

Effective September 4, 2019, Yavapai County Development Services implemented new permitting software known as Citizenserve.

Creation of a user profile is required to apply for permits, schedule inspections and access septic and/or building permits.

To begin, visit www.citizenserve.com/yavapaicounty

Click on the “My Account” tab highlighted in yellow with the red arrow.

Yavapai County, AZ home


Home Services Search **My Account** Contact

WELCOME TO OUR ONLINE PORTAL

As of July 1, 2019, Yavapai County has adopted the 2018 Building Codes.
To view our Building Code Ordinance and Amendments, [CLICK HERE ->](#)

To view the adopted Planning and Zoning Ordinance, [CLICK HERE ->](#)

Online Services



PERMITTING

Learn when you need a permit, find out what you need to apply, apply online, check the application status, and schedule inspections.


[DO I NEED A PERMIT? ->](#)

[SUBMITTAL REQUIREMENTS ->](#)

[APPLY ONLINE ->](#)

[SEARCH FOR A PERMIT ->](#)

Complaints



The LOGIN page appears and gives the user the option of logging in with an existing account or creating a new account under the “New to our Portal?” option.

Yavapai County, AZ home

Home Services Search My Account Contact

LOG IN

Home / My Account / Login

If you are logging in with a recovered username sent to an email already on file with us, use the same username text for your password.

Complaints may be filed anonymously on the next page after clicking register now below.

Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

LOGIN

New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)

If you select to create a new account, you will have the option to select Registration Type. Most people will select “Citizen.” Then fill in the contact information boxes including name, email and address.

If you receive a message asking if you've forgotten your username and you continue creating a NEW log in, you will not be able to view your existing permits or schedule inspections. You will only be able to apply for new permits.

Indicates a required field

Registration Type: Citizen

Email:

Confirm Email:

First Name:

Last Name:

Home Address:

City, State, Zip:

Business Name:

Mailing Address:

City, State, Zip:

at least one phone number is required


Home Phone:

Cell Phone:

Work Phone:

Fax:

All fields with a red line next to them are required. Click the "SUBMIT" button at the bottom of the page.

 User Name:

Password:

Confirm Password:

Once the account is created, the user can search for permit copies.

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[SEARCH FOR A PERMIT →](#)

Complaints



After clicking on “SEARCH FOR A PERMIT,” the user has the option to use a permit number, parcel number or street address. Choose your preferred search method and click “SUBMIT.”

SEARCH
Home / Search

Select a file type below, then enter various criteria to search for files in our system.

Indicates a required field

File Type:

Address:

Parcel #:

Permit Type:

Permit Status:

Permit #:

Permits Issued After:

SUBMIT

The screen below comes up after entering the preferred search method. Now look under “Permit Type” (see RED circle) to find the permit you want to review. Then click on the corresponding “Permit #” in blue circle.

| Permit # | Address | Permit Type | Sub Type | Status | Issue Date | Work Description |
|--------------|----------------------|---|--|--------------|------------|---|
| P62015002655 | 4410 E CLIFFSIDE TRL | Flood Control Permit | Flood Status Hazard Report Request | Issued | 06/16/2015 | THIS PARCEL IS NOT IMPACTED BY A FEMA OR DISTRICT-REGULATED SPECIAL FLOOD HAZARD AREA; HOWEVER, THERE IS A WASH SYSTEM WITH A DRAINAGE AREA OF LESS THAN 80 ACRES. MAINTAIN HISTORIC DRAINAGE PATTERNS. |
| P12005006233 | 4410 E CLIFFSIDE TRL | Residential Building Permit Application | Attached Addition, Remodel or Alteration | Closed | 12/14/2005 | 28 X28 WORKSHOP/CARPORT WITH 15FT X 4-6FT WALL/GATE ATTACHING EXISTING SFR PERMIT SCANNED |
| P62005008116 | 4410 E CLIFFSIDE TRL | Flood Control Permit | Flood Status Hazard Report Request | Issued | 06/27/2005 | PARCEL IS IMPACTED BY A WASH SYSTEM WITH DRAINAGE LESS THAN 80 ACRE. MAINTAIN HISTORIC DRAINAGE PATTERNS, RECOMMEND CONSULT A CIVIL ENGINEER FOR ANY FILL OR ALTERATION IOF WASH SYSTEM. |
| 17204 | 4410 E CLIFFSIDE TRL | Waste Water Systems | Septic System | Under Review | 04/24/1981 | 405-06-154A PERMIT SCANNED |
| NT019-000018 | 4410 E CLIFFSIDE TRL | Notice of Transfer of Ownership | Residential Property | Under Review | | 405-06-154A NOTICE OF TRANSFER |

For example, click on the waste water system permit 17204

That takes you to the VIEW PERMIT screen below. Click on Documents (in RED circle) to view the permit.

VIEW PERMIT

[Home](#) / [Services](#) / [Permits/Applications](#) / [View Permit](#)

Permit #: 17204

Project #: 17204

Status: Under Review

Address: 4410 E CLIFFSIDE TRL 

Description: 405-06-154A PERMIT SCANNED

Permit Reviews **Documents** Inspections

Permit #: 17204
Permit Type: Waste Water Systems
Sub Type: Septic System
Issue Date: 04/24/1981
Expiration Date:

CONTACTS

Installer:
Designing Engineer:
Designer:
Architect:

PROPERTY/PROJECT DESCRIPTION

Permit is for: New System
Type of Use: Residential
Facility Owner/Contact Person:
Latitude and Longitude of Disposal Area:
Estimated Cost of Construction (Materials and Labor):

Then click on the permit under File Name to view the permit. That brings up the permit on the screen.

VIEW PERMIT

Home / Services / Permits/Applications / View Permit

Permit #: 17204

Project #: 17204

Status: Under Review

Address: 4410 E CLIFFSIDE TRL 

Description: 405-06-154A PERMIT SCANNED

Permit

Reviews

Documents

Inspections

| Date | Type | File Name | Description |
|----------|-------|---------------------------------|-----------------|
| 06/19/19 | Image | P0000406419.pdf | Converted Image |