



INSTRUCTIONS FOR PERMIT ISSUANCE

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PLAN PICK UP:

1. You will receive a call from our permitting team to inform you that plans are ready for pick up with correction(s), or that they are approved. If approved, amount due will be provided. Payments can be made by check or credit card, as always.
2. Please call our permit team (928.777.1371) or email (BuildingPermits@prescott-az.gov) to schedule a time for pick up. We will be scheduling appointments between 9-11am and 2-4pm daily, until further notice.
3. We are issuing permits curbside on the east (alley) side of the City Hall building. Please arrive and park in one of the designated parking spaces at your scheduled appointment time. A team member will prepare your paperwork, you will make your payment, and your plans and/or permit will be provided to you.

THANK YOU FOR YOUR COOPERATION AND PATIENCE!

Effective March 30, 2020