



Scottsdale SPUR User Guide

Scottsdale's Planning and
Permitting portal

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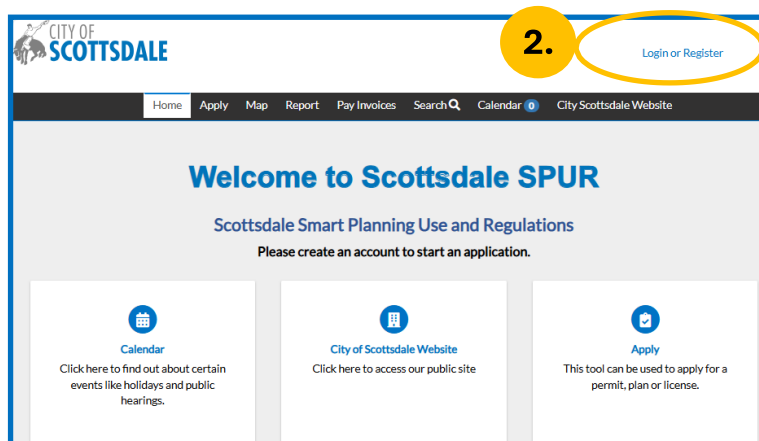
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CREATE A SCOTTSDALE SPUR ACCOUNT

1. Visit the [Scottsdale SPUR](#) portal by clicking on the SPUR button located on Scottsdale's [Planning and Development Services](#) website.

2. Click on "Login or Register."



3. Enter your email address (recommended) or select a sign-in option. Click on the "Create an account" button.

3.





Sign in to community access services.

Email address

☐ Keep me signed in

Next

OR

[Unlock account?](#) [Help](#)

Create an account

4. Enter required fields and click "Sign up."

4.

Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone Optional

Password requirements:

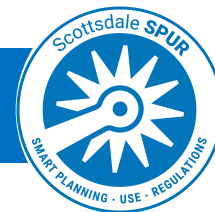
- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✓ No parts of your username

Password

This field cannot be left blank

Sign up

Already have an account? [Sign In](#)



NAVIGATING THE DASHBOARD

1.

2.

3.

4.

5.

6.

7.

Home


Dashboard


Apply

My Work

Map

Pay Invoices

Search 

Calendar 

City Scottsdale Website

Welcome to Scottsdale SPUR

Scottsdale Smart Planning Use and Regulations

Please create an account to start an application.



Calendar

Click here to find out about certain events like holidays and public hearings.



City of Scottsdale Website

Click here to access our public site



Apply

This tool can be used to apply for a permit, plan or license.



Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



Pay Invoice

Use this tool to pay for individual invoices.



Map

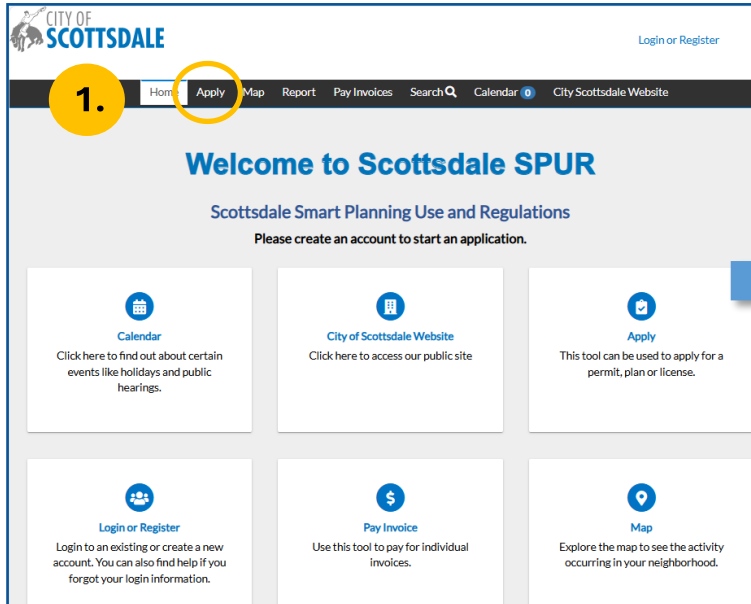
Explore the map to see the activity occurring in your neighborhood.

1. Dashboard: View the status of all special event permits, administrative approval plans, inspections and fees.
2. Apply: Apply for a special event permit, administrative approval plan, or generator inspection.
3. My Work: View a list of your permits and their status.
4. Map: select an address or parcel to see projects underway or completed
5. Pay Invoices: Search for invoices by number.
6. Search: Public-facing search tool that allows the viewer to search for project records by address, permit number, or keyword.
7. Calendar: View due dates for project milestones such as invoices, inspections, planned public hearings, etc.

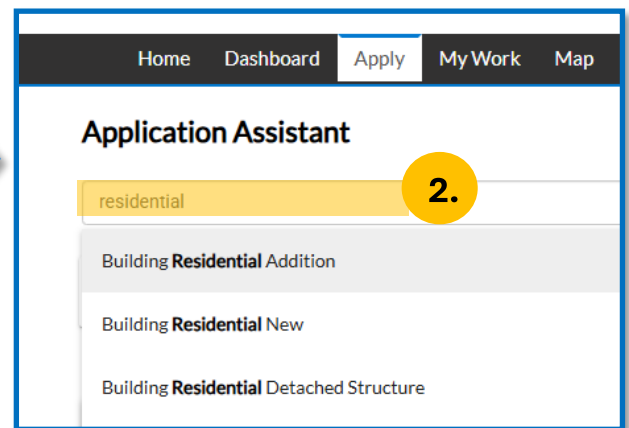
APPLY FOR A PLAN OR PERMIT

Note: Commercial and multi-family residential development proposals begin with a pre-application submittal. Most plans and permits will not be available to apply for until after a pre-application is submitted and a meeting with city staff takes place. These options will become available as a subordinate item to your pre-app meeting.

1. Click “Apply.”

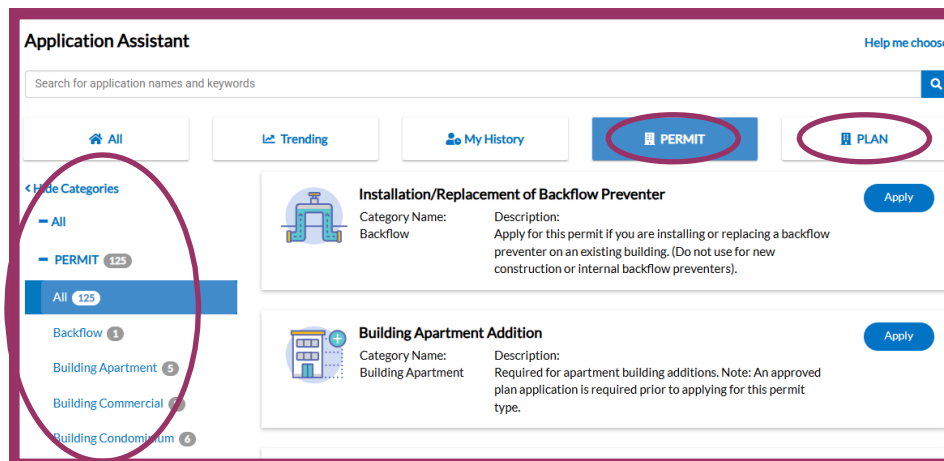
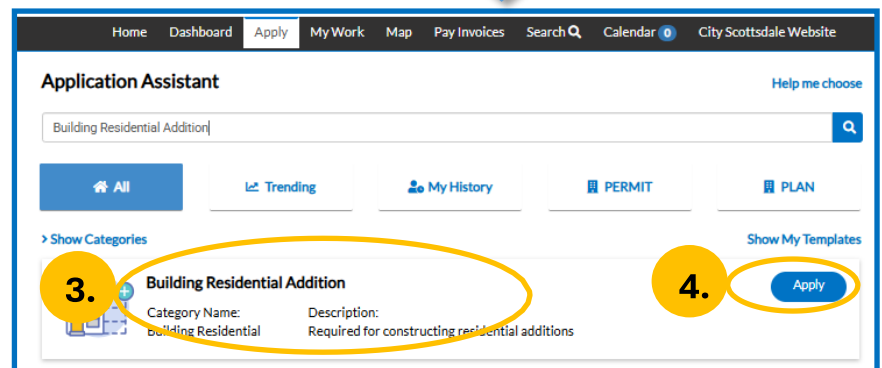


2. Enter keywords for the type of plan or permit for which you are applying. Available options will auto populate. Scroll through the drop down list and make your selection.



3. Select the plan or permit type you wish to apply for.

4. Click “Apply.”



Helpful Hint

You can view all options and sort by plan or permit by clicking on the top tabs.

Click on “**Show Categories**” to sort by category.

Applications that do not lead directly to permits or inspections are typically found in the “Plan” category.

ENTER LOCATION

1. Click on the + sign to add a location card.

LOCATIONS

Enter the project's location by adding the location card below then search for a Scottsdale address or parcel number. Use the down arrow to toggle between address and parcel number search. Select the address or parcel number, then click "Add."

Location

Add Location

+

REQUIRED

2. Enter the address of the project in the text box (without punctuation) and select the Scottsdale address. To enter a parcel number instead, click on the **arrow icon** to toggle to parcel search.

Home Dashboard Apply MyWork Map Pay Invoices Search

Add Address As Location

SEARCH

7447 E Indian

Address

7447 E INDIAN SCHOOL RD

Scott S. Dale

SEARCH

Address & Parcel Search

All

Address

Parcels

3. Select the address or parcel by clicking on the checkbox to the left.

4. Click "Add"

Note: Some requests may require multiple addresses or parcels. Repeat the above steps until you have added all necessary addresses or parcels.

Home Dashboard Apply MyWork Map Pay Invoices Search Calendar

Add Address As Location

SEARCH

7447 E INDIAN SCHOOL RD

Select All

7447 E INDIAN SCHOOL RD

Add

Helpful Hint

Parcels can also be selected by zooming into the map and using the selection tools to capture a parcel.

5. Your new card will appear. If you selected multiple parcels, use the checkboxes to designate the main address and main parcel. **Save** your draft or click "Next."

LOCATIONS

Enter the project's location by adding the location card below then search for a Scottsdale address or parcel number. Use the down arrow to toggle between address and parcel number search. Select the address or parcel number, then click "Add."

Type: Location

7447 E INDIAN SCHOOL RD
SCOTTSDALE, AZ 85251

Main Address ☒

Parcel Number

130-25-122

Main Parcel ☒

Remove

Create Template

Save Draft Next



ENTER APPLICATION DETAILS

Home Dashboard Apply My Work Map Pay Invoices Search Calendar 0 City Scottsdale Website

Apply for Permit - Building Residential Addition *REQUIRED

Progress: 1. Locations (checked) 2. Type (active) 3. Contacts 4. More Info 5. Attachments 6. Signature 7. Review and Submit

PERMIT DETAILS

* Permit Type: Building Residential Addition 1.

* Description: 2.
Description is required.

Valuation: 3.

Buttons: Back Create Template 4. Save Draft **Next**

1. Verify the application type is correct.
2. Enter a description of the scope of the application.
3. Enter the valuation of the work to be completed.
4. **Save** your draft or click **“Next.”**

ENTER CONTACTS



Add cards for all project contacts. Owner contact is required.

1. Click on the + sign to add a contact card.
Required contacts must be entered first.

CONTACTS

Complete the contact cards displayed below. After adding a card, please first perform a search as your contact may already be recorded in the system. If the contact is not found, enter it manually by selecting the middle tab.

Applicant: Kristen Landry (You), 7447 E. Indian School, AZ

Owner: Add Contact (+)

Applicant: Add Contact (+)

REQUIRED

2. Enter owner contact information by searching contacts already in the system, entering the contact manually, or selecting from your favorites.

Home Dashboard Apply My Work

[Back to Application](#)

Add Contact

Add Contact As : Owner

Search Enter Manually My Favorites

Search [Name, E-mail, or Company]

Add Contact As : Owner

Search Enter Manually My Favorites

Search Jane

Favorite	First Name	Last Name	Company
★	Jane	Doe	JD Construction

Results per page 10 1 - 1 of 1

Search for Existing Contact

To search for a contact already in the system, click on the “search” tab, type the person’s name and click on the magnifying glass. Select a name from the search results and click **“Add.”**

Note: Verify the additional contact information shown is correct.

Helpful Hint

Click on the star next to a contact to save it to your favorites.

You can then easily select your contacts by clicking on the “My Favorites” tab.

[Back to Application](#)

Add Contact

Add Contact As : Owner

Search Enter Manually My Favorites

Enter Manually

First Name John

Last Name Doe

Company Name

Email

Home Phone (602) 555-5555

Mobile Phone

Business Phone

Submit

Enter a Contact Manually

To enter a new contact, select the “Enter Manually” tab. Enter all fields and click **“Submit.”**

Note: Please verify all contact information is correct as this will create a new contact in the system.

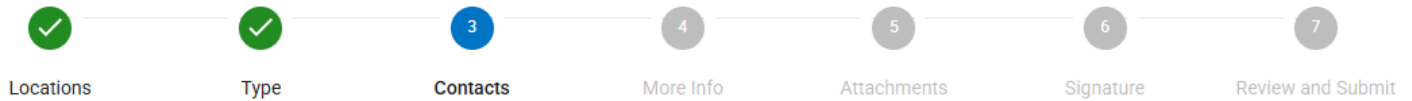
Continued on next page.

ENTER CONTACTS, CONTINUED



Apply for Permit - Building Commercial New

REQUIRED



CONTACTS

Complete the contact cards displayed below. After adding a card, please first perform a search as your contact may already be recorded in the system. If the contact is not found, enter it manually by selecting the middle tab.

1. Use the drop down menu to select additional contact types.

Follow the same directions to add all necessary contacts.

When done, click **“Next.”**

Helpful Hint

Want a contact to be made aware of updates? Ask them to create a SPUR account. Verify the email address they used to create an account and include it on their contact card.

ADDING MORE INFO



Enter the project details. Save your draft or click **“Next.”**

✓

Locations

✓

Type

✓

Contacts

4

More Info

5

Attachments

6

Signature

7

Review and Submit

MORE INFO

Please provide additional details about your project below.

Note: Fields with an asterisk(*) are required.

Building (Commercial) [Top](#) [Main Menu](#)

*Project Name

*Construction Type

*Total square footage of air-conditioned space

*Total square footage of covered non-AC space

*Number of Stories

*Will there be any Soils Nails used in this project

*Is this a Green Building?

Green Building Case Number

Back

Create Template

Save Draft

Next

Helpful Hint

If you are entering multiple similar submittals (ex: separate units in a multi-unit building) you can create a template to save your information.

UPLOAD DOCUMENTS



Required documents vary depending on the scope of your project.

1. Upload documents associated with your project. Required documents must be added first.
2. Use the drop down menu to select additional documents.

Note: If you received a checklist from city staff through a pre-app meeting, all items indicated on the checklist must be uploaded as directed. This may be more than the default items shown.

Apply for Permit - Building Commercial New

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Signature

7

Review and Submit

Attachments

PLAN FILE REQUIREMENTS

Before plans are submitted for review, files must follow the below guidelines:

• Files attached within PDFs must be removed

• Reduce the files size as much as possible without reducing clarity below 300 DPI

• Remove any file security

• Documents uploaded cannot have the same file name, if you see the message "File already exists:" please rer attempt to upload the file again

1.

DR Construction Document...
Add Attachment
+
Supported: .pdf
REQUIRED

Full set of Architectural Plans
Add Attachment
+
Supported: .pdf
REQUIRED

Site Plan or Grading and Drainage Plan
Add Attachment
+
Supported: .pdf
REQUIRED

Select Type

Add Attachment
+
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

Select Type

2.

Air Balance Report
Blower Door Certificate
Commcheck or Energy Compliance Report
Compaction Soils Report
DR Construction Document Requirements
Energy Compliance Certificate
Fire Sprinkler Worksheet
Full set of Architectural Plans
Green Building Certificate
Insulation Certificate
Lowest Floor Verification
Miscellaneous

Helpful Hint

Most application types anticipate one file upload per category so this list will shrink as categories are accounted for.

Back

Create Template

Save Draft

Next

File Requirements:

Before plans are submitted for review, files must follow the below guidelines:

- Files attached within PDFs must be removed
- Reduce file size as much as possible without reducing clarity below 300 DPI
- Remove any file security
- Documents uploaded cannot have the same file name; if you see the message "File already exists:" please rename one of the files and attempt to upload the file again.

REVIEW, SIGN AND SUBMIT



Note: If submitting a Plan application, you may be asked to acknowledge a series of questions before the signature step.

Apply for Plan - Private Improvement in Right-of-Way *REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit

1.

SIGNATURE

\$9-834. Prohibited acts by municipalities and employees; enforcement; notice A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable. C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes. D. A municipality shall not request or initiate discussions with a person about waiving that person's municipal flexibility to issue licenses or adopt ordinances or codes. E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages, costs and expenses associated with the license application to a party that prevails in an action against a municipality for a violation of this section. F. A municipal employee may not knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

* Please type your name as consent to electronically sign this application.

Enable Type Signature ☒ Scott S. Dale

Kristen Landry
December, 01 2025

Scott S. Dale

Back Create Template Save Draft **Next**

1. Sign the application and click **"Next."**
2. Review all application entries. Make necessary corrections by clicking the **"Back"** button or click **"Next."**



Note: You will receive an alert that your application was submitted.

Home Dashboard Apply My Work Map Report Pay Invoices Search Calendar City Scottsdale Website

Apply for Permit - Building Residential Addition *REQUIRED

Locations Type Contacts More Info Attachments **Signature** **Review and Submit**

2.

Submit

Locations

Location	7447 E EARLL DR SCOTTSDALE, AZ 85251
Parcel Number	130-19-025C

Basic Info

Type	Building Residential Addition
Description	test
Valuation	120
Applied Date	11/20/2025

✓ Your application was successfully submitted!

Thank you for your submittal. Once it has been administratively accepted, you will receive an email with an invoice and payment link (please allow up to 7 business days for administrative review). After payment is received, your plans will be routed to the appropriate departments and placed in their review queue.

Continue to permit

Building (Residential)

Project Name test

Top | Main Menu

TRACK AND MANAGE PROJECTS



View the status of your application.

1. Click on the “My Work” tab.
2. Select the project you wish to view (if multiple projects are underway, each will be listed).

[Home](#) [Dashboard](#) **1.** [My Work](#) [Map](#) [Report](#) [Pay Invoices](#) [Search](#) [Calendar](#) [City Scottsdale Website](#)

My Work

[MY PERMITS](#)

[Export to Excel](#)

Display All **Records** Updated **In** Last 1 Year

Permit Number	Project	Address	Permit Type	Status	State
2. BLDR-00002-2025		7447 E EARLL DR SCOTTS...	Building Residential Addition	Fees Due	Attention, Recent, Pending (On Hold, Review Not Approved , Resubmit File)

Showing 1 records.

TRACK AND MANAGE PROJECTS - SUMMARY



After you have selected the project you wish to view, see the status of your application by clicking on the **“Summary”** tab.

Permit Number: BLDR-00002-2025

Permit Details | Tab Elements | Main Menu

Type: Building Residential Addition Status: Fees Due

Applied Date: 11/24/2025 Issue Date:

District: Scottsdale, AZ Assigned To:

Valuation: \$0.00

Description: Test

Helpful Hint
Click on the tabs to view details specific to that item.

Summary | Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | More Info

- 1. Progress**
6% Completed
● Completed
● In Progress
● Not Started
- 2. Fees**
\$0.00
View Details
- 3. Workflow**
 - ✓ Confirm Application Complete - Passed : 11/24/2025
 - ✓ Collect Review Fees - Passed : 11/24/2025
 - ✓ Invoice Fees - Passed : 11/24/2025
 - ❌ Building (Residential) Review - Not Passed : 11/25/2025
 - Building (Residential) Review
 - Verify Contractor/Owner Builder
 - Verify Stamps
 - Collect Fees
- 4. Available Actions**
 - ⚠️ Resubmit File
Fun 4.pdf
Next Version: 2
Resubmit

1. Progress: Track how much of your project is completed

2. Fees: See the fees that are due.

3. Workflow: See where your application is in the process.

4. Available Actions: See what actions (fees due, resubmittals, etc.) are required to keep your project moving.

TRACK AND MANAGE PROJECTS - RESUBMITTING FILES



Available Actions

Resubmit File

Fun 4.pdf

Next Version: 2

Resubmit

If, in the Available Actions category on the Summary page, you are asked to resubmit a document, click on **“Resubmit.”** You will be directed to the page shown below.

1. The file name will show the file that was uploaded. Click on it to see the document.
2. Markups will explain why the document needs to be re-submitted.
3. Respond: If you want to respond directly to the staff reviewer, click “Respond” and enter your text in the field provided.
4. Click **“Next.”**

Home Dashboard Apply My Work

Back to Record

Resubmit File(s)

1

Files

Reviews

Resubmit

Files

Full set of Architectural Plans

Supported: .pdf

1.

File	Version	Resubmit Instructions
 Full set of Architectural Plans-A1_v1.pdf	1	Jimmy Hempen:

Markups

Text	Added By	Page	
seal could be clearer	Jimmy Hempen	1	3. 
<input type="text" value="Type response here"/>			

Files

Reviews

Resubmit

Resubmit

Full set of Architectural Plans

Supported: .pdf

5.

Select File

4.

Next

File	Version	Resubmit Instructions
 Full set of Architectural Plans-A1_v1.pdf	1	Jimmy Hempen:

6.

Submit

5. Select a new file to upload.

6. Click **“Submit”**

TRACK AND MANAGE PROJECTS - SUB-RECORDS



Some applications require additional plans or permits be added as “Sub-Records.” These will be listed under the “Sub-Record’ tab.

Home Dashboard Apply My Work Map Report Pay Invoices Search Calendar 0 City Scottsdale Website

Permit Number: BLDR-00002-2025 Add to Cart

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Building Residential Addition Status: Fees Due Project Name:

Applied Date: 11/24/2025 Issue Date:

District: Scottsdale, AZ Assigned To: Expire Date:

Valuation: \$0.00 Finalized Date:

Description: Test

[Summary](#) [Locations](#) [Fees](#) [Reviews 1](#) [Inspections](#) [Attachments](#) [Contact](#) **[Sub-Records](#)** [More Info](#)

[Existing Sub-Records](#) | [Remaining Sub-Records](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Sub-Records Sort Record Number

Record Number	Type	Status
No records to display.		

Remaining Sub-Records

Type	Action
Fire Sprinkler Systems - Residential	1. Apply

Results per page 10 1 - 1 of 1 << < 1 > >>

1. Click on “**Apply**” next to the sub-record you wish to complete.
2. You will then proceed through sub-application similarly to the initial application (verify the location, add permit details, add/ remove contact cards, complete additional details, upload attachments, and review and submit.

TRACK AND MANAGE PROJECTS - INSPECTIONS



See the status of inspections or schedule an inspection.

Permit Number: BLDR-00003-2025 Add to Cart

Permit Details | Tab Elements | Main Menu

Type:	Building Residential New	Status:	Fees Due	Project Name:	
Applied Date:	12/01/2025	Issue Date:	12/01/2025		
District:	Scottsdale, AZ	Assigned To:		Expire Date:	05/30/2026
		Valuation:	\$0.00	Finalized Date:	
Description:	Test				

Summary | Locations | Fees | **Inspections** | Attachments | Contacts | Sub-Records | More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort: Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections Sort: Order

Description	Reinspection	Action
Construction Meeting	No	<input checked="" type="checkbox"/>
Footings	No	<input type="checkbox"/>
Stem Wall	No	<input type="checkbox"/>
Interior Footings/Pre Slab/PT Slab	No	<input type="checkbox"/>
Electric Underground	No	<input type="checkbox"/>
Miscellaneous Footings	No	<input type="checkbox"/>
Fence Footings	No	<input type="checkbox"/>
Fence Final	No	<input type="checkbox"/>
Retaining Wall Footings	No	<input type="checkbox"/>
Retaining Wall Final	No	<input type="checkbox"/>

Results per page 10 1 - 10 of 49 << < 1 2 3 4 5 > >>

Optional Inspections

1. (Circled around the 'Action' column checkboxes)

2. (Circled around the 'Request Inspection' button)

1. From the “**Inspections**” tab, select the inspection type(s) to schedule by clicking on the box under the “**Action**” column.
2. Click “**Request Inspection.**”
3. Enter the preferred inspection date and time and any other information.
4. Click “**Submit.**”

You will receive a pop up confirmation that the inspection has been scheduled.

Helpful Hint

Only inspections pertinent to your project will show in the list.

1 #BLDR-00003-2025

Inspection Type: BLD - Co Meeting e Type: Building Residential New

Address: 15435 N SCOTTSDALE RD SCOTTSDALE, AZ 85254

* Requested Date *

Comments/Gate Code

3. (Circled around the date field)

4. (Circled around the 'Submit' button)

Submit

TRACK AND MANAGE PROJECTS - REVISING A PERMIT



Permit Number: BLDR-00003-2025 Add to Cart

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Building Residential New	Status: Fees Due	Project Name:
Applied Date: 12/01/2025	Issue Date: 12/01/2025	
District: Scottsdale, AZ	Assigned To:	Expire Date: 05/30/2026
	Valuation: \$0.00	Finalized Date:
Description: Test		

1.

[Summary](#) [Locations](#) [Fees](#) [Inspection](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments Sort: Needs Action

404 Certification Water Demand Exhibit

404 Certification Water Demand Exhibit-D1_v1.pdf
Size: 43.72 KB
Version: 1
Status: Awaiting Review

Soils Waiver or Report

Soils Waiver or Report-A1_v1.pdf
Size: 43.72 KB
Version: 1
Status: Awaiting Review

Full set of Architectural Plans

Full set of Architectural Plans-C1_v1.pdf
Size: 43.72 KB
Version: 1
Status: Awaiting Review

Truss Calculations or Deferred Submittal Form

Truss Calculations or Deferred Submittal Form-B1_v1.pdf
Size: 43.72 KB
Version: 1
Status: Awaiting Review

Permit.pdf

Uploaded: 12/01/2025

Select Type

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

2.

Select the permit you want to revise from the “My Work” tab.

1. Click on the “Attachment” tab.
2. Click on the “+” sign to add an attachment.
3. Click “Next”
4. City staff will be alerted to a new document.
5. Pay the review fee (hourly review fees will apply) and staff will conduct an admirative review.

Note: A new permit will not be issued; the existing permit will be revised.

1. After choosing the selected permit, click on the “Fees” tab.
2. See the fees that are due and add them to your cart.
3. Go to your cart.
4. Pay the fees.