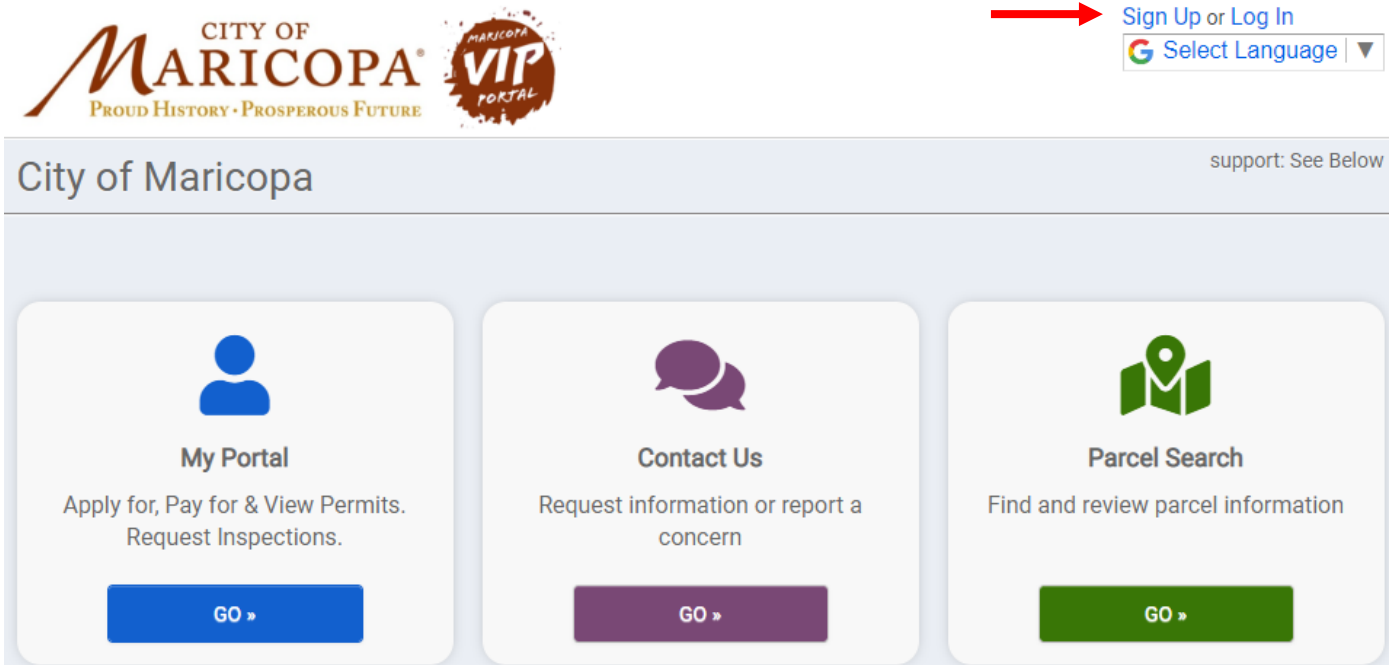


How to Create a VIP Portal Account

Step 1: Go to our [VIP Portal](#) website.

Step 2: Select “Sign Up”.



The screenshot shows the City of Maricopa website interface. At the top left is the City of Maricopa logo. To the right is a navigation menu with a red arrow pointing to the "Sign Up or Log In" link, and a "Select Language" dropdown menu. Below the navigation is a header bar with "City of Maricopa" on the left and "support: See Below" on the right. The main content area features three service tiles: "My Portal" (blue icon, "Apply for, Pay for & View Permits. Request Inspections."), "Contact Us" (purple icon, "Request information or report a concern"), and "Parcel Search" (green icon, "Find and review parcel information"). Each tile has a corresponding "GO >" button.

Step 3: Enter the requested information below.

Step 4: If you are working on behalf of a company and need access to their permits, please stop and contact dsd@maricopa-az.gov/(520)316-6920 prior to creating your account. Our Permit Center will provide the access code of your company. The access code will associate your account with all the existing permits under the company.

Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address: * Valid Email Address

Password: * Minimum 8 characters

Confirm Password: * Re-enter password

Access Code

If you have an inspection scheduled for today and you do not see that inspection on the list, contact us at 520-316-6920 or

[click here](#) to access the Inspections Scheduled for Today Reports.

Inspections are available Monday-Friday excluding holidays. We DO NOT provide times or provide estimated times of inspection.

Re-inspections are subject to a \$100.00 re-inspection fee when inspections are requested and there is a failure to provide access to the work site; approved plans are not available at the job site at the time of inspection; work for which the inspection was requested has not been completed; corrections to the work called for by the inspector have not been made; and or construction does not conform to the approved plans and requires submission of revised plans.

AM or PM times are not guaranteed. Work must be completed and ready for inspection regardless of the time requested.



Code:

The access code will help associate your new account with any permits you may already have applied for. **Don't have one? Skip this step.**

CANCEL

NEXT →

Step 5: Enter your contact information.

Your Contact Information

First Name: *

Last Name: *

Display Name: *

Address: *

City: *

State: *

Zip Code: * e.g. 12345 or 12345-6789

Phone #: * e.g. (555) 555-5555

Phone Type: *

← PREVIOUS

NEXT →

Step 6: Review your information and select the Terms and Conditions box.

Review the information below


Account [edit](#)

maricopatest123@gmail.com

Contact [edit](#)

Maricopa Arizona
DISPLAY NAME: Arizona, Maricopa
39700 W. Civic Center Plaza
Maricopa, AZ 85138

520-316-6800 WORK

 I agree to the [Terms And Conditions](#)

✓ CREATE MY ACCOUNT