



City of Flagstaff
Building Safety & Code Compliance Section
211 West Aspen Avenue
Flagstaff, Arizona 86001
www.flagstaff.az.gov/494/Building-Safety

Electronic Permitting Process – Updated 08/18/2022

Effective 3/18/2020 all new residential and commercial building permit applications and construction documents for plan review are exclusively submitted and issued electronically. Paper/hard-copy submittals are no longer accepted.

Citizen Access Portal <https://citizenaccess.flagstaffaz.gov/citizenaccess/>

The Citizen Access Portal is the means in which building permit submittals are made for the following permit classifications only:

“Commercial Building” (i.e., new construction other than multi-family; includes retaining walls, monument signs, etc.)

“Commercial Building Multi-Family Over 3-Units”

“Commercial Building Repair/Remodel/Tenant Improvement”

“Commercial Demolition”

“Commercial Photovoltaic” (i.e., solar PV)

“Residential Demolition”

“Residential Single Family Detached”

“Accessory Dwelling Unit Detached”

“Residential Single Family Attached”

“Accessory Dwelling Unit Attached”

“Residential Building Remodel/Repair/Addition”

“Residential Photovoltaic” (i.e., solar PV)

“Over-the-Counter”

“Roofing” (re-roofing of roof covering only, non-structural)

The following are not “building permits” but are permits reviewed and administrated by Current Planning and are also available to apply for using the Citizen Access portal.

“Manufactured/Mobile/Modular”

“Minor Improvement”

Important note: If you are a business or a contractor, please email CDFrontCounter@flagstaffaz.gov

FIRST to be registered for a Citizen Access profile. If records already exist, duplicate records will be created! For all other applicants, to begin, visit the Citizen Access portal link above and create an account.

Questions? Send an email to: CDFrontCounter@flagstaffaz.gov

Resubmittals (permits in review), Revisions to Approved Permits/Plans, and Deferred Submittals:

- Complete the Plan Resubmittal Form (found on Building Safety website: <https://www.flagstaff.az.gov/494/Building-Safety>). To ensure Revisions to Approved Plans are reviewed in a timely manner, include list of/describe the revisions in the blank field provided.
- Submit the Plan Resubmittal Form along with documents using Citizen Access portal.