



Green Valley Water

Permit Application Tutorial

Applying for a Green Valley Water Sewer permit is easy!

Just go to www.greenvalleywater.org from your phone, tablet desktop, or laptop computer.

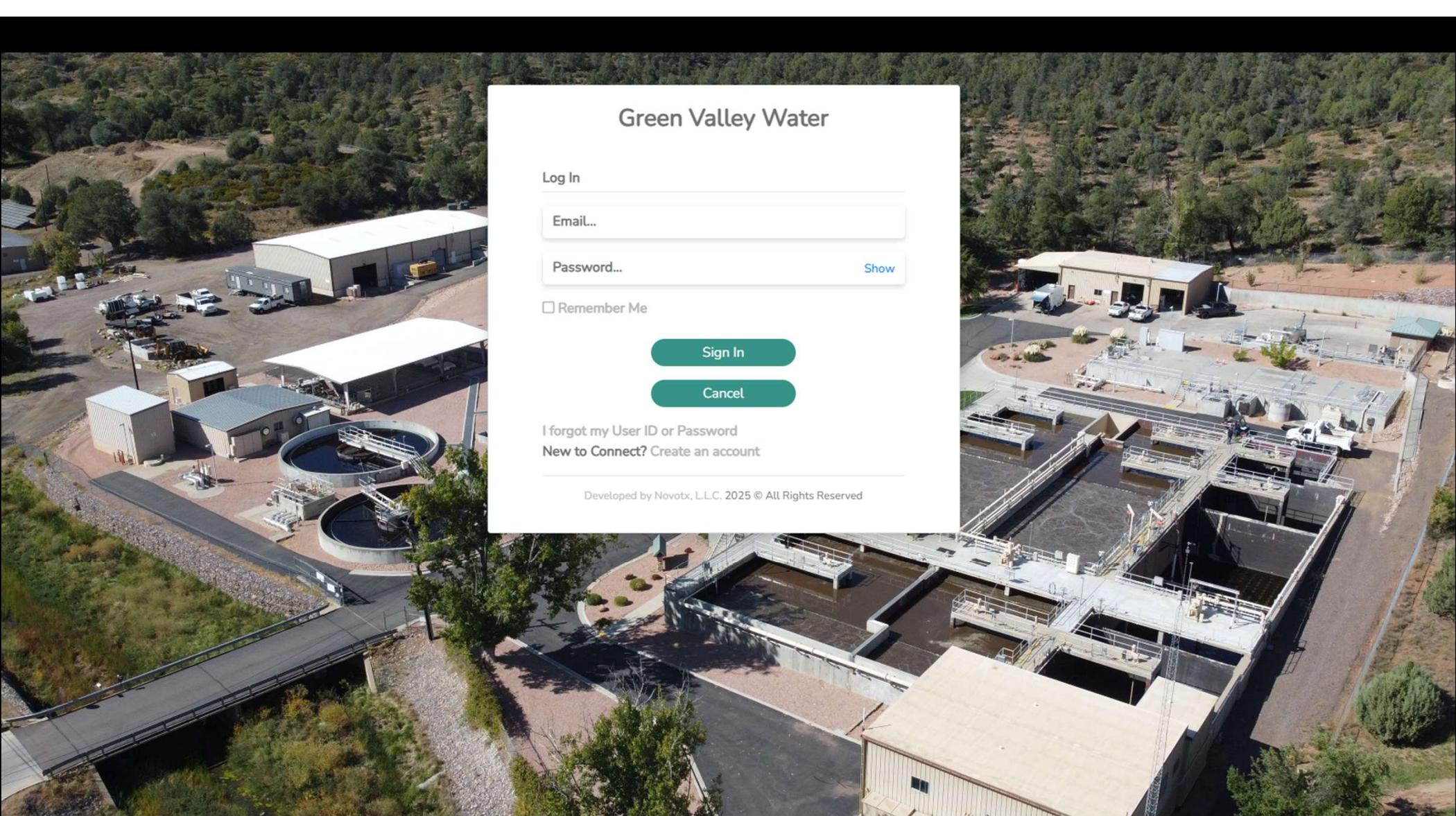
Scroll down and click:

Get A Permit



PRO TIP

You'll need to complete the application in one sitting. Your progress isn't saved, so we recommend setting aside enough time to finish. If the session times out, any information entered will not be saved.



Green Valley Water

Log In

Show

Remember Me

Sign In

Cancel

[I forgot my User ID or Password](#)

[New to Connect? Create an account](#)

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Welcome to the Green Valley Water Permit Portal
Click “New to Connect?” above to create your account

1

Green Valley Water

Create Account

Date of Birth



Create Account

Cancel

Enter your information, then click Create Account.

Tip: Your password must be a minimum of 10 characters and be a mix of upper case, lower case, numbers and special symbols such as `(*&^%$#@!`

2



Account Created!

Your account has been created!

Now you just need to confirm your email address. Check your inbox and click on the link we sent you.

Didn't get the email? [Click here to send it again.](#)

Once you have verified your account through the above email, refresh the page and log in

This box shows any other permit applications you have submitted that are not yet approved.

This box shows completed permit applications. They will say approved, or corrections required.

Green Valley Water

Welcome,

Balance: US\$0.00

Open Items

You have no open requests at this time

[Detail View >>](#)

Completed Items

You have no completed requests at this time

[Detail View >>](#)

Search...

3



To begin, click the type of permit you are applying for below:



Residential Permit



Preliminary Residential
Quote Request



Commercial New Build
Permit



Commercial Tenant
Improvement Permit



Demolition Permit



Subdivision Permit



Annexation Permit



Record of Survey, Minor
Land Division, Lot Line
Adjustment, Lot
Consolidation Permit

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Residential Permit

Welcome

The following documents are required to be submitted with your application.
Your application will not be reviewed until these have been submitted.

1. Site Plan
2. Architectural Plans

There will be a screen at the end of the application process that allows for attachments

Cancel

Next

SITE PLAN:

A bird's eye view showing everything currently existing and/or proposed on the lot such a shed, garage, single family residence, accessory dwelling unit, etc. and the exterior plumbing diagram.

ARCHITECTURAL PLANS: Building plans (preferably stamped by a licensed designer/architect/engineer)

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Residential Permit



Welcome

Town or County Permit

Has a building permit application for this project been submitted to the Town of Payson or Gila County? *

Yes

Town of Payson/Gila County Case Number *

Enter your town of Payson case number from Cityworks, or Gila County Permit number

Cancel

Next



6

Type in your address or APN (assessors parcel number). When your address populates, click it. It will then open the window below.

Residential Permit

✓ Welcome >
 ✓ Town or County Permit >
 Select Location

Search for an address or APN to select the project location.

The screenshot displays the 'Residential Permit' application interface. At the top, there are three navigation steps: 'Welcome', 'Town or County Permit', and 'Select Location'. Below this is a search bar with the placeholder text 'Search for an address or APN to select the project location.' The main area is a map showing a search for '2200 W Doll Baby Ranch'. A dropdown menu lists the search results: '2200 W Doll Baby Ranch RD', '2200 W Doll Baby', and '2200 W Doll Baby'. A callout box on the left shows a search for '123 W Main St' with the message 'No results. There were no results found for "123 W Main St".' At the bottom right, a yellow circle highlights the 'Next' button.

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Verify that the parcel highlighted is the correct location, then click next.

Getting an error? No results found? If so, please send us an email with your name, address and APN to permits@greenvalleywater.org.

Residential Permit



Welcome > Town or County Permit > Select Location > **Application Details**

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Applicant Info

Applicant Name *

Applicant Email *
Please enter a valid email address.

Applicant Phone Number *
Please enter a valid phone number (xxx-xxx-xxxx).

Applicant Address * 2200 W Doll Baby Rd

Applicant City * Payson

Applicant State * AZ

Applicant Zip Code * 85541

Complete all fields. If you are the contractor, complete both the top and bottom sections. If you are an owner builder, complete the top section and then click the blue copy box to populate the same info on the bottom section

9

Project Info

Location Address *

Parcel Number

Subdivision

Project Type *
Primary Residence
Primary Residence and Accessory Dwelling Unit
Accessory Dwelling Unit

Project Description *

Read through the legal disclosure, then type in your name, use your mouse to draw your signature, select the date, then click next.

Examples: Building a garage with a bathroom; Building a house with a guest house; Building a new 3 bed 2 bath house; Just doing a repair on the line to the house.

Owner Info

Property Owner *

Owner Mailing Address *

Owner City *

Owner State *

Owner Zip *
Please enter a valid 5-digit zip code.

Owner's Primary Phone Number *
Please enter a valid phone number (xxx-xxx-xxxx).

Secondary Phone Number
Please enter a valid phone number (xxx-xxx-xxxx).

Owner's Email Address *
Please enter a valid email address.

Cancel

Residential Permit

Town or County Permit > Select Location > **Application Details** > Acknowledgement

GREEN VALLEY WATER (DISTRICT) CODE AND ALL COUNTY & STATE LAWS APPLICABLE TO PUBLIC HEALTH ARE ENFORCEABLE BY THE DISTRICT. SHOULD I WILLINGLY VIOLATE ANY OF THE AFOREMENTIONED CODE OR LAWS, ALLOW MY SEWER USE CHARGES TO BECOME DELINQUENT, AND LITIGATION RESULTS THEREFROM, I WILL BE LIABLE FOR ALL FEES AND CHARGES, INCLUDING REASONABLE ATTORNEY FEES, COURT COSTS, DISCONNECT AND RECONNECT CHARGES, ETC., RESULTING THEREFROM.

THE SEWER USE CHARGE SHALL COMMENCE WHEN THE CONNECTION OF THE SEWER SERVICE LINE FROM THE BUILDING BEING SERVED IS COMPLETED AND HAS BEEN INSPECTED BY GREEN VALLEY WATER.

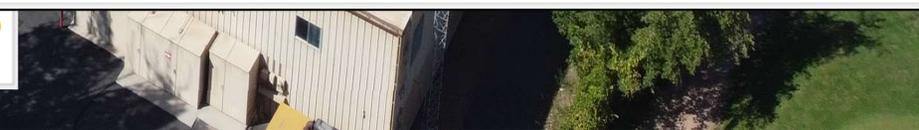
AT THE TIME THE BUILDING, AS ALLOWED BY THIS DOCUMENT, IS ENLARGED OR ITS USE CHANGES, AUTHORIZATION AND APPROVAL MUST BE MADE BY THE DISTRICT. THE PERSON SIGNING THIS APPLICATION UNDERSTANDS THEY WILL BE HELD RESPONSIBLE FOR COMPLIANCE WITH DISTRICT CODE AND ALL COUNTY AND STATE LAWS. THIS PERMIT IS VALID FOR A PERIOD OF 365 DAY FROM THE DATE OF ISSUE.

Signature Name *

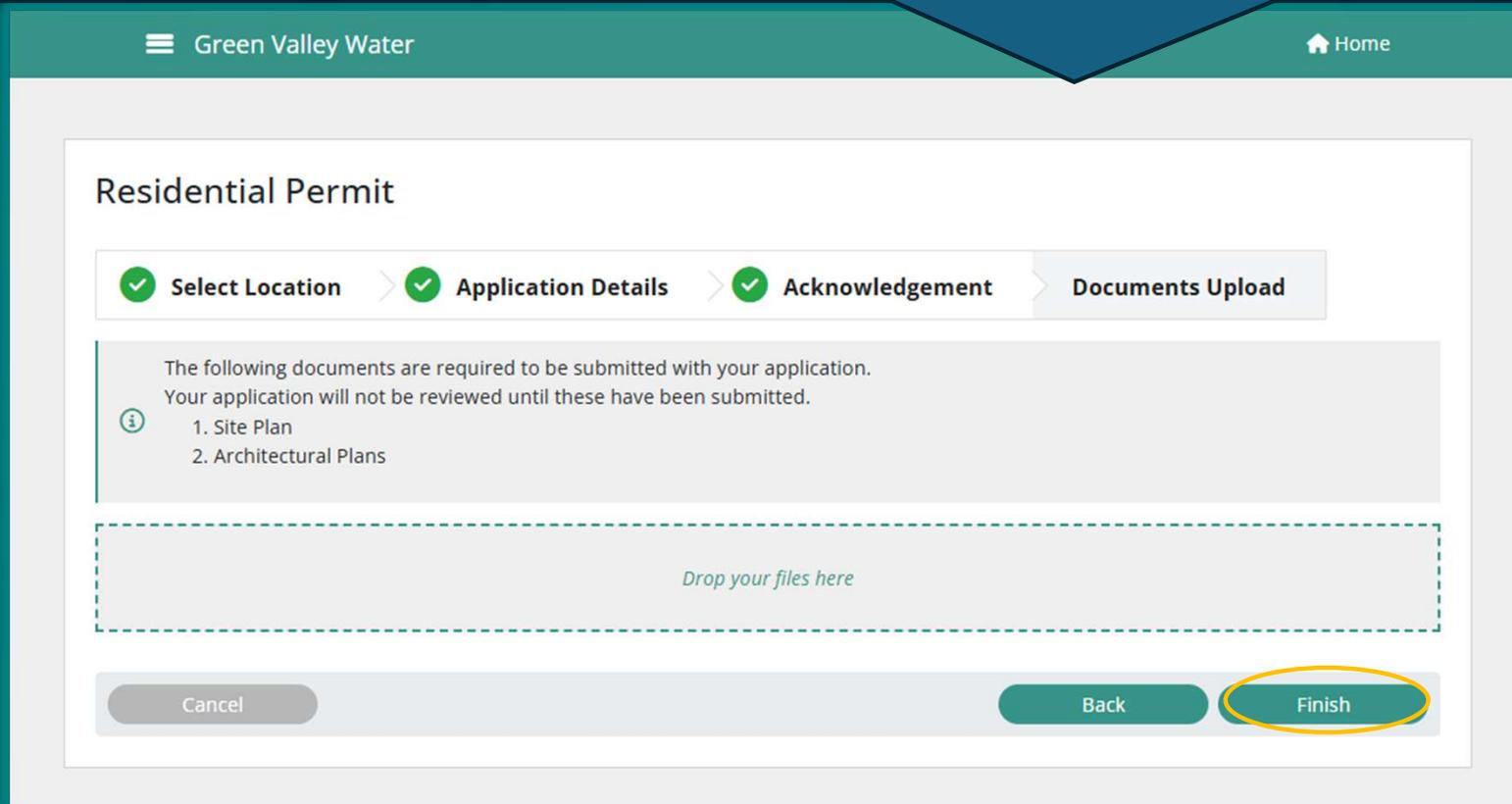
Signature *

Date * 11/03/2025

Cancel



Click here to upload your site plan and architectural plans from your phone or computer. Then click finish.



Green Valley Water Home

Residential Permit

✓ Select Location > ✓ Application Details > ✓ Acknowledgement > Documents Upload

The following documents are required to be submitted with your application.
Your application will not be reviewed until these have been submitted.

- 1. Site Plan
- 2. Architectural Plans

Drop your files here

Cancel Back Finish

Your permit application has now been submitted!

Please allow 10 business days (not including Friday, Saturday and Sunday) for your review to be completed.

WHAT'S HAPPENS NEXT?

You will receive a confirmation email, followed by one or more of the below emails depending on your permit type.

Application Received

We're happy to let you know that your residential permit application has been successfully submitted! You can check all the details in your [Permitting Dashboard](#).

In order to successfully process your application, please ensure the required files are attached to the application in your [Permitting Dashboard](#). If you have any questions about your application, feel free to reach out to our team at (928) 474-5257 or email us at permits@greenvalleywater.org — we're here to help.

Ready to Issue – Fees Due

Your permit is ready to be issued with Green Valley Water!

*** There will be an invoice attached to this email. We accept cash, check, credit or debit card payments. Credit and debit card payments may be done in person, or over the phone. Card service fees apply.**

Please note: Green Valley Water is only one part of the approval process. It is your responsibility to confirm with the Town of Payson and/or Gila County authorities that all necessary authorizations are in place before proceeding.

Permit Issued

Your permit has been issued with Green Valley Water!

*** A copy of your permit will be attached to this email.**

Please note: Green Valley Water is only one part of the approval process. It is your responsibility to confirm with the Town of Payson and/or Gila County authorities that all necessary authorizations are in place before proceeding.

Permit Not Required

Your permit is not required with Green Valley Water

*** This means Green Valley Water does not require a permit for this, but you will still need to check with the Town of Payson or Gila County (If you are in Mesa Del Caballo) as they may have permit requirements.**

Please note: Green Valley Water is only one part of the approval process. It is your responsibility to confirm with the Town of Payson and/or Gila County authorities that all necessary authorizations are in place before proceeding.

Congratulations!

You have completed your permit application process.
Please reach out if we can be of any further assistance to you.

Thank you



Phone: (928) 474-5257 Fax: (928) 474-5258

Email: info@greenvalleywater.org

2200 W. Doll Baby Ranch Rd., Payson, AZ 85541

Monday-Friday 7:00 am – 4:00 pm