickly email or contact various divisions within Development Services.



Registering for an Account

Follow the few simple steps below to register for an account:

1. Select Login/Register from the upper toolbar.
2. Select Create an Account.
3. Enter the required Login Information and agree to the terms of service, select Continue.

NOTE: Password requirements are at least 1 upper-case letter, 1 number, and 1 special character.

4. Select a Contact Type:
 - Applicants are often contractor, designer, or property owner.
 - Contacts are optional but can be included as members of the project team who want to stay informed about the application's progress.
5. Enter the required contact details then select Submit.
6. When successful, Accela Citizen Access displays a message that you have successfully registered for an account.

Sign In to your Account

For security reasons, many online services require a login. If you are an existing user, sign into your account to review your application, pay fees, schedule inspections, review or edit account information, and/ or perform advanced searches.

1. Launch the Accela Citizen Access portal, and select Login/Register from the upper toolbar.
2. Enter your credentials and select submit.

If you have forgotten your password, select Forgot Password and follow the instructions to reset your password:

3. Enter your email address.
4. Enter your security answer.

NOTE: you will receive a email with a newly generated password.

5. Enter your Username and temporary password.
6. Enter your credentials

NOTE: Old Password = temporary password.

7. Select submit.

All visitors can perform general searches on records and permit information by conducting a public search.

The screenshots illustrate the following steps:

- Step 1:** The user navigates to the 'Login/Register' link in the top navigation bar.
- Step 2:** The user enters their 'Username or Email' and 'Password' in the 'Sign In' form and clicks 'SIGN IN'.
- Step 3:** The user clicks the 'Forgot Password?' link.
- Step 4:** The user enters their 'E-mail Address' and 'Security Answer' in the 'Reset Password' form and clicks 'Continue'.
- Step 5:** The user receives a notification banner: 'See your email for the temporary password'. They then enter their 'Username or Email' and the temporary password in the 'Sign In' form.
- Step 6:** The user enters their 'User Name', 'Old Password' (the temporary password), 'New Password', and 'Confirm Password' in the 'Change Password' form and clicks 'Submit'.

Public Search

All visitors can perform a general search across all modules from the Accela Citizen Access.

1. Select the Search Records and Permit Info button.
2. Enter your desired information, and press enter; application results will appear.

Define your results by selecting Address, licensed professional, contact, etc. from the drop-down menu.

3. Navigate through the results by selecting pages or by clicking <Prev or Next >
4. Click on the desired Record Number. Accela displays the application details.
5. Click on Record Info tab then select Record Details and select the down arrow for More Details. Select the + icon to expand for additional application information.

NOTE: You will need to register for an account to view additional details, i.e. Related Records, Inspections, Fees etc.

The screenshot shows the 'Global Cross Module Record Search' interface. It includes a search form with fields for Record Number, Record Type, Start Date, End Date, Project Name, City, Parcel No., First/Last Name, Name of Business, Street No., Direction, Street Name, Street Type, and Unit No. A red dashed arrow points from the 'Search' button to the 'Login/Register' link in the top right corner. A red box highlights the 'Search All Records' checkbox. A red circle with the number 1 is next to a magnifying glass icon labeled 'Search Records and Permit Info'. A red circle with the number 2 is next to the 'City' field. A red circle with the number 3 is next to the 'Record Number' column in the search results table. A red circle with the number 4 is next to the 'Record Details' tab. A red circle with the number 5 is next to the 'More Details' dropdown menu. A red circle with the number 6 is next to the 'Fees' icon. A red circle with the number 7 is next to the 'Report Violation' icon. A red circle with the number 8 is next to the 'FA' icon. A red circle with the number 9 is next to the 'Project Desc' icon. A red circle with the number 10 is next to the 'MILLENNIUM' icon.

Date	Record Number	Record Type	Description	Address	Status	Action
01/10/2024	824-00032	Fire Protection Systems	Fire Sprinkler	14515 W INDIAN SCHOOL RD, Goodyear AZ 85395, 100	Accepted for Review	
01/08/2024	824-00008	Fire Protection Systems	Fire Sprinkler			
01/04/2024	824-00003	Fire Protection Systems	Fire Alarm			
12/20/2023	823-00674	Residential Construction	Electrical			
12/20/2023	823-00675	Fire Protection Systems	Fire Sprinkler			
12/20/2023	823-00182	EPPermits	Photovoltaic			
12/20/2023	823-00705	Residential Construction	Plumbing			
12/19/2023	823-00437	Standard Plan	Single Family Residence			
12/19/2023	823-00170	EPPermits	Water Heater Replacement			
12/19/2023	823-00644	Fire Protection Systems	Fire Sprinkler			

Commercial Construction: Record Status: Permit Issued

Record Info

Record Details

Licensed Professional:

Project Desc

MILLENNIUM

More Details

Application Information

GENERAL INFORMATION

Type:

Detailed Scope of Work:

Parcel Information

My Records

The Accela Citizen Access provides users with a simple way to view applications by category or by creating a collection.

1. Navigate to the Home screen and select My Records.

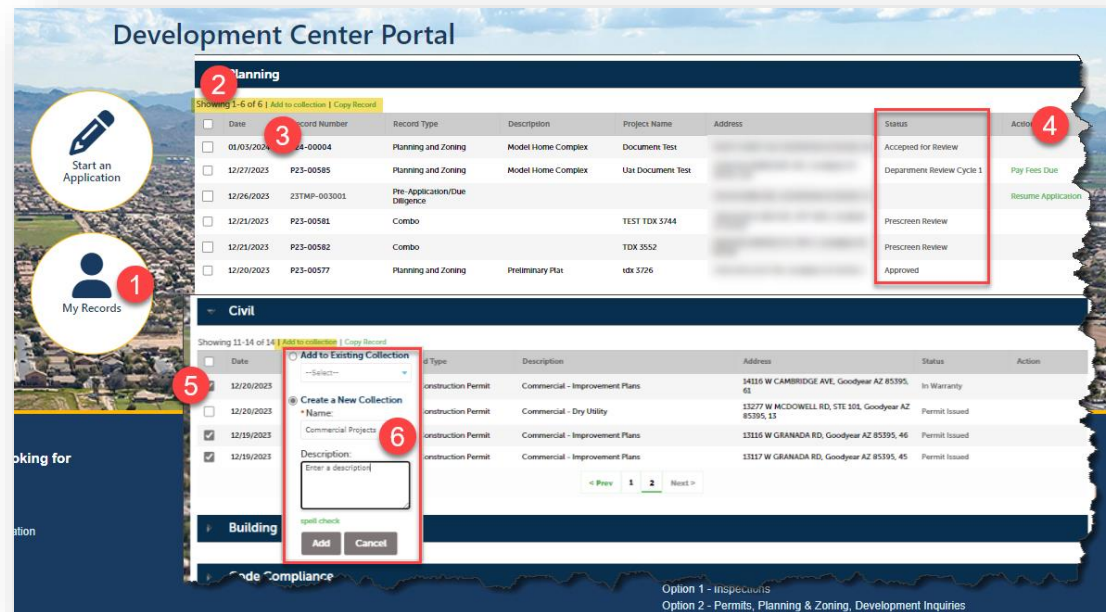
Accela Citizen Access displays results for all submitted applications by service including the status and action items.

2. Click the down arrow to expand on the service type and view the details.
3. Select the record number, or
4. Select the action item to launch the application.

Create a Collection

5. Select multiple records from the list of results.
6. Select Add to the collection and provide the required information then select Add.

When successful, Accela Citizen Access displays a message that you have added an item to your collection.



My Dashboard

The Accela Citizen Access dashboard allows logged-in users to view collections and work in progress.

1. Begin by selecting My Dashboard from the Account drop-down menu in the upper toolbar.

Accela provides a list of Collections and Work in progress.

2. Select View Collections to view your collections; or
3. Select View all records to see a list of all applications; or
4. Click the Action item link to manage your application.

Development Center Portal

Home Apply Resources Account Logout

My Dashboard 1
My Records
My Account

Logged in as: Accela UAT10 Collections (1) Account Management

Search...

Hello, Accela UAT10

My Collection (1) View Collections 2

2 Records
Collections
Last Updated 01/05/2024

Collections
This is a list of your collections. To manage a collection, click the link next to the collection name.

Showing 1 of 1

Date Modified	Name	Description	Number of Records	Action
01/05/2024	Civil	Combo Projects	2	Online

Work in progress 3 View All Records 4

Record Name	Record ID	Module	Creation Date	Action
Code Violation	24TMP-000005	Enforcement	1/2/2024	Resume Application
Civil Construction Permit	23TMP-003014	Civil	12/27/2023	Resume Application
Pre-Application/Due Diligence	23TMP-003001	Planning	12/26/2023	Resume Application
Multi-Family Construction	23TMP-003005	Building	12/26/2023	Resume Application
Civil Construction Permit	23TMP-002969	Civil	12/21/2023	Resume Application
Code Violation	23TMP-002864	Enforcement	12/19/2023	Resume Application
Code Violation	23TMP-002865	Enforcement	12/19/2023	Resume Application

My Account

The Accela Citizen Access site allows logged-in users to view their accounts and edit accordingly.

1. Begin by selecting Account from the upper toolbar then select My Account from the drop-down menu.

Account login information is displayed in the upper right corner along with saved collection types.

2. Select Edit to update your Login Information.
3. Select Add a License to search and save licensing information.
4. Select Actions to view and edit Contact information; or
5. Trust Account Information when applicable.
6. To apply changes, click Save.

The screenshot shows the 'My Account' page in the Accela Citizen Access system. The page has a dark blue header with navigation links: Home, Apply, Resources, Account, and Logout. A dropdown menu is open under 'Account', showing options: My Dashboard, My Records, and My Account (highlighted with a red circle 1). Below the header, the page displays account information sections: Account Type (Citizen Account), Login Information (with fields for User Name, E-mail, Password, and Security Question, and an 'Edit' button highlighted with a red circle 2), License Information (with an 'Add a License' button highlighted with a red circle 3), Contact Information (with a table of contact records and an 'Actions' dropdown highlighted with a red circle 4), and Trust Account Information (with a table of trust accounts). A modal form for editing contact information is open, showing fields for Name of Business, Address Line 1, City, State, Zip, Home Phone, Work Phone, Mobile Phone, and E-mail. The 'Save' button in the modal is highlighted with a red circle 6. A red dashed arrow points from the 'Actions' dropdown in the Contact Information table to the modal form.

Preparing to Apply

One of the first steps that makes applying for a permit easier is to gather all your necessary information and documents before starting the application process.

Guidance Document:

Plan review processes and document guides are located on the Development Services website at the below link. Although a naming convention is no longer enforced, it is encouraged to keep a simple naming convention in the Guidance Document for clarity during the plan review process.

Plan sets may also be submitted as multi-sheets but must be saved in PDF format.

Need assistance?

Contact the Development Counter at 623-932-3004, Option 2; or email us at:

developmentcounter@goodyearaz.gov

The following pages will walk you through the application process.

Begin by logging into your account.

- Click [here](#) for SolarAPP+ Permit instructions.



Map

Use the map to help locate the address or parcel.

1. Enter the address number or parcel number in the search field.
2. Select the correct option from the drop-down menu; the selected address will appear on the map.

You can also use the map to zoom to the location if desired.

NOTE: When applying for work on a city right-of-way, zoom map to the location and select the adjacent parcel to the location where the work will be performed.

3. After selecting the location, click Continue.
4. Verify the address selection and Accept or Change the selection to go back to the map.

The screenshot displays the 'Map' interface with a search bar at the top. A red circle '1' highlights the search bar containing '1900 N CIVIC SQ'. Below the search bar, a dropdown menu is open, showing a list of addresses and parcels. A red circle '2' highlights the selected address '1900 N CIVIC SQ'. A red dashed arrow points from the selected address to a 'Selected Address' popup window. The popup window displays the selected address and parcel number: 'Address: 1900 N CIVIC SQ' and 'Parcel: 50173969'. Below the popup, a red circle '3' highlights the 'Continue' button. At the bottom, a red circle '4' highlights the 'Accept Selection' button in the 'Verify Address Selection' modal.

Map

Begin by entering the address number or parcel number in the search field then select the correct location from the drop-down menu or zoom map to location and select. After selecting the location, click Continue.

NOTE: When applying for work on a city right-of-way, zoom map to location and select the adjacent parcel to the location where the work will be performed.

Selected Address:

Address: 1900 N CIVIC SQ
Parcel: 50173969

Zoom to

Address

1900 N 140TH DR

1900 N CIVIC SQ

Parcel

50161900: (15331 W ELM ST)

40081900: (17715 W JOJOBA RD)

Continue

Back Restart

Verify Address Selection

You've selected the following address and parcel:

Address: 1900 N CIVIC SQ
Parcel Number: 50173969

Please confirm your selection. If the details are incorrect, you can choose to change the selection.

Accept Selection

Change Selection

Back Restart

Step 1: Location > Address Parcel Owner

Accela Citizen Access displays a page header throughout the process with the selected application type and step progression.

Verify that the Address, Parcel, and Owner information has populated as expected.

To make changes:

1. Click clear and enter a partial number in the required field, then select Search.
2. Accela displays a list of data to choose from. Select from the list of results.
3. Press Select verifying the fields have populated as expected for each selection.

Residential Construction

1 Location 2 People 3 Application Details 4 Documents 5 Review

Step 1: Location > Address Parcel Owner

Address

* Street No.: 190 Direction: --Select-- Street Name: Street Type: --Select--

Street Post Direction: --Select--

Building Number: 190 Type: --Select--

City: State: --Select-- * Zip Code: 85395

Search Clear

Parcel

* Parcel Number: 50173969

Search Clear

Owner

* Owner Name: GOODYEAR CITY OF

Address Line 1: 1900 N CIVIC SQ

City: GOODYEAR State: AZ Zip Code: 85395

Address Search Result List

Showing 1-2 of 2

Address	City	State	Zip
1900 N 140TH DR, Vistas at Palm Valley Final Plat, GOODYEAR AZ 85395, 1900 N 140TH DR, 130	GOODYEAR	AZ	85395
1900 N CIVIC SQ, Goodyear Civic Square Parcel A At Estrella Falls, City Hall/Library/Council Chambers, Goodyear AZ 85395, 1900 N CIVIC SQ, 3	Goodyear	AZ	85395

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
50173969	3		GOODYEAR CIVIC SQUARE PARCEL A AT ESTRELLA FALLS

Associated Owners

Showing 1-1 of 1

Name	Address
GOODYEAR CITY OF	1900 N CIVIC SQ GOODYEAR AZ 85395-2012

Select Cancel

Accela Citizen Access displays Owner information.

1. Verify the information in the Owner section has populated as expected.
2. Enter the desired E-mail address.

NOTE: When entering the desired E-mail address, do not use auto-saved e-mail information for the owner as the associated address will change the property address for the application.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

NOTE: You will have an option to save and resume later throughout the application process with an opportunity to edit any step during the final review.

The screenshot shows the 'Owner' section of the Accela Citizen Access application. The form includes the following fields and elements:

- Owner Name:** A text field containing 'GOODYEAR CITY OF'.
- Address Line 1:** A text field containing '1900 N CIVIC SQ'.
- City:** A text field containing 'GOODYEAR'.
- State:** A dropdown menu showing 'MI'.
- E-mail:** A text field with a red circle '2' next to it, indicating where to enter the email address.
- Search and Clear buttons:** Located below the E-mail field.
- Save and resume later button:** An orange button at the bottom left of the form.
- Continue Application >> button:** A green button at the bottom right of the form.

Annotations on the form include:

- A red circle '1' next to the Address Line 1 field.
- A red circle '2' next to the E-mail field.
- A red callout box with the text: "Do not use auto-saved email for owner as the associated address will change the property address for the application".
- Red boxes around the 'Owner' title, the 'Save and resume later' button, and the 'Continue Application >>' button.

Step 2: People > Contacts

Accela Citizen Access displays an overview of the applicant and additional contacts.

Use this screen to verify, edit, or add contacts and confirm the application subtype.

1. Simply manage your contacts by clicking Select from Account, or
2. By clicking Look up from a list.

Depending on the Application type, you may be required to add additional contact information.

Residential Construction

1 Location 2 **People** 3 Application Details 4 Documents 5 Review

Step 2: People > Contacts

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Cathy Rudder
City of Goodyear
cathy.rudder@goodyearaz.gov
Home phone: 1623882791
Mobile Phone:
Work Phone:
Fax:
Edit Remove

Responsible Utility Billing Party

If this project has water, sewer, or sanitation provided by the

1 **Select from Account** **Add New** **Look Up**

Additional Contacts

2 **Select from Account** **Add New** **Look Up**

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail
No records found.					

Licensed Professional List

To add a new licensed professional, click the Add New button. Enter State License Number th

Add New

Showing 0-0 of 0

License Number	License Type	Contact Name	Bu	Fax
No records found.				

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
☐ Associated Contact	Applicant	Cathy Rudder
☐ Associated Owner		GOODYEAR CITY OF

Continue Discard Change

Look Up Contact

Type:

--Select--
Applicant
Contact

Name of Business:

Address Line 1:

City: State: Zip:

Work Phone: Mobile Phone:

E-mail:

Look Up Clear Cancel

Depending on the Application type, you may be required to add a licensed professional.

1. To add Licensed Professionals, select Add New. Accela displays a licensed profession information screen.
2. Enter the State License Number registered with Maricopa County and click on the next field to populate data.

NOTE: Licensed professional information is automatically populated from the Maricopa County Registrar of Contractors.

3. Click Save and Close.

NOTE: Depending on the application type selected, contacts may receive email notifications throughout the application process.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

The screenshot shows two overlapping web forms. The background form is titled 'Licensed Professional List' and contains a table with columns 'License Number', 'License Type', and 'Contact Name'. It has an 'Add New' button and a 'Save and resume later' button. The foreground form is titled 'Licensed Professional Information' and contains various input fields. Red callouts with numbers 1, 2, and 3 are placed over the forms. Callout 1 points to the 'Add New' button. Callout 2 points to the 'State License Number' field. Callout 3 points to the 'Email' field. A red dashed arrow points from the 'Add New' button to the 'Licensed Professional Information' form.

Licensed Professional List

To **1** licensed professional, click the Add New button. Enter State License Number then tab out of the field. To edit a licensed professional, click the Edit link.

Add New

Showing 0-0 of 0

License Number	License Type	Contact Name	Home Phone	Fax
No records found.				

Save and resume later

Licensed Professional Information

* License Type: Contractor * State License Number **2**

First: Middle: Last:

Name of Business: Business License #:

Home Phone: Mobile Phone: Fax:

Address Line 1:

Address Line 2:

* City: * State: --Select-- * Zip:

Email **3**

Save and Close **Clear** **Discard Changes**

Step 3: Applications > Details

Accela Citizen Access displays an overview of the application details.

Detail Information:

1. Enter the Project/Business Name.

Custom Fields:

2. Select the application type from the drop-down menu.
3. Depending on the type selected, additional custom and/or required fields may appear.

NOTE: Include all required information entering the detailed scope of work when required.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

Planning and Zoning

1 Location 2 People 3 Applications Details 4 Documents

Step 3: Applications Details > Details

Detail Information

*Project/Business Name 1

Custom Fields

GENERAL INFORMATION

*Type: 2

Pre-Application Number:

Development Name: 3

Related Project Number:

Save and resume later

--Select--
 Annexation
 Appeal
 Commercial/Industrial Design Review
 Comprehensive Sign Package
 Design Guidelines
 Development Agreement
 Development Agreement Amendment
 General Plan Amendment
 Model Home Complex
 Preliminary Plat
 Request for Continuance
 Residential Design Review
 Rezone/Planned Area Development (PAD)
 Site Plan
 Site Plan Amendment
 Special Use Permit
 Text Amendment
 Use Permit

Step 4: Documents > Attachments

Depending on the application type, applicants are required to upload specific documents and select a file type from a drop-down list.

From the Attachment section:

1. Select Add, a file upload box appears.
2. Select Add again to browse and choose attachment(s).

TIP: Do not press continue until 100% is displayed next to each document.

3. Select Continue.

NOTE: All attachments must be saved in PDF format and must not exceed 1GB.

4. Update the document type from the drop-down menu for each file.

TIP: Confirm that you have uploaded each document type by reviewing the list in the dropdown for the application type you have selected.

Select Add to continue adding additional documents or Remove if desired.

5. When finished, select Save.

Residential Construction

1 2 People 3 Application Details 4 Documents 5 Review 6 Record Issuance

Step 4: Documents > Attachments

Attachment

All attachments shall be saved as .PDF format. Maximum file size is 1GB
PDF are the only allowed file types to upload..

Name	Type	Size	Latest Update	Action
No records found.				

File Upload

All attachments shall be saved as .PDF format. Maximum file size is 1GB
PDF are the only allowed file types to upload..

001 Res Plumbing - Site Plan.doc	100%	
002 Res Plumbing - Floor Plan.pdf	100%	

Continue Add Remove All

*Type: --Select--

File: 001 Res Plumbing - Site Plan.doc 100%

*Type: --Select--

File: 002 Res Plumbing - Floor Plan.pdf 100%

Save Add Remove All

Save and resume later Continue Application »

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Accela Citizen Access displays a message that it may take a few minutes before changes are reflected.

1. When files have loaded successfully, an **Actions** option will appear for each uploaded document.
2. An error will occur if the required documents have not been provided and you will not be able to continue to the next step.

NOTE: Select Add to provide additional required documents identified.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

1 The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

PDF are the only allowed file types to upload..

Name	Type	Size	Latest Update	Action
001 Res Plumbing - Site Plan.docx	Res Plumbing - Floor Plan	20.40 KB	01/18/2024	Actions ▼
002 Res Plumbing - Floor Plan.pdf	Res Plumbing - Site Plan	89.09 KB	01/18/2024	Actions ▼

Add

Save and resume later

[Continue Application >>](#)

2 An error has occurred. The following documents are required based on the information you have provided:
Comprehensive Sign Package - Narrative
Comprehensive Sign Package - Comprehensive Sign Package

Step 5: Review

Accela Citizen Access displays a review of the submitted application.

1. If desired, select Edit to update information for each section.

NOTE: Select when changes are made then select **Save and resume later** or **Continue Application >>** to move to the next step in the application process.

NOTE: Save for later items, which can be viewed by selecting [My Records](#) from the Home page.

Fire Protection Systems

1 2 People 3 Application Details 4 Documents 5 Review 6 Record Issuance

Step 5: Review

Save and resume later Continue Application >>

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Fire Protection Systems

Address Edit

1900 N CIVIC SQ
Goodyear AZ 85305

Parcel Edit

Parcel Number: 10173949

Owner Edit

GOODYEAR CITY OF
1900 N CIVIC SQ
GOODYEAR AZ 85305 201
accela@goodyear.gov

Applicant Edit

Accela UAT10
City of Goodyear
Home Phone: 6235555555
E-mail: accela@goodyear.gov

Responsible Utility Billing Party Edit

Additional Contacts Edit

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Cathy Rudder	City of Goodyear	Contact			cathy.rudder@goodyear.gov	Edit

Licensed Professional List Edit

Showing 1-1 of 1

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Fax	Action
356279	Contractor	John Frank Slavovik			5204274246		Edit

Detail Information Edit

Project/Business Name: TEST Integration-CLR

Custom Fields Edit

GENERAL INFORMATION

Type: Fire Sprinkler

Detailed Scope of Work: test

Attachment Edit

All attachments shall be saved as PDF format. Maximum file size is 1GB.
PDF are the only allowed file types to upload.

Name	Type	Size	Latest Update	Action
001 Submittal Checklist.pdf	Fire Sprinkler - Calculations	370.36 KB	01/20/2024	Actions
002 Project Description.pdf	Fire Sprinkler - Cat Sheets	42.36 KB	01/20/2024	Actions
003 Site Plan.pdf	Fire Sprinkler - Sealed plans	5.84 MB	01/20/2024	Actions
004 Sealed control plans.pdf	Fire Sprinkler - Flow Test	201.70 KB	01/20/2024	Actions

Save and resume later Continue Application >>

Step 6: Record Issuance

Upon successful submission, note Your Record Number to check the status of your application or schedule/check inspections.

Click the below hyperlinks to follow the next steps in the application process:

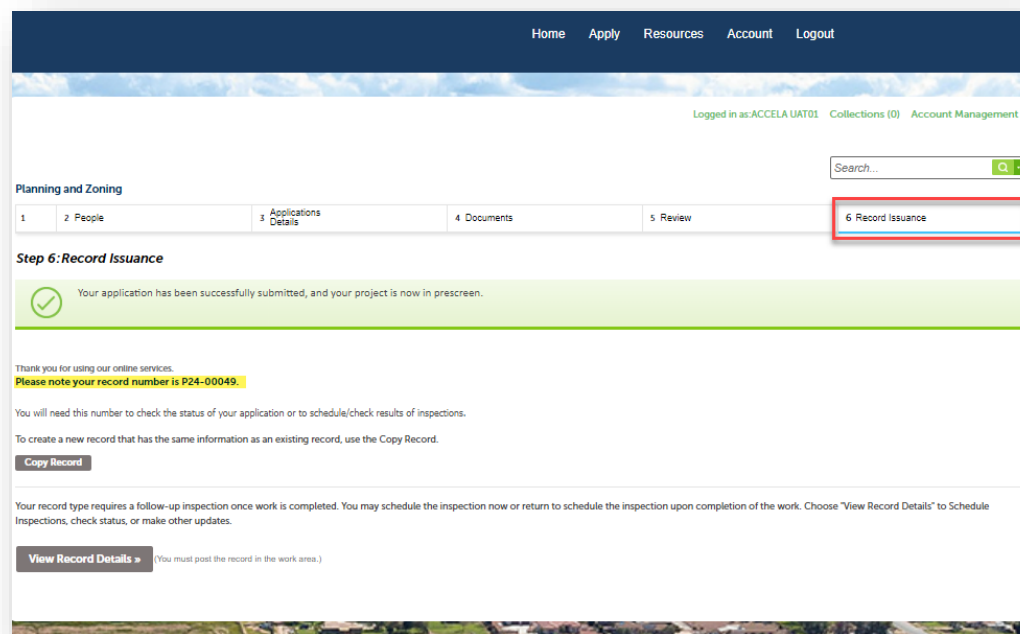
1. [My Records](#)
2. [Scheduling Inspections](#)
3. [Pay Fees](#)

Need assistance?

Contact the Development Counter at 623-932-3004, Option 2; or email us at:

developmentcounter@goodyearaz.gov

We are happy to walk you through the application process.



Uploading Attachments after Submittal

You may be required to upload additional attachments after the initial submittal.

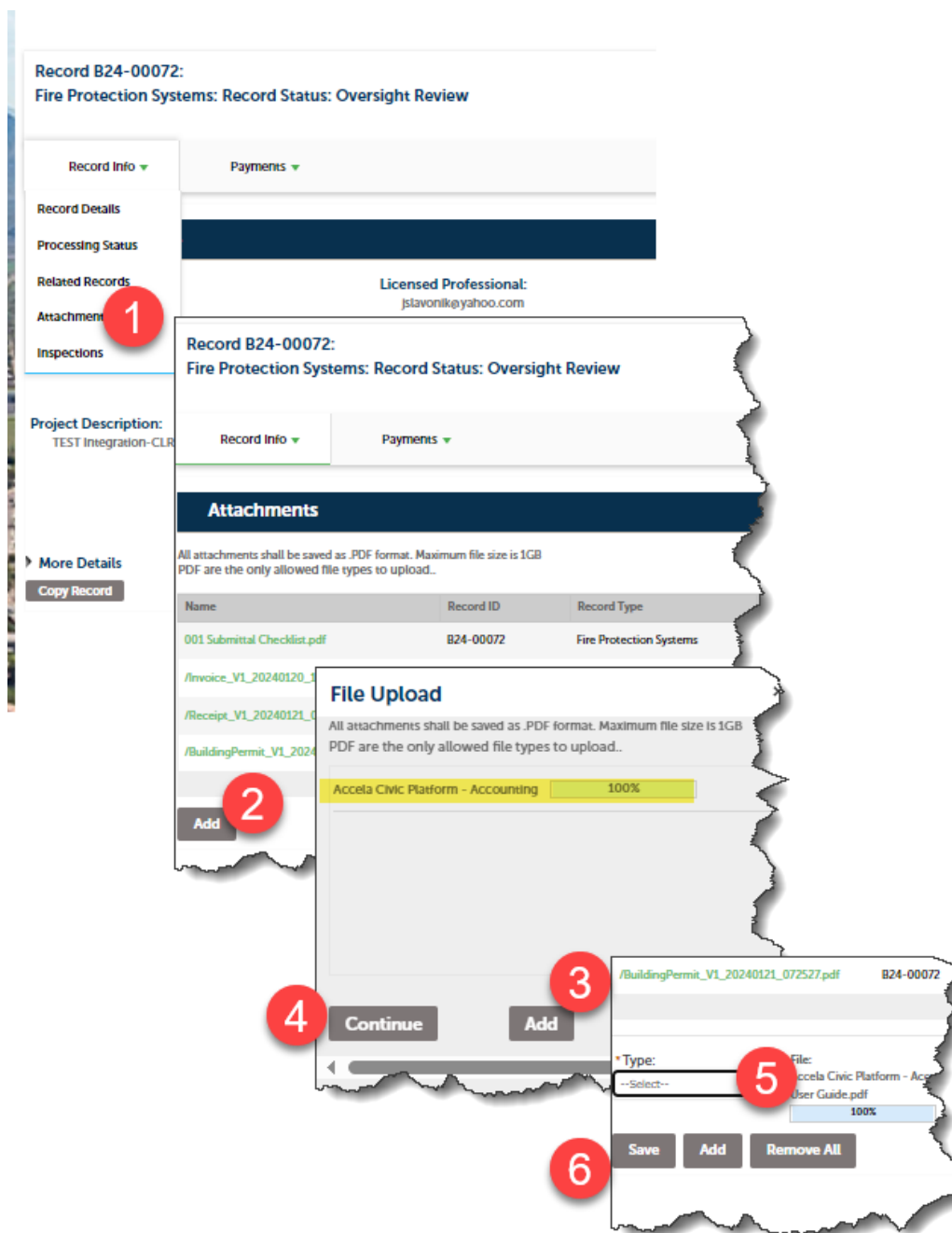
NOTE: Plan review documents must be uploaded from the plan review tab. See [Plan Review](#) for instructions.

Navigate to My Records from the Home page and select the desired application.

1. Click Attachments under the Record Info tab.
2. Select Add.
3. Select Add to browse for documents.

NOTE: All attachments must be saved in PDF format.

4. Select Continue.
5. From the drop-down menu, select the document type.
6. When finished, select Save.



Application Status and Next Steps

Upon successful submission of your application, you can check the status of your project by navigating to My Records from the Home screen.

1. Expand the service type.
2. View the status.
3. View the Action item.
4. Select the Record number to launch the desired application.

Review detailed information:

5. Use the Record drop-down to view details, status, and records, view and upload attachments, and schedule inspections.
6. Use the Payment drop-down to access fees.
7. Selecting the Plan Review tab allows applicants to manage tasks, view and upload files, and review comments in ProjectDox.

1. Planning

Showing 1-10 of 10 | [Add to collection](#) | [Copy Record](#)

☐	Date	Record Number	Record Type	Description	Project Name	Address	Status	Action
☐	01/12/2024	P24-000	Combo	TEST COMOB Scripting	1900 N 140TH DR, GOODYEAR AZ 85395, 130		Approved	
☐	01/11/2024	24TMP-000104	Combo		13213 W MCDOWELL RD, Goodyear AZ 85395, 6		Approved	Resume Application
☐	01/10/2024	P24-00014	Planning and Zoning	Comprehensive Sign Package	TDX 3726	15165 W JACKSON ST, Goodyear AZ 85338, 281	Approved	
☐	01/05/2024	P24-00013	Planning and Zoning	Development Agreement Amendment	New cool stuff coming!	190 N LITCHFIELD RD, Goodyear AZ 85338	Approved	

5. Record Info

6. Payments

7. Plan Review

Record Details

Processing Status

Related Records

Attachments

Inspections

More Details

Copy Record

Record Info

Payments

Plan Review

Plan Review

Refresh the page to get the latest information.

To do task: [Respond and Resubmit Task](#)

Plan Review Status:

Review Type: Building

Total Number of Files: 3 [View uploaded files](#)

Time Elapsed: 0 days 0 hrs

Prescreen Review Comments (Unresolved):

Time with Jurisdiction: 0 days 0 hrs

Time with Applicant: 0 days 0 hrs

Status: Resubmit

Resubmit: 0 days 0 hrs

Review Comments (Unresolved): 0 [View review comments](#)

Building Safety (0)

Current Non-Completed Tasks: 1

Waiting Respond and Resubmit Task: 0 days 0 hrs

Plan Review – Respond and Resubmit

Respond and Resubmit tasks are available on the Plan Review tab.

Additional documents may be required and could include items such as photographs, arborist reports, contractor reports, window or door details, material specifications, or revised plans.

Navigate to My Records from the Home page and select the desired application.

1. Select the Plan Review tab.
2. Select the To do task to launch ProjectDox.
3. Respond to all comments as requested.
4. Upload new documents or updated files.
5. Confirm you have completed all items in the task.
6. Click Submit.

NOTE: ProjectDox Plan Review includes "Learn how" instructional videos and "Online help" tools throughout the plan review process providing additional guidance.

Pay Fees

When fees are due, you will receive an email notification to log into ACA and manage fees.

1. Navigate to the Home page, and select Fees, Accela displays a list of applications.
2. Expand on the desired service type.
3. Select Pay Fees Due under Actions, for the desired application, Accela displays a list of fees due for the associated application.
4. Select Continue Application to select a payment method,
5. Choose your payment method then select Submit Payment.
6. Enter the required payment information then select Continue.
7. Agree to Payment Authorization Terms then select Pay.

The screenshot displays the Accela Citizen Access (ACA) interface for paying fees. The top navigation bar includes links for Home, Apply, Resources, Account, and Logout. The user is logged in as Accela UAT30. The main content area is divided into several sections:

- Civil**: A section for managing civil applications.
- Building**: A section for managing building applications.
- Application Fees**: A table listing fees for various applications. The table has columns for Date, Record Number, Record Type, Description, Address, Status, and Action. The fees listed are:

Date	Record Number	Record Type	Description	Address	Status	Action
01/20/2024	824-00072	Fire Protection Systems	Fire Sprinkler	1900 N CIVIC SQ, Goodyear AZ 85395, 3	Accepted for Review	Pay Fees Due
01/20/2024	824-00081	Multi-Family Construction	30 or More Units	2445 S ESTRELLA PKWY APT 1008, Goodyear AZ 85392, 3042 A	Processing Review	
- Confirm Payment**: A section for confirming the payment. It includes a 'Payment Method' dropdown, a 'Payment Date' field, and a 'Pay' button. The total amount to be paid is \$324.00.

Scheduling Inspections

Online ACA (To Schedule One Inspection)

Scheduling an inspection online through the Accela Citizen Access portal.

1. Navigate to the Home page, hover over My Records. Accela displays a list of application types. Expand the type to view the records.
2. Select the desired application Record Number.
3. Click on the Record Info tab and select Inspections. Accela displays a list of inspections for the application.
4. Select Schedule under Actions for the desired inspection.
5. Select a date from the Calendar, choose a time frame then select Continue.
6. Verify the information is correct, make desired changes, and select Continue.
7. Include Additional Notes if desired, select Finish.

The screenshot illustrates the process of scheduling an inspection through the Accela Citizen Access portal. The interface is divided into several sections:

- My Records:** A section at the top left showing a list of records. A red circle '1' highlights the 'My Records' link, and a red circle '2' highlights a record number 'E24-00139'.
- Record Info:** A section on the left showing details for the selected record. A red circle '3' highlights the 'Inspections' tab, and a red circle '4' highlights the 'Schedule' button under the 'Actions' column.
- Schedule/Request an Inspection:** A calendar view on the right showing dates for February, March, and April 2024. A red circle '5' highlights the 'Continue' button at the bottom of the calendar.
- Schedule/Request an Inspection:** A form on the right showing the inspection details. A red circle '6' highlights the 'Continue' button at the bottom of the form.
- Confirm Your Selection:** A form on the right showing the confirmation details. A red circle '7' highlights the 'Finish' button at the bottom of the form.

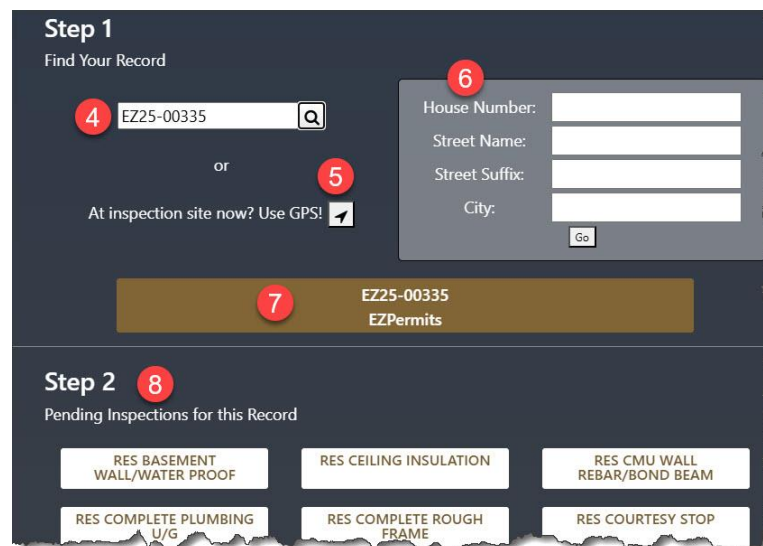
The 'Confirm Your Selection' form displays the following information:

- Inspection type:** Dry Utility Final
- Location and Contact:** 15693 W MEADOWBROOK AVE, Goodyear AZ 85395, Cox Communications 6023282200
- Include Additional Notes:** A checkbox option.
- Finish:** A button to complete the scheduling process.

Online ACA (To Schedule One or Multiple Inspections)

Scheduling an inspection online through the Accela Citizen Access portal.

1. Navigate to the Home page, select Schedule Inspections.
2. **Recent Inspections:** This will open a popup window that allows you to see recent inspections that are still stored in the browser cookies. These cookies expires after the browser is closed.
3. **Clear Form:** Clear form will return the form to the original state of the page. Recent Inspection cookies will remain, but all other fields will be cleared out.
4. **Record Search:** Search for all or part of a record. Only the top 25 items will display. For example: "BLD" might initially return 1000 records. Only 25 will show. Best to include the whole record or the transaction number part of the record.
5. **GPS Search:** GPS search uses the GPS capabilities the search device has to find the records. From a laptop or desktop you might not get very close for several reasons. a) VPNs will scramble location, b) some internet providers don't locate users well.
6. **Address Search:** Search by Address will search based on the criteria entered. You can exclude any information you don't



7. **Results:** This is where results will display. There are 3 columns at the largest screen and on smaller screens this will reduce accordingly. Once selected the style of this area will change and present Step 2.
8. **Selected Record:** The selected record type display the available pending inspections. One or more inspection types can be selected.
9. **Selected Inspections:** The selected inspections will determine the availability for the next 10 days and present you with available options.
10. **Available Inspection Dates:** Each of the inspections chosen above will be scheduled for the day you choose. You cannot select multiple days.
11. **Contact Information:** Enter contact information and notes to inspector.
12. Click the "I'm not a robot box" and follow the propts.
13. Select Submit.
14. Result

Step 2
Pending Inspections for this Record

RES CMU WALL REBAR/BOND BEAM

RES BASEMENT WALL/WATER PROOF

RES CEILING INSULATION

RES COMPLETE PLUMBING U/G

RES COMPLETE ROUGH FRAME

RES COURTESY STOP

RES DRYWALL

RES ELECTRIC U/G

RES FINAL C OF O

RES FLASHING WINDOW/DOOR

RES FOOTING

RES GROUNDING ELECTRODE

RES LATH

RES MECHANICAL U/G

RES METER CLEARANCE (CONST)

RES METER CLEARANCE - ELEC

RES METER CLEARANCE - GAS

RES PLUMBING INSULATION

RES PLUMBING U/G WASTE/WATER/GAS

RES PRESLAB

RES RETAINING WALL AND FOOTING

RES ROOF NAIL & STRAP & SHEAR

RES ROOF NAILING

RES ROUGH ELECTRIC

RES ROUGH FRAME

Get Availability

Step 3
Availability

10

Friday 4/25/2025	Monday 4/28/2025	Tuesday 4/29/2025	Wednesday 4/30/2025
Thursday 5/1/2025	Friday 5/2/2025	Monday 5/5/2025	Tuesday 5/6/2025
Wednesday 5/7/2025	Thursday 5/8/2025	Friday 5/9/2025	Monday 5/12/2025
Tuesday 5/13/2025	Wednesday 5/14/2025	Thursday 5/15/2025	Friday 5/16/2025
Monday 5/19/2025	Tuesday 5/20/2025	Wednesday 5/21/2025	Thursday 5/22/2025
Friday 5/23/2025	Tuesday 5/27/2025	Wednesday 5/28/2025	Thursday 5/29/2025
Friday 5/30/2025	Monday 6/2/2025	Tuesday 6/3/2025	Wednesday 6/4/2025
Thursday 6/5/2025	Friday 6/6/2025		

Step 4
On-site contact person

☒ Remember My Information

First Name

Last Name

Phone

Notes to Inspector

12

☒ I'm not a robot

Submit

Result

14

1. RES COMPLETE PLUMBING U/G: Successfully scheduled.

NOTE: ONCE YOU CLOSE THIS POPUP THE PAGE WILL REFRESH.

[Download the Calendar Invite.](#)

Thank you for using our inspection request!

Close and Refresh

To Schedule Inspections By Phone or Text

Please visit the Development Services Department website for instructions to schedule inspections by phone or text.

[Schedule an Inspection | City of Goodyear \(goodyearaz.gov\)](https://goodyearaz.gov)

View Inspection Comments

Viewing inspection comments online through the Accela Citizen Access portal.

1. Select the desired application Record Number.
2. Click on the Record Info tab and select Inspections. Accela displays a list of Completed inspections for the application.
3. Select View Details for the desired inspection.
4. Select View Result Comments.

Records

Showing 11-20 of 93 | [Download results](#) | [Add to collection](#) | [Copy Record](#)

Date	Record Number	Record Type	Description
12/05/2024	B24-02448	Multi-Family Construction	10 or More Units
11/21/2024	EZ24-01665	EZPermits	New Single Family Detached - Ph Home
11/21/2024	EZ24-01664	EZPermits	New Single Family Detached - Ph Home
11/06/2024	EZ24-01662	EZPermits	New Single Family Detached - Ph Home
11/06/2024	EZ24-01661	EZPermits	New Single Family Detached - Ph Home

Record Info ▼

- Record Details
- Processing Status
- Related Records
- Attachments
- Inspections** 2

Completed (4)

Approved - 4

Approved RES WATER SERVICE (1084060)
Result by: IB on 02/24/2025 at 02:12 PM [View Details](#)

Approved RES BASEMENT WALL/WATER PROOF (1084028)
Result by: IB on 02/24/2025 at 02:19 PM [View Details](#)

Approved RES COMPLETE PLUMBING U/G (1084031)
Result by: IB on 02/25/2025 at 07:36 AM [View Details](#)

Approved RES COMPLETE ROUGH FRAME (1084032)
Result by: IB on 02/25/2025 at 07:57 AM [View Details](#) 3

RES COMPLETE ROUGH FRAME (1084032, Optional)

[Print](#)

Status	Details
Approved 2/25/2025 7:57 AM Desired Date: TBD Last updated	Record EZ24-01662 EZPermits Contact

[View Status History](#)

[View Result Comments](#) 4

Result Comments

Showing 1-1 of 1

(2/25/2025 7:58 AM)
Inspection Results Comment.

SolarApp+ Applications

SolarApp+ Pilot Program

This pilot program is currently only available to licensed contractors who have previously [registered with SolarAPP+](#). If you are interested in participating in the pilot program, please contact Jeff Rallo at 623-882-7945.

SolarAPP is a third-party software application that can be used to verify code compliance for residential photovoltaic (PV) projects. The City of Goodyear Development Services Department will accept SolarAPP+ approved designs through our online portal for permitting of residential photovoltaic projects only. [Click here](#) for a demonstration on SolarAPP+.

Eligibility

- Must be an Arizona Licensed contractor
- Residential (single-family or duplex residence) rooftop installations only
- Structure supporting PV systems must be legal, permitted code compliant structure
- No ballasted or ground mounted systems
- Must meet the following technical requirements:
 - No existing PV or energy storage systems
 - PV system roof loading not to exceed 5 psf dead load 400-amp maximum electrical service, single phase only
 - If using microinverter only one module per
 - Up to two inverter types for string inverter type for microinverters
 - Permit runners are not allowed to request SolarAPP+ permits

Submit for automated review through SolarAPP+

- Determine eligibility
- Submit your design to solarapp.nrel.gov
- Click Login
- A \$25 processing fee will be charged by the SolarAPP+ website

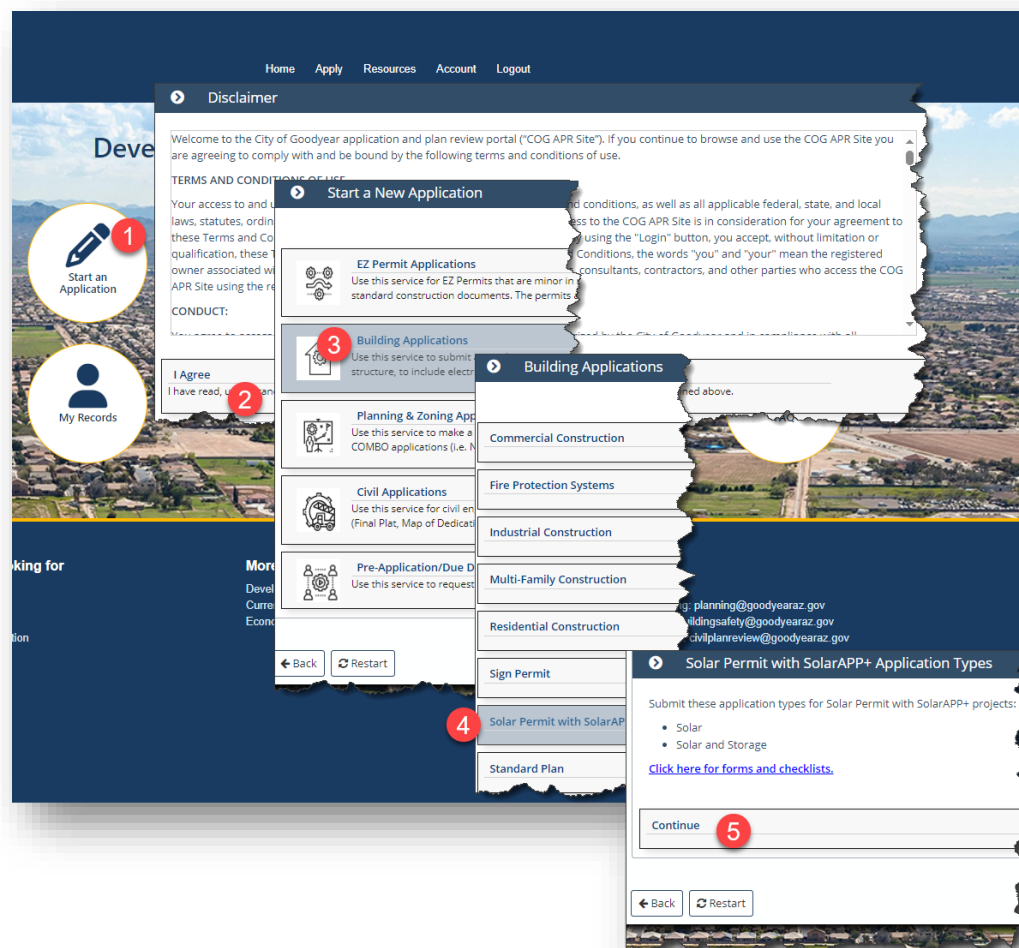
Once plans are approved on SolarAPP+, you may apply for a SolarAPP+ permit

Applying for a SolarAPP+ permit:

Follow the instructions in this user guide to:

- [Register for an account](#)
- [Sign into your account](#)

1. Navigate to the Home screen, select Start an Application.
2. Read the disclaimer, select I Agree to the terms and conditions to continue.
3. Select Building Application.
4. Select Solar Permit with SolarAPP+
5. Accela displays a list of associated subtypes. Select Continue or Back to choose the appropriate service.



Step 1: Location Information

1. Enter the address number or parcel number in the search field.
2. Select the correct option from the drop-down menu; the selected address will appear on the map.

You can also use the map to zoom to location if desired.

3. After selecting the location, click Continue.

TIP: Accela Citizen Access displays a page header throughout the process with the selected application type and step progression. Click the step in the header to jump to the desired step.

4. Enter the desired E-mail address

When entering the desired E-mail address, do not use auto-saved e-mail information for owner as the associated address will change the property address for the application.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

Map

Begin by entering the address number or parcel number in the search field then select the correct location from the drop-down menu or zoom map to location and select. After selecting the location, click Continue.

NOTE: When applying for work on a city right-of-way, zoom map to location and select the adjacent parcel to the location where the work will be performed.

Selected Address:
Address: 1900 N CIVIC SQ
Parcel: 50173969

Zoom to

Address:
1900 N 140TH DR
1900 N CIVIC SQ

Parcel:
50161900: (15331 W ELM ST)
40081900: (17715 W JOJOBA RD)

Verify Address Selection

You've selected the following address and parcel:
Address: 1900 N CIVIC SQ
Parcel Number: 50173969
Please confirm your selection. If the details are incorrect:

Accept Selection
Change Selection

Continue

Back Restart

Solar Permit with SolarAPP+

1 Location Information 2 Detail Information 3 Contacts 6 7

Step 1: Location Information >>

Address

* Street No.: Direction: Street Name: Street Type:

Street Post Direction: --Select--

Building Identifier: Type: Number:

City: State: * Zip Code:

Search Clear

Parcel

* Parcel Number:
50173969

Search Clear

Owner

* Owner Name:
GOODYEAR CITY OF

Address Line 1:
1900 N CIVIC SQ

City: GOODYEAR State: AZ Zip Code: 85395 301

* E-mail:

Search Clear

Save and resume later Continue Application

Do not use auto-saved email for owner as the associated address will change the property address for the application

Step 2: Detailed Information

Custom Fields:

1. Enter the Solar App ID (format example: SA2020730-3-4-1-A).
2. Select the Project Type from the drop-down menu.
3. Select the Type of Services from the drop-down menu.

Populate all required fields as instructed.

NOTE: Depending on the solar type, additional custom and/or required fields may appear.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

Step 2: Detail Information >> * indicates a required field.

Custom Fields

SOLAR PERMIT WITH SOLARAPP

* Solar App: ☐ Yes ☐ No

Confirmed

* Solar App ID: 1 SA2020730-3-4-1-A

* Project Type: 2 Solar and Storage

* System Size: 15

* Number of Panels: 48

* Panel Upgrade: ☐ Yes ☐ No

* Type of Services: 3 600 volts and over 401

Number of Inverters: 2

* Number of Storage Units: 3

* Derate: ☐ Yes ☐ No

* Batteries: ☐ Yes ☐ No

* Batteries KWH: 111

* Battery Type: 111

Save and resume later **Continue Application >>**

Step 3: Contacts

1. To add Licensed Professionals, select Add New. Accela displays a licensed profession information screen.
2. Enter the State License Number registered with Maricopa County and click on the next field to populate data.

NOTE: Licensed professional information is automatically populated from the Maricopa County Registrar of Contractors.

3. Click Save and Close.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

athy Rudder Collections (0) Account Management

Search...

Solar Permit with SolarAPP+

1 Location Information 5 Review 6 7

Step 3: Contacts>> *Indicates a required field.

Applicant

To add new contacts, click the Select from Account

Cathy Rudder
City of Goodyear
cathy.rudder@goodyearaz.gov
Home phone:1623882791
Mobile Phone:
Work Phone:
Fax:
Edit Remove

Licensed Professional

To add a new licensed professional, click it link.

Add New 1

Save and resume later

Licensed Professional Information

* License Type: Contractor * State License Number: 85730 2

First: Middle: Last:

Name of Business: Business License #:

Home Phone: Mobile Phone: Fax:

Address Line 1:

Address Line 2:

* City: Tucson * State: AZ * Zip: 85730

E-mail:

3 Save and Close Clear Discard Changes

Step 4: Documents

1. Select Add, a file upload box appears.
2. Select Add again to browse and choose attachment(s).

TIP: Do not press continue until 100% is displayed next to each document.

3. Select Continue.

NOTE: All attachments must be saved as PDF format and must not exceed 1GB.

4. Update the document type from the drop-down menu for each file.
5. When finished, select Save.
6. When files have loaded successfully, **Actions** will appear for each file.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

Solar Permit with SolarAPP+

1 2 Detail Information 3 Contacts 4 Documents 5 Review

Step 4: Documents >>

Attachment

All attachments shall be saved as .PDF format. Maximum file size is 1GB
PDF are the only allowed file types to upload..
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval: SolarApp Application Approval/Cut Sheets, Interconnection Agreement

Name	Type	Size	Latest Update	Action
No records found.				

File Upload

All attachments shall be saved as .PDF format. Maximum file size is 1GB
PDF are the only allowed file types to upload..

SolarApp Application Approval_CutSheets.docx	100%
SolarApp Application Approval/Cut Sheets Supporting Document	100%
Interconnection Agreement.pdf	100%

Save Add Remove All

Continue Add Remove All

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Solar Permit with SolarAPP+

1 2 Detail Information 3 Contacts 4 Documents 5 Review

Step 4: Documents >>

Attachment

All attachments shall be saved as .PDF format. Maximum file size is 1GB
PDF are the only allowed file types to upload..
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval: SolarApp Application Approval/Cut Sheets, Interconnection Agreement

Name	Type	Size	Latest Update	Action
Interconnection Agreement.pdf	SolarApp Application Approval/Cut Sheets	89.09 KB	01/19/2024	Actions
SolarApp Application Approval_CutSheets.docx	SolarApp Application Approval/Cut Sheets	20.40 KB	01/19/2024	Actions

Step 5: Review

Accela Citizen Access displays a review of the submitted application.

If desired, select Edit to update information for each section.

NOTE: Select Save when changes are made

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

NOTE: Save for later items, can be viewed by selecting [My Records](#) from the Home page.

Step 5: Review

Save and resume later

Continue Application >>

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Solar Permit with SolarAPP+

Address

13241 S 125TH AVE
Goodyear AZ 85338

Edit

Parcel

Parcel Number: 4008232

Edit

Owner

LY AND TA FAMILY TRUST
3622 BELLEVILLE AVE
EL MONTE CA 91731
accclatstususer@gmail.com

Edit

Custom Fields

SOLAR PERMIT WITH SOLARAPP

Solar App:

Yes

Solar App ID:

SA2020/30-3-4-1-A

Project Type:

Solar and Storage

System Size:

15

Number of Panels:

48

Panel Upgrade:

Yes

Type of Services:

600 volts and over 401 amperes to 1,000 amperes

Number of Inverters:

2

Number of Storage Units:

3

Derate:

Yes

Batteries:

Yes

Batteries KWH:

111

Battery Type:

111

Edit

Applicant

Cathy Rudder

City of Goodyear

Home Phone: 1623882791

E-mail: cathy.rudder@goodyearaz.gov

Edit

Licensed Professional

John Frank Slavoni

7034 E. Golf Links Road #304

Tucson, 85730

Home Phone: 5204274246

Contractor - 316079

jflavoni@jflavoni.com

Edit

Attachment

All attachments shall be saved as PDF format. Maximum file size is 1GB. PDF are the only allowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

SolarApp Application Approval/Cut Sheets, Interconnection Agreement

Name	Type	Size	Latest Update	Action
Interconnection Agreement.pdf	Interconnection Agreement	89.09 KB	01/19/2024	Actions
SolarApp Application Approval_CutSheets.docx	SolarApp Application Approval/Cut Sheets	20.40 KB	01/19/2024	Actions

Edit

Save and resume later

Continue Application >>

Step 6: Pay Fees

Accela Citizen Access displays a review of Application Fees and amount due.

1. Select Continue Application to pay fees due for the associated application.
2. Choose your payment method then select Submit Payment.
3. Enter required payment information then select Continue.
4. Agree to Payment Authorization Terms then select Pay.

Step 7: Record Issuance

Accela Citizen Access displays a message when your application has been successfully submitted.

5. Note the record number to check the status of your application or to schedule/check results of inspections.

Click [here](#) for instructions to schedule an inspection.

The collage shows the following steps:

- Step 6: Pay Fees** - A screenshot of the 'Solar Permit with SolarAPP+' application review page. It lists application fees (Application Processing Fee, Solar Permit with Solar App Fee, Electrical Permit: Base Fee, Solar Permit with Batteries Fee) and a total of \$323.00. A red circle '1' is over the 'Continue Application' button.
- Step 6: Pay Fees** - A screenshot of the 'Payment Options' section. It shows the amount to be charged (\$323.00) and radio buttons for 'Pay with credit/debit or PayPal' (selected) and 'Pay with Bank Account'. A red circle '2' is over the 'Submit Payment' button.
- Enter Payment Information** - A screenshot of the payment information form. It includes fields for First Name (Accela), Middle Name, Last Name, and ZIP Code. Below the form, it shows the payment amount (\$949.25) and a list of payment methods (echeck, VISA, MasterCard, Discover, PayPal, American Express). A red circle '3' is over the 'Continue' button.
- Confirm Payment** - A screenshot of the payment confirmation screen. It shows the payment method (echeck), payment date (Now (01/19/2024)), and a checkbox for 'Use this payment method for future payments.' Below this, it shows the payment amount (\$323.00), service fee (\$1.00), and total amount (\$324.00). A red circle '4' is over the 'Pay \$324.00' button.
- Step 7: Record Issuance** - A screenshot of the record issuance confirmation screen. It shows a green checkmark and the message: 'Your application has been successfully submitted, and your project is now in prescreen.' Below this, it says 'Thank you for using our online services. Please note your record number is BSA24-0009.' A red circle '5' is over the record number.