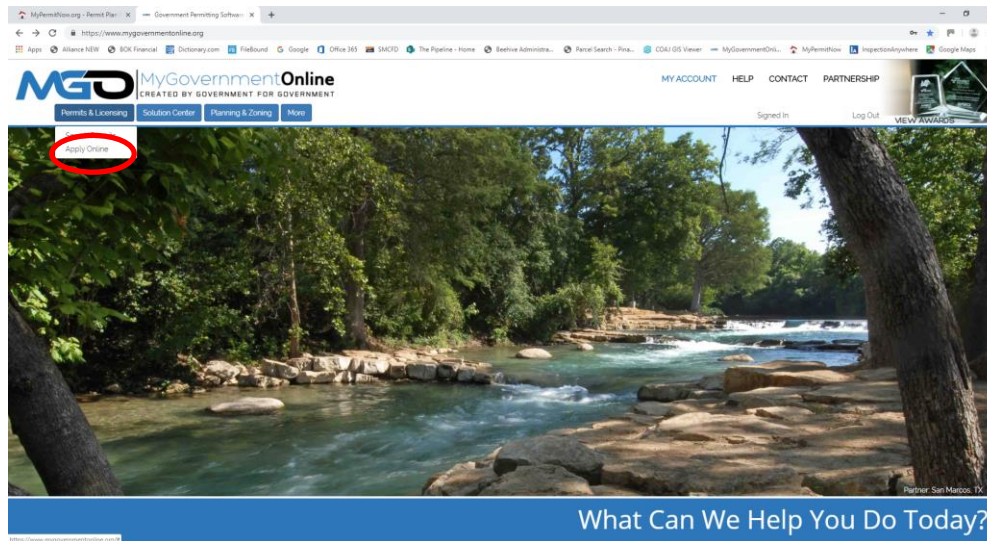


1. Log into your account at MyGovernmentOnline. If you don't yet have an account, see [Create an Account](#).
2. Under Permits & Licensing, select Apply Online



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.

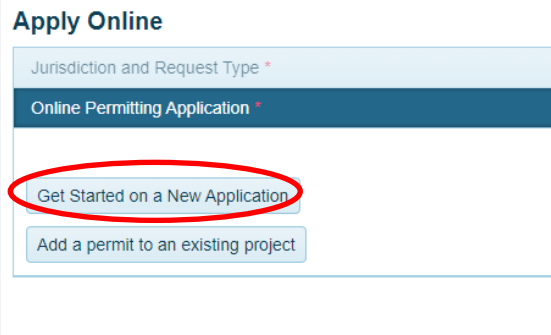
Country: \*  State: \*

Jurisdiction: \*

Project Type: \*

- a. Then click Next.

4. Select Get Started on a New Application



**Apply Online**

Jurisdiction and Request Type \*

Online Permitting Application \*

**Get Started on a New Application**

Add a permit to an existing project

5. Select the appropriate permit type:



**MGO MyGovernmentOnline**  
CREATED BY GOVERNMENT FOR GOVERNMENT

Permits & Licensing Solution Center Planning & Zoning More

**Apply Online**

Jurisdiction and Request Type \*

Online Permitting Application \*

Select an Application Type

Select an Application Type: \*

- Select an Option - Please select an option

- Select an Option -

Change in Ownership Application

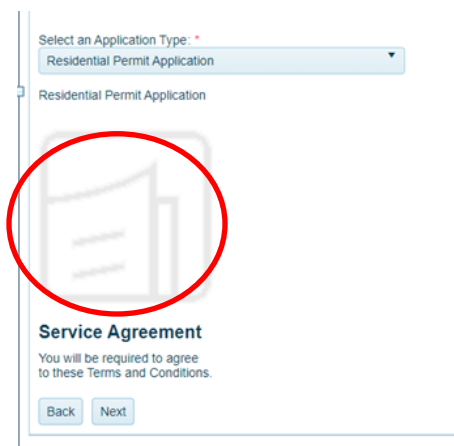
Commercial Permit Application

Infrastructure Permit Application

**Residential Permit Application**

Sewer Service Inquiry

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



Select an Application Type: \*

Residential Permit Application

Residential Permit Application

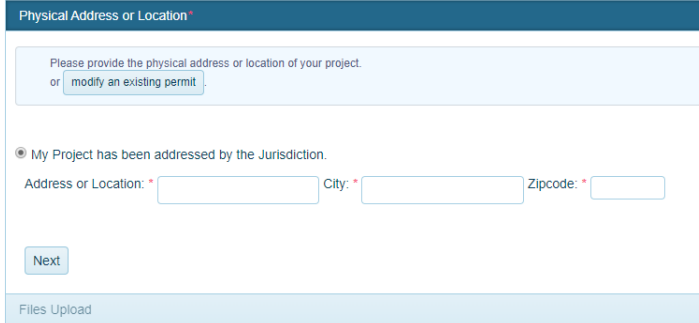
**Service Agreement**

You will be required to agree to these Terms and Conditions.

Back Next

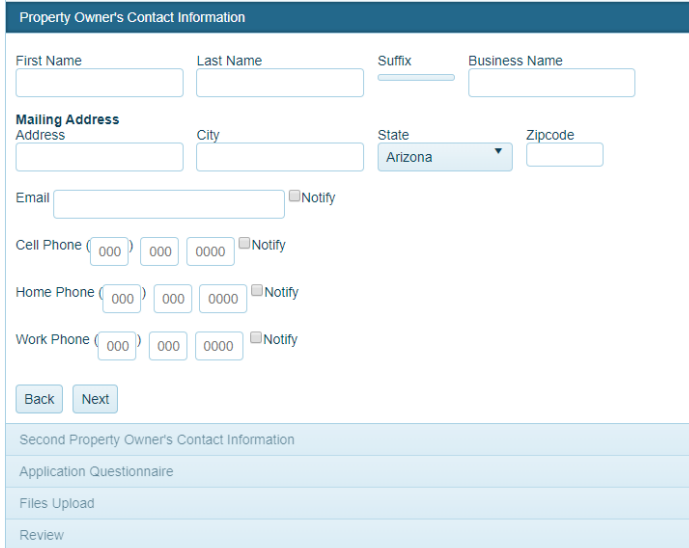
- a. Press the Esc key on your keyboard to close the Service Agreement.
- b. Then click Next.

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:
- Contractor who will be performing the sewer connection;
  - Applicant, if you are not the Property Owner;
  - 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 \*   
Application Type for Residential Projects

Service Class \*   
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.  **Please check the box to indicate that you have read the account verification statement.**

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

**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.smcfd.org](http://www.smcfd.org). **Please check each box to indicate that you have read and understand each of the statements in this section.**

We are the legal owner(s) of or have legal authority over the real Property identified by the Parcel Number above. I/We agree to the terms and conditions of the Service Agreement and understand the terms of the Service Agreement. **Please type your full name to indicate your agreement with the preceding statement.**

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

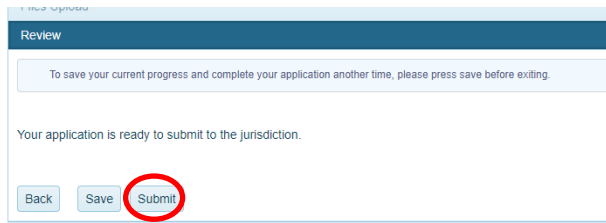
Signer's Relationship to the Property   
Select Option

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.



The screenshot shows a web application interface with a dark blue header labeled "Review". Below the header is a light blue box containing 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 interface, 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.