

**Engineering Record Type: Engineering Construction Permit Submittal Process**  
**Engineering Record Prefix: ENG-XX-XXXX**

(For Additional Information [Click Here](#))

## 1. Login

- **Action:** Access the [Avondale Citizen Portal](#) and log in using your credentials.

## 2. Select "Create Application"

- **Action:** Once logged in, locate and click on the "**Engineering**" icon.
- **Next:** Under the Engineering section, click on "**Create Application**".

## 3. Sign In & Accept Terms

- **Action:** Sign in if prompted and accept the terms of service to proceed.
- **Next:** Click "**Continue Application**" to move to the next screen.

## 4. Select Record Type for Submittal

- **Action:** On the next screen, select the appropriate record type for your submittal.
- **Next:** Under the **Engineering** section, choose "**Engineering Construction Permit**".
- **Next:** Click "**Continue Application**".

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## Step 1: Plan Review

- Under the Plan Review section, enter the following details:
  - Link the Approved Plan required to submit the Engineering Construction Permit.
  - Enter the EDPR-XX-XXXX number associated with the Approved Plan.
  - This will auto-populate related information from the EDPR record into the application.

## Step 2: Location

- Location is optional; you may leave it blank if you don't have an assigned address.

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- If you don't have a location, click **Continue Application** to proceed.
- If you have a location, enter part of the address in the search box and click **Search**.
- A list of possible addresses will appear. Select the appropriate address.

### Step 3: Contacts

- Select the required contacts:
  - **Applicant:** The primary applicant for the permit.
  - **Licensed Professional:** The licensed professional associated with the project (required).
  - **Additional Contacts:** Choose Yes or No.
    - If Yes is selected, you will be prompted to enter the Primary Contact. This person will receive notifications about the submittal.
  - Click **Continue Application** to proceed to the next screen.

### Step 4: Application Details

#### Permit Information

- Enter a unique and concise identifier for your project.
  - Provide a comprehensive description of the project, including basic quantities to identify the scope of the work.

#### Application Details

- Select an application type from the dropdown list.
  - Under Custom Fields, the selected Submittal Type will automatically populate based on the Construction Plan Review.
  - Select On-site Improvements or Off-site Improvements if applicable.
  - Click **Continue Application** to proceed to the next step.

### Step 5: Submittal Documents

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### Permit Deliverables Checklist

- The system will display the required documents for the selected submittal type under the Permit Deliverables Checklist table.

### Attach Documents

- To add documents, you can:
  - **Select from Account:** Choose documents already available in your account.
  - **Add Documents:** Upload documents from your local files if not available in your account.
  - Ensure you select the correct Document Type for each document to avoid errors.
  - Once all required documents are attached, click **Continue Application**.

### Step 6: Review and Certification

#### Review Your Submission

- The system will display all the information you entered, including location, contacts, permit details, and attached documents.
  - Review the details carefully and make sure all information is correct.

#### Certification

- At the bottom left of the screen, check the box to certify that the information provided is accurate and complete.

#### Submit the Application

- Once certified, click **Continue** to submit your Engineering Construction Permit application.
  - A confirmation message will appear with your Record Number (ENG-25-XXXX), indicating that your application has been successfully submitted.

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## Engineering Construction Permit Status

- To track the status of your application:
  - Go to My Account in the upper right menu and select My Records.
  - Your Traffic Control Plan will be listed under the Engineering section.
  - The Status column will display the current status of your application (initial status: Info Received).
- You will receive email notifications regarding any status changes for your record.