



## *How to apply when property does not have an address*

If your project site does not have an address assigned yet, or you are not sure of the correct address, use these instructions to complete your application.

All building permit applications require a parcel number to begin the process. Be sure to have the property's parcel number before starting your application.

### Applying for permit using your parcel number only:

1. On Step 1: Project Information>Address page
2. **Address:**
  - a. Street No: Enter the number zero "0" in this field
  - b. Direction: Skip the direction field
  - c. Street Name: Type "Address Needed" in this field
3. Click the "Look Up" button to validate the address with our records.

**NOTE:** You may see a popup window open and close automatically as the system validates the address.

The screenshot shows a web application interface for 'Building Permits'. At the top, there are navigation tabs: Home, Building Permits (selected), Planning, and Engineering. Below the tabs are two main actions: 'Apply for a Building Permit' and 'Search Building Permit Records'. A progress bar for 'Residential' shows six steps: 1 Project Information (active), 2 Contact Information, 3 Documents, 4 Review, 5 Pay Fees, and 6. The current step is 'Step 1: Project Information > Address'. A legend indicates that an asterisk (\*) denotes a required field. The 'Address' section contains the following fields:
 

- \*Street No.: Text input with '0' entered.
- Direction: Dropdown menu with '--Select--' selected.
- \*Street Name: Text input with 'Address Needed' entered.
- Street Type: Dropdown menu with '--Select--' selected.
- Unit No.: Text input (empty).

 Below these fields are 'Look Up' and 'Clear' buttons. The 'Parcel' section contains:
 

- \*Parcel Number: Text input (empty).

 Below this is a 'Search' button and a 'Clear' button. At the bottom of the form are two large buttons: 'Continue Application' and 'Save and resume later'.



After validated, the Direction and Street Type fields will appear shaded.

Home **Building Permits** Planning Engineering

Apply for a Building Permit Search Building Permit Records

**Residential**

1 Project Information	2 Contact Information	3 Documents	4 Review	5 Pay Fees	6
-----------------------	-----------------------	-------------	----------	------------	---

**Step 1: Project Information > Address** \* Indicates a required field.

**Address**

---

To find the address in our records, enter the street number or street name. Click Look Up and then select your project address.

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

Unit No.:

**Look Up** **Clear**

**Parcel**

---

\*Parcel Number:

**Search** **Clear**

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

4. **Parcel:**

a. Enter the parcel number, and ending letter if applicable, without dashes (EX: 30467002D).

5. Click "Search" to validate the parcel with our records.

**NOTE:** You may see a popup window open and close automatically as the system validates the address.

**Address**

---

To find the address in our records, enter the street number or street name. Click Look Up and then select your project address.

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

Unit No.:

**Look Up** **Clear**

**Parcel**

---

\*Parcel Number:

**Search** **Clear**

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



6. If the Parcel search returns a list of addresses, click the “Select’ button at the bottom of the popup window without making any changes. **Do not** select the address; staff will verify the correct address and add it to your record during the review process.

**Parcel Search Result List** [Close]

Parcels

---

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
10422001B			

Associated Addresses

---

Showing 1-6 of 6

Address	City	State	Zip
1071 W GERMANN RD, QUEEN CREEK PINAL AZ 85140, 1071 W GERMANN RD	QUEEN CREEK	AZ	85140
1089 W GERMANN RD, QUEEN CREEK PINAL AZ 85140, 1089 W GERMANN RD	QUEEN CREEK	AZ	85140
875 W GERMANN RD, QUEEN CREEK PINAL AZ 85140, 875 W GERMANN RD	QUEEN CREEK	AZ	85140
905 W GERMANN RD, QUEEN CREEK PINAL AZ 85140, 905 W GERMANN RD	QUEEN CREEK	AZ	85140
935 W GERMANN RD, QUEEN CREEK PINAL AZ 85140, 935 W GERMANN RD	QUEEN CREEK	AZ	85140
965 W GERMANN RD, QUEEN CREEK PINAL AZ 85142, 965 W GERMANN RD	QUEEN CREEK	AZ	85142

Associated Owners

---

Showing 1-6 of 6

Name	Address

[Continue Application] [Save and resume later]

**Parcel Search Result List** [Close]

Parcels

---

Showing 1-6 of 6

1089 W GERMANN RD, QUEEN CREEK PINAL AZ 85140, 1089 W GERMANN RD	QUEEN CREEK	AZ	85140
875 W GERMANN RD, QUEEN CREEK PINAL AZ 85140, 875 W GERMANN RD	QUEEN CREEK	AZ	85140
905 W GERMANN RD, QUEEN CREEK PINAL AZ 85140, 905 W GERMANN RD	QUEEN CREEK	AZ	85140
935 W GERMANN RD, QUEEN CREEK PINAL AZ 85140, 935 W GERMANN RD	QUEEN CREEK	AZ	85140
965 W GERMANN RD, QUEEN CREEK PINAL AZ 85142, 965 W GERMANN RD	QUEEN CREEK	AZ	85142

Associated Owners

---

Showing 1-6 of 6

Name	Address

[Select] [Cancel]

[Continue Application] [Save and resume later]

- a. If no records are found, select “Cancel.” Verify your entry and try again.
- b. If still no records found, contact our office at 480-358-3003 for assistance.

**Parcel Search Result List** [Close]

Parcels

---

Showing 0-0 of 0

Parcel Number	Lot	Block	Subdivision
No records found.			

[Select] [Cancel]

7. Once the “0 Address Needed” has been validated, click “Continue Application” to move on to the next step.