



How to Check Status' & Upload More Documents

Navigate to the Paradise Valley Citizen Portal:

<https://aca-prod.accela.com/PARADISEVLY/Default.aspx>

The screenshot shows the Town of Paradise Valley Citizen Portal. At the top left is the town's logo. The main header features the text "Town of Paradise Valley Citizen Portal" in a cursive font. On the right side of the header, there are links for "Announcements", "Register for an Account", and "Login". Below the header is a search bar with the placeholder text "Search..." and a green search icon. A navigation menu includes "Home", "Building", "Fire", "Planning", "Enforcement", "Engineering", and "Short Term Rental". Below the navigation menu is an "Advanced Search" section. The main content area is divided into two columns. The left column contains a welcome message and a list of services: Building, Planning, and Engineering. The right column contains a "Sign In" section with fields for "USER NAME OR E-MAIL" and "PASSWORD", a "Forgot Password?" link, a "Sign In" button, and a "Remember me on this device" checkbox. At the bottom of the sign-in section, there are links for "Not Registered?" and "CREATE AN ACCOUNT".



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Step 1: Sign into your existing account

Search...

[Home](#) [Building](#) [Fire](#) [Planning](#) [Enforcement](#) [Engineering](#) [Short Term Rental](#)

Advanced Search

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Sign In

USER NAME OR E-MAIL: *
auser@paradisevalleyaz.gov

PASSWORD: *

[Forgot Password?](#)

[Sign In](#)

Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)



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Step 2: Click the “My Records” to locate records associated with your account and view the status of your application.

You may Click the ‘Record Number’ to add documents to a submitted application or ‘Resume Application’ to add documents to an application in progress.

Search...

Home Building Fire Planning Enforcement Engineering Short Term Rental

Dashboard **My Records** My Account Advanced Search

Application status located in this column.

▼ Building


Showing 1-2 of 2 | Download results | Add to collection


<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
<input type="checkbox"/>	10/12/2023	23TMP-000295	Residential New		6401 E LINCOLN DR, PARADISE VALLEY AZ 85253		Resume Application	NEW SINGLE FAMILY RESIDENCE		
<input type="checkbox"/>	10/03/2023	PRE23-00055	Pre-Application		6401 E LINCOLN DR, PARADISE VALLEY AZ 85253	Submitted		I need to install a fence for my animals.		



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Step 3: for a Submitted Application
Use the Record Info drop-down and click "Attachments".

Search... 

Home  Fire Planning Enforcement Engineering Short Term Rental

+ Create Application Search for an Application Schedule an Inspection


Record PRE23-00055: Add to collection
Pre-Application
Record Status: Submitted

Record Info  Payments 

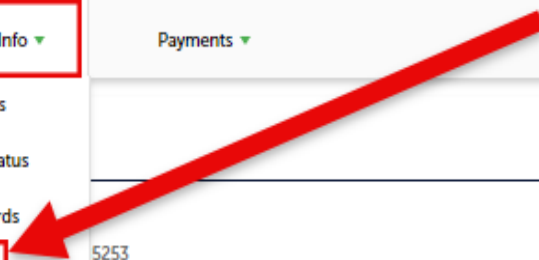
Record Details

Processing Status

Related Records

Attachments 

Inspections



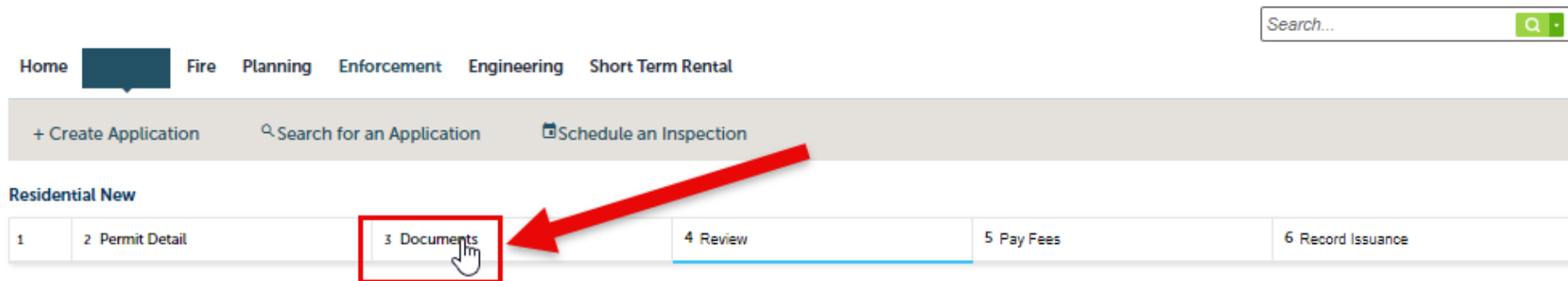


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Step 3: for an Application in Progress

You will be asked to start your application from the beginning or pick up where you left off. It is recommended to pick up where you left off. If you receive a warning that information may be lost, please click "Leave" 😊

Click the "3 Documents" tab at the top of the page.



The screenshot shows a web application interface. At the top right, there is a search bar with the text "Search..." and a green search icon. Below the search bar is a navigation menu with the following items: Home, Fire, Planning, Enforcement, Engineering, and Short Term Rental. Underneath the navigation menu is a secondary menu with three items: "+ Create Application", "Search for an Application", and "Schedule an Inspection". Below this is a section titled "Residential New" with a horizontal list of tabs. The tabs are numbered 1 through 6. Tab 1 is empty, tab 2 is "Permit Detail", tab 3 is "3 Documents" (highlighted with a red box and a red arrow pointing to it), tab 4 is "Review", tab 5 is "Pay Fees", and tab 6 is "Record Issuance".



How to Check Status' & Upload More Documents

Step 4: Click “Add”, then click “Add” on the File Upload page.

Attachments

The maximum file size allowed is 1024 MB.

ade;adp;bat;chm;cmd;com;cpl;doc;docx;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;png;scr;scf;shb;sql;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;xls;xlsx are disallowed file types to upload.

Name	Record ID	Type	Latest Update	Action	Record Type
Aerial Photo.pdf		Aerial Photo	10/13/2023	Actions ▼	
Project Narrative.pdf		Narrative	10/13/2023	Actions ▼	
Site Plan.pdf		Site Plan	10/13/2023	Actions ▼	

Add

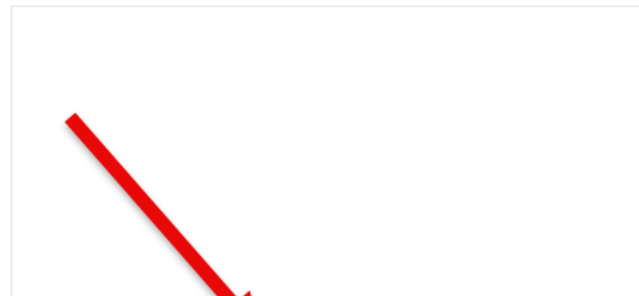


File Upload



The maximum file size allowed is 1024 MB.

ade;adp;bat;chm;cmd;com;cpl;doc;docx;exe;hta;htm;html;ins;isp;jar;js;jse;lib are disallowed file types to upload.



Continue

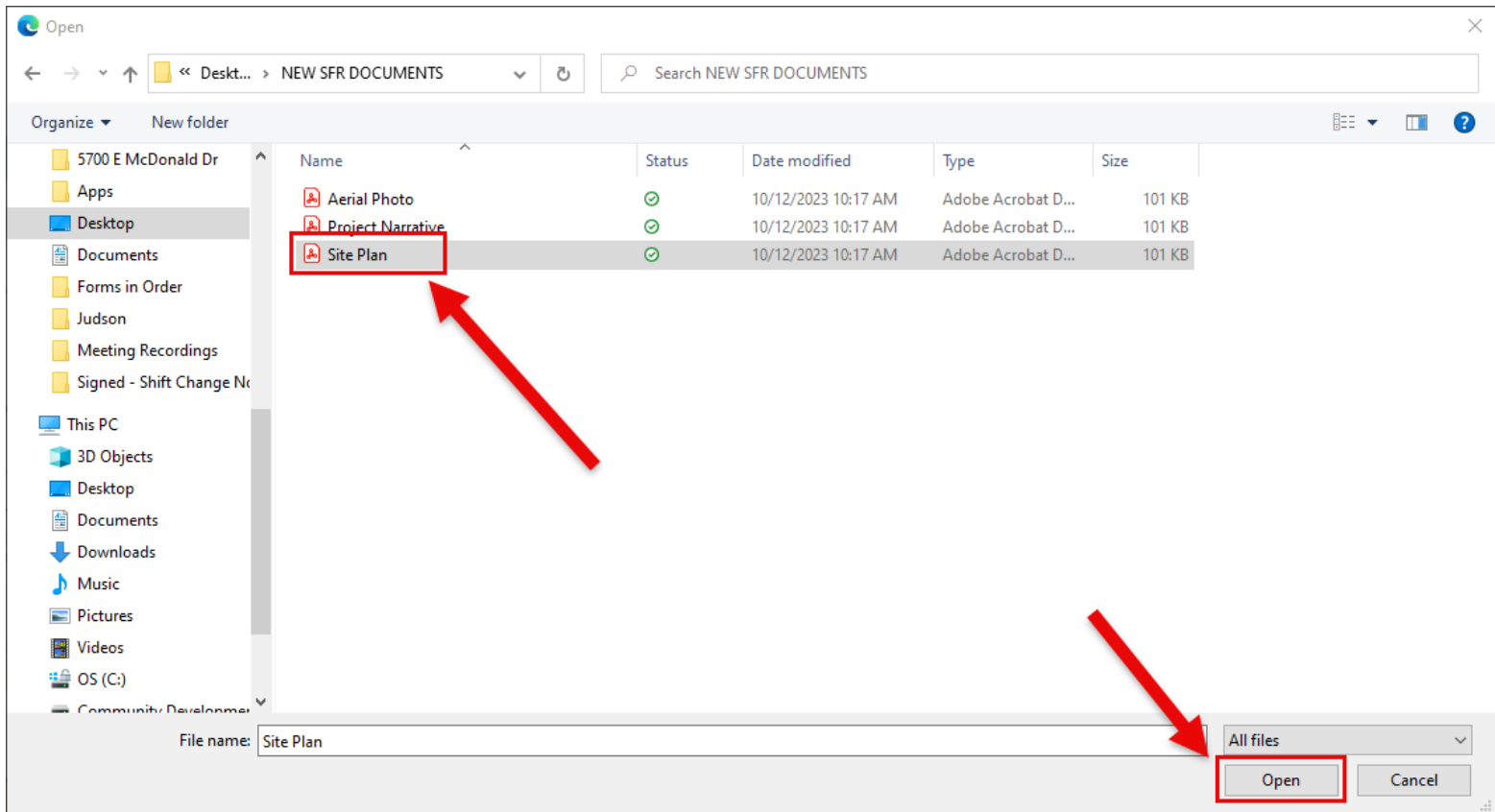
Add

Remove All



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Step 5: Select your document and click “Open”.





How to Check Status' & Upload More Documents

Step 5 continued: Click “Continue”.

File Upload ×

The maximum file size allowed is 1024 MB.
ade;adp;bat;chm;cmd;com;cpl;doc;docx;exe;hta;htm;html;ins;isp;jar;js;jse;lib;
are disallowed file types to upload.

Aerial Photo.pdf	100%
Project Narrative.pdf	100%
Site Plan.pdf	100%

Continue **Add** **Remove All**

Allow documents to load to 100% before you click continue.



How to Check Status' & Upload More Documents

Step 6: Select the document "Type" from the drop-down, then click "Save".

The maximum file size allowed is 1024 MB.
ade;adp;bar;chm;cmd;com;cpl;doc;docx;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;msi;php;pdf;png;scr;scx;shb;sql;sys;vb;vbe;vbs;vxd;wsc;wsf;wsht;xls;xlsx are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found				

File:
Aerial Photo.pdf
100%

* Type:
Aerial Photo

- Select--
- Aerial Photo
- Agent Authorization Letter
- ALTA Survey
- Any Other Document not listed
- Approval from affected jurisdiction
- Architectural Renderings
- Arizona Department of Environmental Quality (ADEQ) Notice of Intent (NOI)
- Building Lighting Plan
- Certificate of Insurance (COI)
- Conceptual Architectural Renderings
- Conceptual Site Plan
- Construction Staging Plan/Traffic Control Plan
- Cover Sheet with Vicinity Map
- Cross Sections
- Dedication of Right-of-Way
- Dust Control Plan
- Elevation View
- Exterior Building Elevations/Details
- Fence on Common Property Authorization

Description:

File:
Site Plan.pdf
100%

* Type:
Site Plan

Description:

Save Add Remove All



How to Check Status' & Upload More Documents

Step 7: Congratulations! Your document has been uploaded.

[Home](#) [Fire](#) [Planning](#) [Enforcement](#) [Engineering](#) [Short Term Rental](#)

[+ Create Application](#) [🔍 Search for an Application](#) [📅 Schedule an Inspection](#)



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