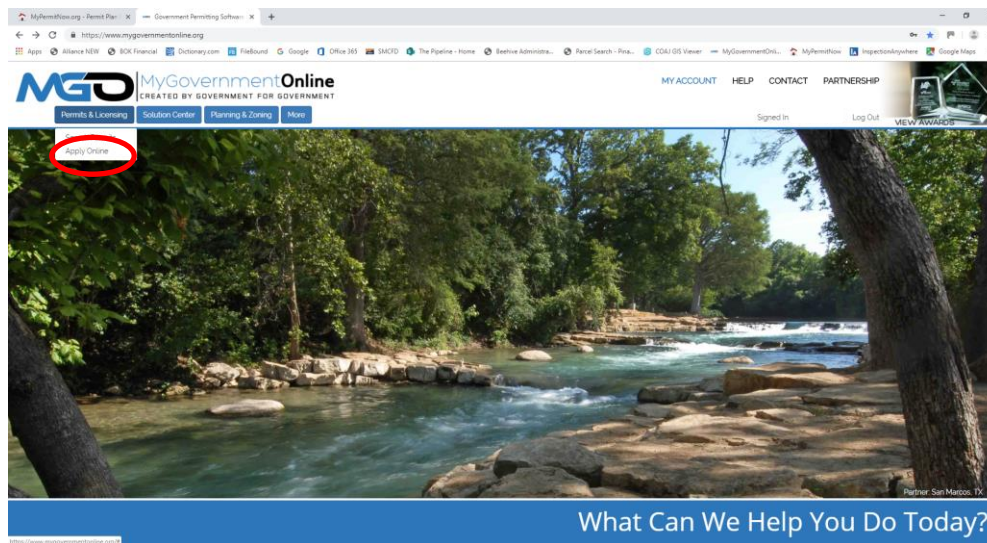




Complete an Application for a Residential Sewer Connection Permit Quick Reference

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

A screenshot of the 'Apply Online' web interface. At the top, it says 'Apply Online'. Below that, there are two main sections: 'Jurisdiction and Request Type' and 'Online Permitting Application'. Under 'Online Permitting Application', there are two buttons: 'Get Started on a New Application' and 'Add a permit to an existing project'. The 'Get Started on a New Application' button is circled in red.

5. Select the appropriate permit type:

A screenshot of the 'Apply Online' web interface. At the top, it says 'MGD MyGovernmentOnline' with the tagline 'CREATED BY GOVERNMENT FOR GOVERNMENT'. Below that are navigation buttons for 'Permits & Licensing', 'Solution Center', 'Planning & Zoning', and 'More'. The main section is 'Apply Online'. Under 'Online Permitting Application', there is a 'Select an Application Type' dropdown menu. The dropdown is open, showing several options: '- Select an Option -', 'Change in Ownership Application', 'Commercial Permit Application', 'Infrastructure Permit Application', 'Residential Permit Application', and 'Sever Service Inquiry'. The 'Residential Permit Application' option is circled in red.

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

A screenshot of the 'Residential Permit Application' web interface. At the top, it says 'Residential Permit Application'. Below that, there is a document icon representing the 'Service Agreement'. The document icon is circled in red. Below the icon, it says 'Service Agreement' and 'You will be required to agree to these Terms and Conditions.' At the bottom, there are 'Back' and 'Next' buttons.

- 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.

Physical Address or Location

Please provide the physical address or location of your project.
or [modify an existing permit](#)

My Project has been addressed by the Jurisdiction.

Address or Location: * City: * Zipcode: *

Files Upload

- 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.*

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



10. Complete the Application Questionnaire.

Residential Permit Application*

Application Type * - Select Option -
Application Type for Residential Projects

Service Class * - Select Option -
Service Class for Residential Projects

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

Subdivision

Number of Units - Residential *

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

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.smcfd.org.

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

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 -
Select Option

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.

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

Please type your full name to indicate your agreement with the preceding statement.

a. Then click Next.

11. Upload a site plan, if available, 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 screen. 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 box, the text reads: "Your application is ready to submit to the jurisdiction." At the bottom of the screen, there are three buttons: "Back", "Save", and "Submit". The "Submit" button is circled in red.

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