



Homebuilders: Applying for Standard Plan Permits

The instructions provided in this guide outline the steps for production homebuilders to apply for Standard Plan Permits (sometimes referred to as Master Plan Permits or Site Plan Permits). Registered Public Users must be associated to the specific record in order to apply for Standard Plan Permits.

A Standard Plan Permit is a clone or copy of the original Standard Plan Review record of the approved construction plans for that model. It is important to know the Standard Plan Review record number before beginning the application.

Getting Started

1. Open a web browser and navigate to queencreekaz.gov/DevelopmentNexus or directly to the URL at: <https://aca-prod.accela.com/QC/Default.aspx> and then login to your registered user account.
2. Select My Records to view a list of records associated to your user profile.
TIP: To help locate records, click the column header “Record Number” once to sort A–Z, and twice to sort Z–A to filter the “S” record numbers to the top of the list.
3. Looking at the Standard Plan Review record list (particularly the S record numbers), take note of columns “Actions” and “Status”.

NOTE: Only Standard Plan Review records with Status of “Plan Review Approved” are eligible for permit application. If the record status is Applied or In Review, contact Building Safety Permit staff for further assistance.

▼ Building Permits

Showing 1-10 of 10 | [Download results](#) | [Add to collection](#) | [Copy Record](#)

<input type="checkbox"/>	Record Number	Record Type	Action	Address	Project Name	Description	Date	Status	Short Notes
<input type="checkbox"/>	S17-0020	Standard Plan Review	Amendment		MODEL 5012, GATEWAY QUARTER SHEA HOMES	MODEL 5012	08/10/2017	Plan Review Approved	Standard Plan Review
<input type="checkbox"/>	S17-0018	Standard Plan Review			MODEL 5012, SHEA HOMES, GATEWAY QUARTER	MODEL 5012, ONE-STORY ELEVATIONS BCD	08/07/2017	In Review	Standard Plan Review
<input type="checkbox"/>	S17-0011	Standard Plan Review	Amendment		MODEL 5018, CHURCH FARM, WILLIAM LYON	WILLIAM LYON, MODEL 5018, ONE-STORY, ELEVATIONS A B C - CHURCH FARMS	04/18/2017	Plan Review Approved	Standard Plan Review
<input type="checkbox"/>	S16-0235	Standard Plan Review			MODEL VERANDAH, DORADA ESTATES - TOLL BROTHERS	TOLL BROTHERS, MODEL VERANDAH, TWO-STORY, ELEVATION CRAFTSMAN, SPANISH ANDALUSION - DORADA ESTATES	12/05/2016	Applied	Standard Plan Review
<input type="checkbox"/>	B17-2315	Residential		22358 S ELLSWORTH RD, QUEEN CREEK AZ 85142	test app status	test app status	11/14/2017	Applied	Residential / Pool-Spa

4. From the Record Number column, click the blue record number to open the record details.
5. On the Record Detail page, expand More Details section and expand Application Information table to verify the description and square footage information matches the plan you want to submit for permit application.



Record 517-0020: Add to collection
 Standard Plan Review
 Record Status: Plan Review Approved

Record Info ▾ | Payments ▾

Work Location

Record Details

Applicant:
 Amy Shackelford
 Shackelford Contracting
 22358 S Ellsworth Rd
 Queen Creek, AZ, 85142
 Main Phone: 4803583906
 amy.shackelford@queencreek.org

Licensed Professional:
 SHEA HOMES
 8800 N GAINES CENTER DR STE 350
 SCOTTSDALE, AZ, 85258
 Main Phone: 4803486100
 Contractor

Project Description:
 MODEL 5012, GATEWAY QUARTER SHEA HOMES
 MODEL 5012

▼ More Details

- Related Contacts
- Application Information Table

BASE HOME INFO

Description:	ELEVATION A
Selected:	Yes
1st Floor:	2553
Garage:	603
Entry:	153
Patio:	182
Liveable:	2553
Non Liveable:	938

[Create Amendment](#)

6. If it matches, click [Create Amendment](#) button to begin a new permit application.
 - a. If the information displayed is incorrect, search for the correct Standard Plan Review record. If the description is correct but the options or square footage do not match, contact Building Safety Permit Staff for further assistance.

Completing the Application

Turn on **CAPS LOCK** feature on your keyboard.

Project Information > Description

7. Project Name: format should be "LOT NUMBER, SUBDIVISION" Ex: LOT 128, GATEWAY QUARTER PARCEL 1
8. Description of Work: Enter the Model number, Elevation selected, and describe any options selected for this permit application. Ex: MODEL 5012, ELEV B (OPT: EXT PATIO) AND FENCE.



Step 1: Project Information > Description

* indicates a required field.

Detail Information

*Project Name:

*Description of Work:

Building Information

GENERAL

Number of Stories:

Building Height: Feet

Save and resume later

[Continue Application](#)

9. Click Continue Application.

Project Information > Address

10. Address: Enter some or all of the street address and click Look Up to verify the address in our records.

- a. If only one address matches your search, the complete information including Parcel Number automatically adds to the application.

Example of Single Address match:

Address

Enter the address information and click on Search to find the address in our files.

*Street No.: Direction: *Street Name: Street Type:

Unit Type: Unit No.:

Parcel

*Parcel Number:

Address

Enter the address information and click on Search to find the address in our files.

*Street No.: Direction: *Street Name: Street Type:

Unit Type: Unit No.:

Parcel

*Parcel Number:



- b. If no results found, clear search and enter a portion such as the street number only. If still not found, contact Building Safety Permit Staff to confirm the address is valid for the subdivision.
- c. If multiple addresses found, select the correct address from the list to add to the application.

Example of Multiple Address match:

Address

Enter the address information and click on Search to find the address in our files.

*Street No.: Direction: *Street Name: Street Type:

Unit Type: Unit No.:

Parcel

*Parcel Number:

Address Search Result List

Address	City	State	Zip
<input type="radio"/> 18962 E LARK DR. 57. CORTINA PARCEL 7. QUEEN CREEK MARICOPA AZ 85142. 18962 E LARK DR	QUEEN CREEK	AZ	85142
<input type="radio"/> 18962 E REINS RD. 13. SOSSAMAN ESTATES 3 PHASE A. QUEEN CREEK MARICOPA AZ 85142. 18962 E REINS RD	QUEEN CREEK	AZ	85142
<input checked="" type="radio"/> 18962 S 209TH WAY. 128. GATEWAY QUARTER PARCEL 1. QUEEN CREEK MARICOPA AZ 85142. 18962 S 209TH WAY	QUEEN CREEK	AZ	85142
<input type="radio"/> 18962 S 210TH PL. 340. GATEWAY QUARTER PARCEL 4. QUEEN CREEK MARICOPA AZ 85142. 18962 S 210TH PL	QUEEN CREEK	AZ	85142

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 31412133	128		GATEWAY QUARTER PARCEL 1

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/>	

11. Click Continue Application.

12. Contact Information – All current information is saved, click continue application.

Documents > Attached Documents

Standard Plan Permits require four (4) separate documents uploaded as part of the application process. An error message will display if you do not attach the required documents and you will not be able to submit the application.

- a. Site Plan
- b. Water Sizing Worksheet
- c. Master Community Application
- d. Contractor Declaration

Save each document as a separate file prior to beginning your application. Include the lot number and subdivision name in the file name.

13. At the bottom of the Attachments page, click Add to begin the document upload process.

14. In the File Upload window, click Add again to browse for your files.



- a. Click open to add the files to the File Upload window in your application.
Each file must be uploaded separately.
- b. Next, select the file type from the dropdown list at each file.

New Attachment

New Attachment

No file chosen

Type

Site Plan ▼

Description

15. Selected documents display in the File Upload window. Click continue application

Attachments

The maximum file size allowed is **400 MB**.

File Name	File Size	Type	Refresh
TEST 1.pdf	66.47 kB	Site Plan	✘
TEST 2.pdf	66.47 kB	Water Sizing Worksheet	✘
TEST 3.pdf	123.45 kB	Master Community Application	✘
TEST 4.pdf	25.42 kB	Contractor Declaration	✘

16. Click the Save to complete the upload process.



CAUTION! The final upload can take a few minutes to complete. Do not advance until the file name converts to a blue link, and the document is marked with a date in the Latest Update column on the right.

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Standard Plan Permit

1 Project Information	2 Contact Information	3 Documents	4 Review	5 Pay Fees	6
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Step 3: Documents > Attached Documents

* indicates a required field.

Attachment

CAUTION! Do not upload attachments until they are formatted to comply with Queen Creek's [Submittal Requirements](#). Improperly formatted files may delay your application and the review process.

Submit ONE set of the complete construction plans (site plan, architectural, electrical, structural, etc.) with all disciplines combined into a single PDF. For large projects, civil plans may be uploaded as a separate PDF from the architectural package.

[Electronic Submittal Requirements](#)

For assistance, call 480-358-3003 or email devnexus@queencreek.org

The maximum file size allowed is 195 MB.
html;htm;mht;mhtml are disallowed file types to upload.

This application type requires you to submit the following documents as part of your application: Site Plan, Water Sizing Worksheet, Contractor Declaration, Master Community Application

Name	Type	Description	Action	Document Status	Status Date	Latest Update
LOT 128 GATEWAY QUARTER APPLICATION.pdf	Master Community Application					Pending
LOT 128 GATEWAY QUARTER CONTRACTOR DECLARATION.pdf	Contractor Declaration					Pending
LOT 128 GATEWAY	Water Sizing Worksheet					Pending

Upload is complete when the file names look like this:

RES_LOT 265 LA SENTIERO SITE PLAN.pdf	Site Plan	Actions ▼	Uploaded	06/27/2018	06/27/2018
LOT 128 GATEWAY QUARTER WATER SIZING.pdf	Water Sizing Worksheet	Actions ▼	Uploaded	06/27/2018	06/27/2018
LOT 128 GATEWAY QUARTER CONTRACTOR DECLARATION.pdf	Contractor Declaration	Actions ▼	Uploaded	06/27/2018	06/27/2018
LOT 128 GATEWAY QUARTER APPLICATION.pdf	Master Community Application	Actions ▼	Uploaded	06/27/2018	06/27/2018

17. Click Continue Application.

Review and Submit

18. Review the application information and acknowledge the certification by checking the box. Click Continue Application.

I hereby certify that I have read this application and state that the information contained herein is correct and that I am the owner or duly authorized agent of the owner. I understand that any estimated fees may need to be adjusted during the review process. The actual fees will be calculated in accordance with the Town's adopted schedule of fees and invoiced prior to permit issuance. I agree to comply with all Federal, State and Town laws relating to building construction. I hereby authorize representatives of the Town of Queen Creek to enter upon the subject property for inspection purposes. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of acceptance, unless such application has been pursued in good faith or a permit has been issued.

By checking this box, I agree to the above certification. Date: 06/27/2018

[Continue Application >](#) [Save and resume later](#)



If completed correctly, you should receive this message:

Step 6: Record Issuance



Your permit application has been successfully submitted.

Thank you for using the Queen Creek Development Nexus to submit your application.
Your Application Record Number is B18-0084.

You will need this number to check the status of your permit application or to schedule/check results of inspections once your permit has been issued.

You will be notified when your application has been approved or when additional information is needed.

Additional fees may be required prior to completion of the application review.

[View Record Details »](#)

What happens next?

- Permit staff receive notification for each new application submitted online. Applications are processed in the order submitted.
- You will receive notification from us:
 - If your submittal is incomplete or does not meet the electronic submittal requirements,
 - or-
 - When your plans have been routed for review.