

# FOUNTAIN HILLS ONLINE PERMITTING – TOPPS

## **NEED TO REGISTER FOR A NEW ONLINE ACCOUNT? PLEASE VISIT**

**[Fountainhillsaz.gov/topps](http://Fountainhillsaz.gov/topps)**

## **ALREADY HAVE AN EXISTING ACCOUNT AND NEED TO SUBMIT FOR PERMITTING?**

Login to your account by visiting:

**[Fountainhillsaz.gov/topps](http://Fountainhillsaz.gov/topps)**

- HOVER OVER SERVICES
- CLICK PERMITS (OR ZONING SUBDIVISION)
- CLICK APPLY ONLINE (LEFT)
- APPLICATION TYPE-RESIDENTIAL BUILDING PERMIT (IF FOR A BUILDING PERMIT) OTHERWISE CHOOSE ACCORDINGLY
- SUB TYPE (WHAT YOU ARE APPLYING FOR)
- FILL IN THE REST ACCORDINGLY – ANYTHING WITH A RED DASH IS REQUIRED
- UPLOAD PLANS AS COMBINED PDF DOCUMENT AND ANY SUPPORTING DOCUMENTS AS COMBINED PDF DOCUMENT.

## **ALREADY SUBMITTED? YOU CAN:**

### **PAY your Building Permit Fees**

- \*Log in ([fountainhillsaz.gov/topps](http://fountainhillsaz.gov/topps))
- \*Click view my requests (left)
- \*Click permit you are needing to pay (in blue)
- \*Click make a payment (left)

### **RESUBMITTING DOCUMENTS OR REQUEST A CHANGE TO AN APPROVED PERMIT**

- \*Log in ([fountainhillsaz.gov/topps](http://fountainhillsaz.gov/topps))
- \*Click view my requests (left)
- \*Click permit number (in blue)
- \*Click upload documents (left)
- \*Follow the instructions

### **REQUEST INSPECTIONS**

- \*Log in ([fountainhillsaz.gov/topps](http://fountainhillsaz.gov/topps))
- \*Click view my requests (left)
- \*Click permit number you are needing an inspection for (blue)
- \*Click request an inspection (left)

### **PRINT YOUR DOCUMENTS**

- \*Log in ([fountainhillsaz.gov/topps](http://fountainhillsaz.gov/topps))
- \*Click view my requests (left)
- \*Click permit number (in blue)
- \*Click documents tab
- \*Under file name – select document you would like to print (in blue)