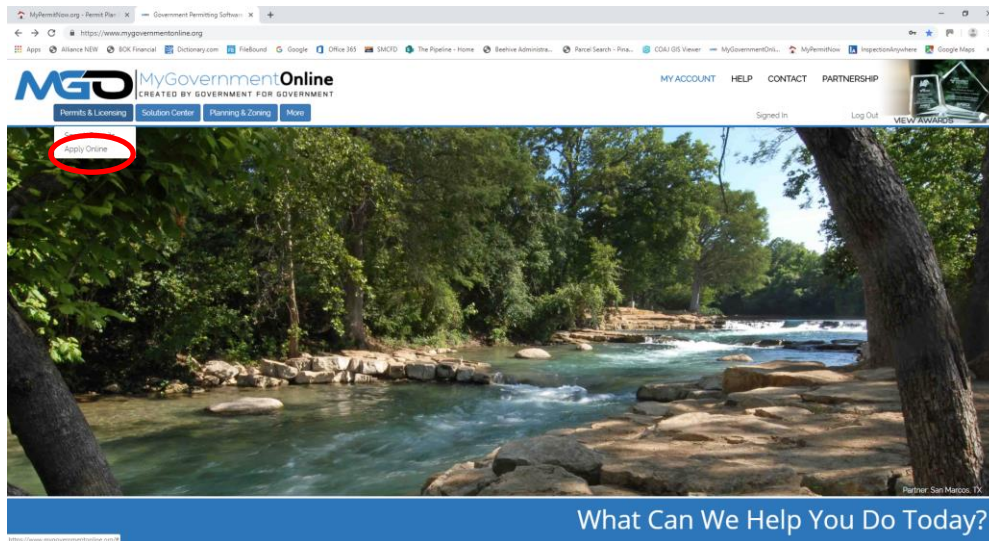




1. Log into your account at MyGovernmentOnline. If you don't yet have an account, see [Create an Account](#).
2. Under Permits & Licensing, select Apply Online



3. Complete the next screen as shown below. Fields marked with a red asterisk are required.

Apply Online

Jurisdiction and Request Type *

Some jurisdictions do not accept online applications.
If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.

Country: * State: *

Jurisdiction: *

Project Type: *

- a. Then click Next.



4. Select Get Started on a New Application

The screenshot shows the 'Apply Online' section of a web application. It features a dropdown menu for 'Jurisdiction and Request Type' with 'Online Permitting Application' selected. Below this, there are two buttons: 'Get Started on a New Application' (circled in red) and 'Add a permit to an existing project'.

5. Select Sewer Service Inquiry:

The screenshot shows the 'Apply Online' section with a dropdown menu open for 'Select an Application Type'. The options listed are: '- Select an Option -', 'Change in Ownership Application', 'Commercial Permit Application', 'Infrastructure Permit Application', 'Residential Permit Application', and 'Sewer Service Inquiry' (circled in red). A yellow warning message 'Please select an option' is visible next to the dropdown.

6. Provide the address of the property. If no address has been assigned, provide the nearest cross streets.

The screenshot shows the 'Physical Address or Location' form. It includes a text area for providing the physical address or location, with a 'modify an existing permit' link. Below this, there is a radio button for 'My Project has been addressed by the Jurisdiction.' and three input fields for 'Address or Location', 'City', and 'Zipcode'. A 'Next' button is located at the bottom left, and a 'Files Upload' section is at the bottom.

a. Then click Next.



7. Provide contact information for the Property Owner in the next section. *If there is a preferred means of communication, select the Notify box to the right of that selection. If there is no preference, leave the Notify boxes blank.*

Property Owner's Contact Information

First Name Last Name Suffix Business Name

Mailing Address

Address City State Zipcode

Email Notify

Cell Phone () Notify

Home Phone () Notify

Work Phone () Notify

Second Property Owner's Contact Information

Application Questionnaire

Files Upload

Review

- a. Then click Next.
8. Provide your contact information under Applicant if you are not the Property Owner.
 - a. Then click Next.
9. Complete the Application Questionnaire.

Property Details*

Service Class*
Service Class for Sewer Service Inquiry

Parcel Number*
Search for your parcel number at <http://www.pinalcountyaz.gov/Assessor/Pages/ParcelSearch.aspx>

Additional Information
Provide additional information to describe the property/project
4000 char(s) available.

Applicant's Relationship to the Property*

Sewer Service Inquiry Notice*
Please allow up to 5 business days for a reply after submitting this request.

All items marked with a red asterisk are required fields and must be completed before you are able to submit your application to the jurisdiction.
If you are unsure of a required field's answer you may skip the question to answer other questions.
After you press "next" to advance to the "review" section, you can press the "Save" button to save your progress and return to your application at a later date to continue your progress in completing the application.

- a. Then click Next.



10. Submit your Inquiry.

A screenshot of a web application's 'Review' stage. At the top, a dark blue header contains the word 'Review' in white. Below the header, a light blue box contains the text: 'To save your current progress and complete your application another time, please press save before exiting.' Underneath this, the text reads: 'Your application is ready to submit to the jurisdiction.' At the bottom of the form, there are three buttons: 'Back', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red circle.

Please allow 5 business days for a response from the District.