

# ELECTRONIC SUBMITTALS



DEVELOPMENT SERVICES  
**ONLINE**  
BUILD A COMMUNITY WITH US

## DOCUMENT REQUIREMENTS

- 1 Convert documents to **pdf format**
- 2 Ensure all pages are **correctly orientated** without rotation
- 3 Create a **separate pdf file for each document type**, such as Application, Development Plan, Soils report, etc.
- 4 **Name each document** to represent the submittal number and document type
- 5 Provide a minimum **3.25" wide x 1.25" high clear space**, near the title block on all pages for application of the approval stamp

### Example for 1st Review

Sub 1 Application  
Sub 1 Drainage Report  
Sub 1 Plan Set  
Sub 1 Title

### Example for 2nd Review

Sub 2 Drainage Report  
Sub 2 Plan Set

## SUBMITTING YOUR DOCUMENTS

Email submittals to [permits@maranaAZ.gov](mailto:permits@maranaAZ.gov)

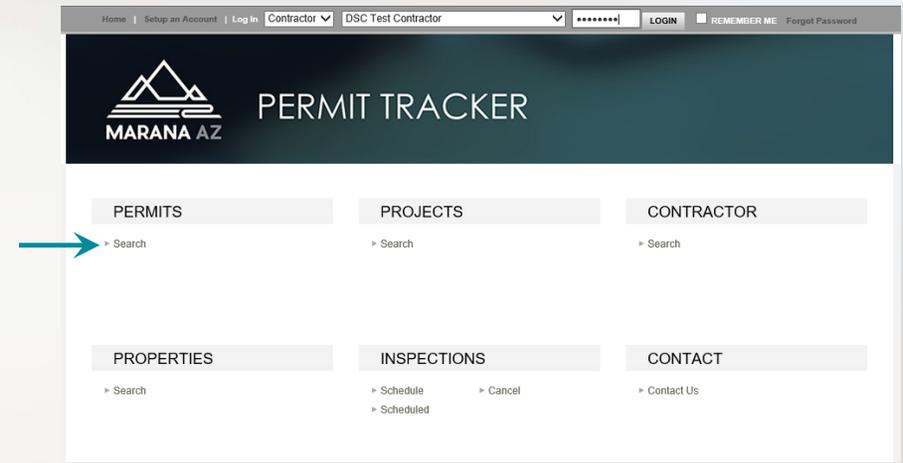
- ✓ Must include **all** required submittal documents
- ✓ Combined file size **MUST not exceed 25 MB**
- ✓ Request a **file share link** if necessary

## NEED ASSISTANCE

Contact us at (520) 382-2600

## FINDING INFORMATION

Go to [www.maranaAZ.gov/PermitTracker](http://www.maranaAZ.gov/PermitTracker) - Find the **search function** for permits, projects or properties.



The **easiest way to find information** is by entering your **permit number** or **project number**. If this is not available, you can also select different search criteria such as an address, subdivision name, etc.

Then click **search**.

**Permit Search**

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