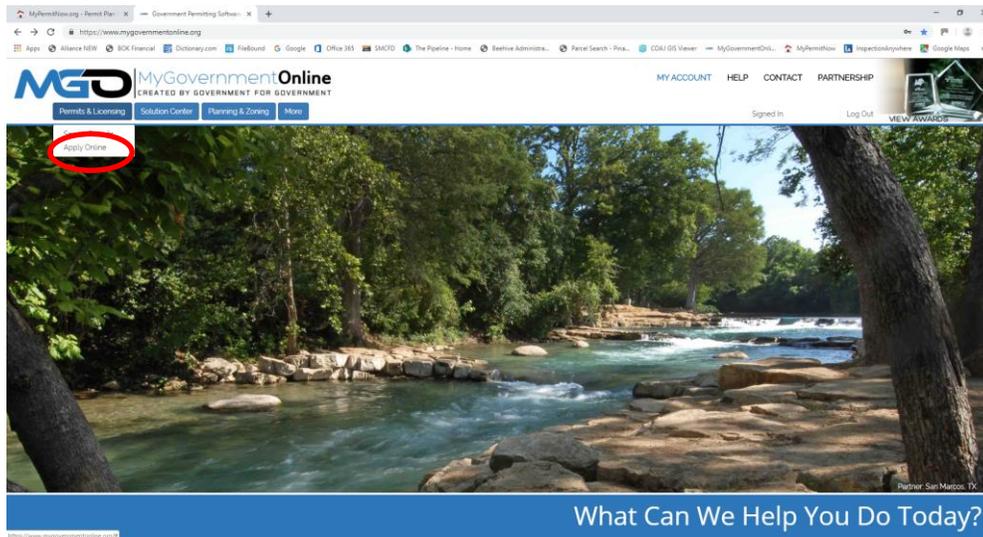




1. Log into your account at MyGovernmentOnline. If you don't yet have an account, see [Create an Account](#).
2. Under Permits & Licensing, select Apply Online



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: \*

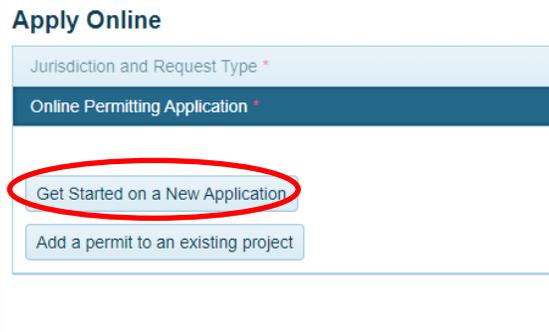
Jurisdiction: \*

Project Type: \*

- a. Then click Next.



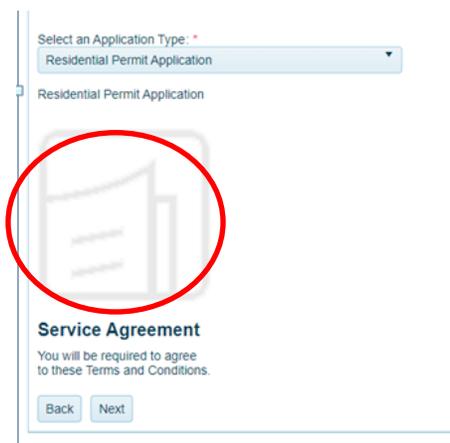
4. Select Get Started on a New Application



5. Select the appropriate permit type:



6. Review the District's Service Agreement by clicking on the document image below.



- a. Press the Esc key on your keyboard to close the Service Agreement.
- b. Then click Next.



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

- a. Then click Next.
8. 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.*

- a. Then click Next.
9. If available, please provide contact information for the following:
  - a. Applicant, if you are not the Property Owner;
  - b. Developer of the project or property;
  - c. Contractor who will be responsible for the sewer connection;
  - d. Tenant who will ultimately occupy the property;
  - e. Second Property Owner, if there is another party who has ownership interest in this property;
  - f. Then click Next.



10. Complete the Application Questionnaire.

Commercial Permit Application\*

Application Type\*   
Application Type for Commercial Projects

Service Class\*   
Service Class for Commercial Projects

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

Subdivision

Number of Units

Type of Business

Business Name

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

Applicant's Relationship to the Project

For account verification purposes please provide one of the following required verification methods below.

I understand that one of the four account verification requirements must be provided upon the submission of my application.

Last 4 Digits of SSN:   
Account Verification Method

Tax ID or EIN:

Date of Birth:

4 Digit PIN

Please check the box to indicate that you have read the account verification statement.

Provide at least one means of verification. You will be asked to supply this information if you contact the District regarding your account.

Legal and Service Agreement\*

Please Sign Your Full Name in the Next Question

The Service Agreement at the beginning of this application outlines the Terms and Conditions of the Service Agreement at [www.smcfcd.org](http://www.smcfcd.org).

We are the legal owner(s) of or have legal authority over the real Property identified in this application. I/We agree to the terms and conditions of the Service Agreement and understand the consequences of non-compliance.

Legal and Service Agreement Signature - Full Name Required\*   
I understand and agree to the terms specified above.

Signer's Relationship to the Property   
Select Option

Please check each box to indicate that you have read and understand each of the statements in this section.

If you are the property owner, please type your full name to indicate your agreement with the preceding statement. Otherwise, please type NOT THE OWNER.

a. Then click Next.

11. Upload project plans, construction drawings and any other files to support your application, such as the property deed.

a. Then click Next.



12. Submit your Application.

A screenshot of a web application's review stage. At the top, a dark blue header contains the word "Review" in white. Below this, a light blue box contains the text: "To save your current progress and complete your application another time, please press save before exiting." Underneath, a message states: "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 circled in red, indicating the final step to be taken.

Please allow 3 business days for a response from the District.