



# **Scottsdale SPUR**

## **Users Guide**

Scottsdale's Special Event  
Permitting Portal

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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 Special Event Planning and Permits webpage.



2. Click on "Login or Register."

CITY OF SCOTTSDALE

Home Apply Map Report 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.

2.

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.

8.

Home

Dashboard

Apply

My Work

Map

Report

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.



My Account

Click here to access your account information.



Pay Invoice

Use this tool to pay for individual invoices.



Map

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

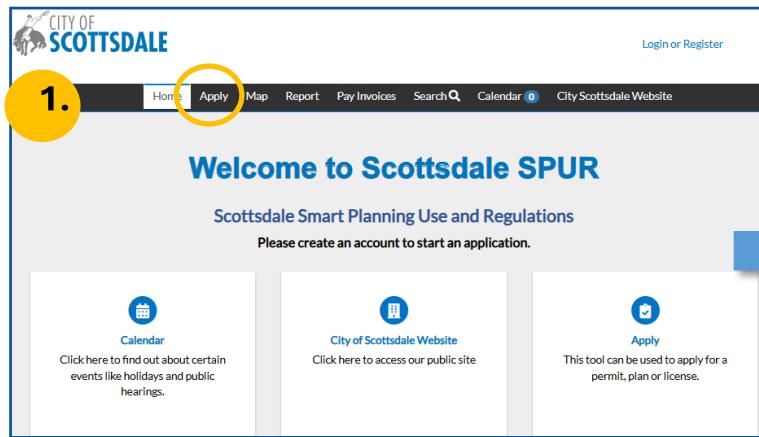
1. Dashboard: View the status of all special event permits, administrative approval plans, inspections and fees.
2. Apply: Apply for a special event permit, administrative approval plan, or generator inspection.
3. My Work: View a list of your permits and their status.
4. Map: select an address or parcel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



# APPLY FOR A SPECIAL EVENT PERMIT OR ADMINISTRATIVE APPROVAL

Note: A special event permit application is required for any temporary activity or series of temporary activities held outdoors on public or private property that is inconsistent with the legal use of the property, and open to the public by advertisement or invitation, with or without charge.

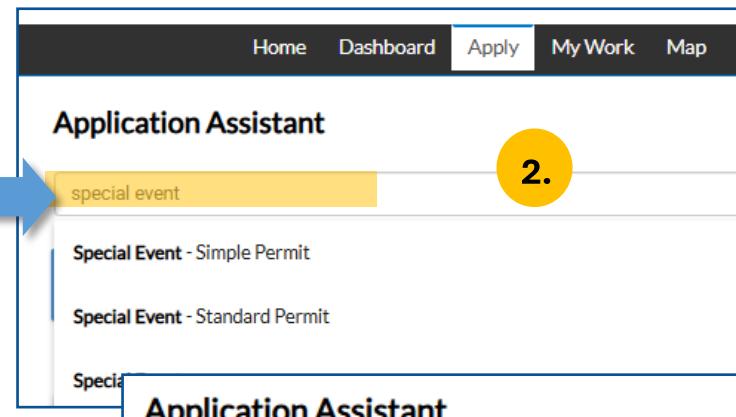
## 1. Click “Apply.”



1. Click “Apply.”

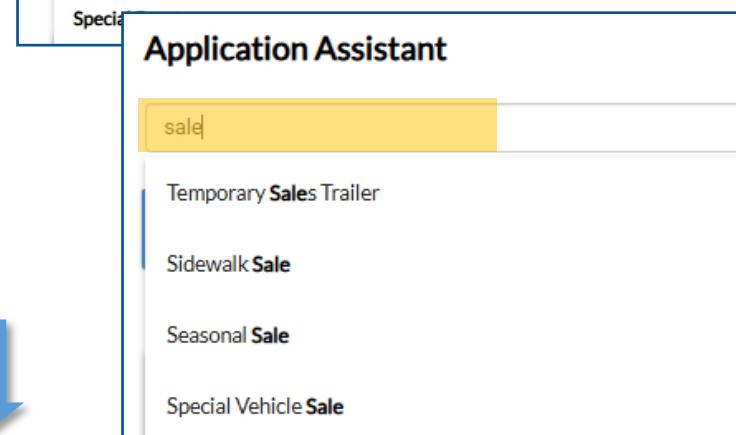
The screenshot shows the Scottsdale SPUR website. At the top, there is a navigation bar with links for Home, Apply, Map, Report, Pay Invoices, Search, Calendar (0), and City Scottsdale Website. The “Apply” button is highlighted with a yellow circle. Below the navigation bar, the text “Welcome to Scottsdale SPUR” is displayed, followed by “Scottsdale Smart Planning Use and Regulations” and “Please create an account to start an application.” There are three buttons: “Calendar” (with a calendar icon), “City of Scottsdale Website” (with a website icon), and “Apply” (with a checkmark icon). The “Apply” button is also circled in yellow.

## 2. Enter “Special Event” or “Sale” in the search field. Available options will auto populate.



2. Enter “Special Event” or “Sale” in the search field. Available options will auto populate.

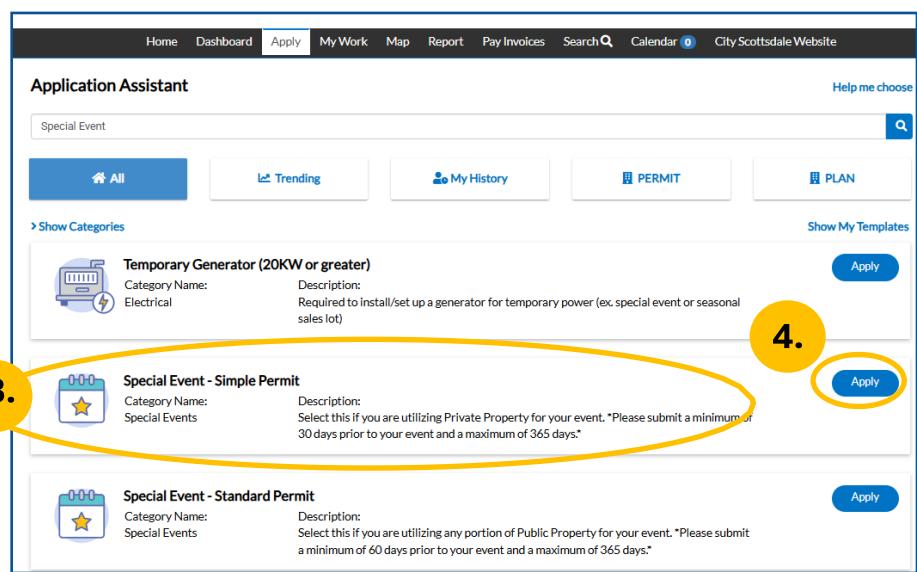
The screenshot shows the “Application Assistant” page. At the top, there is a search bar with the text “special event” and a list of options: “Special Event - Simple Permit” and “Special Event - Standard Permit”. A blue arrow points from the “Apply” button on the previous screen to this search bar.



The screenshot shows the “Application Assistant” page again, but this time the search bar contains the text “sale”. The resulting list of options includes: “Temporary Sales Trailer”, “Sidewalk Sale”, “Seasonal Sale”, and “Special Vehicle Sale”.

## 3. Select the type of special event permit or sale approval you wish to apply for. (Select “Simple” for special events on private property or “Standard” for special events on public property.)

## 4. Click “Apply.”



3. Select the type of special event permit or sale approval you wish to apply for. (Select “Simple” for special events on private property or “Standard” for special events on public property.)

4. Click “Apply.”

The screenshot shows the “Application Assistant” page with the “Special Event” category selected in the search bar. The “Special Event - Simple Permit” option is highlighted with a yellow circle. A large yellow arrow points from the “Special Event - Simple Permit” option to the “Apply” button, which is also highlighted with a yellow circle.



# ENTER LOCATION

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

Apply for Permit - Special Event - Standard Permit

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

LOCATIONS

Location Add Location + REQUIRED

Create Template Save Draft Next

2. Enter the address of the special event or sale in the text box and select the Scottsdale address.

CITY OF SCOTTSDALE

Home Dashboard Apply My Work Map Report Pay Invoices Search

Add Address As Location

SEARCH

744

Address

7440 E THOMAS RD BLDG A APT 106  
7440 E THOMAS RD BLDG A APT 205  
8744 E MORELAND ST  
7440 E THOMAS RD BLDG B APT 213  
7444 N PLEASANT RUN  
27440 N ALMA SCHOOL PY BLDG D STE 113

Scott S. Dale

7447 E EARLL DR

7447 E EARLL DR  
Parcel: 130-19-025C

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

4. Click “Add”



5. Save your draft or click “Next.”

Apply for Permit - Special Event - Standard Permit \*REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

Type: Location  
7447 E EARLL DR  
SCOTTSDALE, AZ 85251

Main Address   
Parcel Number  
130-19-025C  
Main Parcel   
Remove

Create Template Save Draft Next

## Helpful Hint

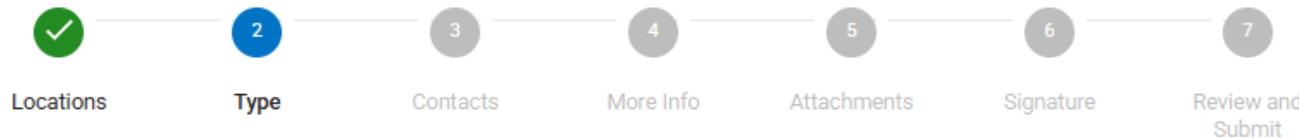
If you plan a series of similar special events or sales, create a template to save the information for future use.



# ENTER APPLICATION DETAILS

## Apply for Permit - Special Event - Standard Permit

\*REQUIRED



### PERMIT DETAILS

In the below description field, provide a detailed explanation of the event.

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

\* Permit Type

Special Event - Standard Peri

1.

\* Description

2.

Back

Create Template

Save Draft

Next

3.

1. Verify the application type is correct.
2. Enter a description of the scope of the application.
3. Save your draft or click “Next.”

# ENTER CONTACTS



Add cards for all event contacts. Some contacts are required depending on the event.

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

CONTACTS

All required contact cards displayed below must be provided.

Please perform a search first to find your contact. If you are unable to locate the required contacts, after selecting the "Add Contact" card, click the Enter Manually tab to create the new contact.

Applicant



Kristen Landry (You)

7447 E. Indian School , AZ, 85018

On Site Contact

Add Contact

**+**

REQUIRED

Business

Add Contact

**+**

REQUIRED

Organization

Add Contact

**+**

2. Enter 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

**2.**

Search

Enter Manually

My Favorites

Search  

Add Contact As : Owner

**Search**

Enter Manually

My Favorites

Search  

Favorite	First Name	Last Name	Company
	Jane	Doe	JD Construction

Results per page  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.

[Home](#)
[Dashboard](#)
[Apply](#)
[My Work](#)
[Map](#)
[Report](#)
[Pay Invoices](#)
[Search !\[\]\(7e2d9dcd751e81ed68cc2eee62e38330\_img.jpg\)](#)
[Calendar](#)

[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

### CONTACTS

All required contact cards displayed below must be provided.

Please perform a search first to find your contact, if you are unable to locate the required contacts, after selecting the "Add Contact" card, click the Enter Manually tab to create the new contact.

<b>Applicant</b>  Kristen Landry (You)  7447 E. Indian School, AZ, 85018	<b>On Site Contact</b>  Add Contact   REQUIRED	<b>Business</b>  Add Contact   REQUIRED	<b>Organization</b>  Add Contact   REQUIRED
---	--	---	---

1.

Applicant	
-----------	---

Back

Create Template

Save Draft

Next

1. After required contacts are added, 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 to collaborate with a contact or make them 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.



## ADD MORE INFO

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

Apply for Permit - Special Event - Simple Permit \*REQUIRED

7

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

**MORE INFO**

**Application Information**

If this is your first event in Scottsdale, we are glad to have you. If you have had events here before, welcome back!

Simple applications must be completed and submitted at least thirty (30) days prior to the first day of the event. Applications received less than the deadlines stated above are subject to denial, unless the applicant includes a written explanation as part of the narrative demonstrating that compliance with the deadline was impractical or impossible.

Public Information Please note the information you provide become public information.

**Event** [Next Section](#) | [Top](#) | [Main Menu](#)

\*Event Name

Event Website

Event Date Range

**Event Dates Details**

At least one row of information is required. Click **+Add Row** to begin.

**+ Add Row**

	Date	Start Time	End Time	Anticipated Attendees

**Setup Dates Details**

At least one row of information is required. Click **+Add Row** to begin.

**+ Add Row**

	Date	Start Time	End Time

**Teardown Dates Details**

At least one row of information is required. Click **+Add Row** to begin.

**+ Add Row**

	Date	Start Time	End Time

**Details** [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

\*Has this event been produced before?



# UPLOAD DOCUMENTS

Required documents vary depending on the scope of your event.

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

Apply for Permit - Special Event - Simple Permit \*REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 5 Signature 6 Review and Submit 7

**Attachments**

Please attach a detailed site plan which reflects the layout, including all event equipment, to illustrate the proposed activation area. Site plans overlayed on aerial maps is strongly encouraged.

**Site Plan**

**Add Attachment** 1. + Supported: .pdf, .jpg, .gif, .tiff, .doc, .docx, .text, .dwg, .zip, .csv

**REQUIRED**

**Select Type** 2.

**Add Attachment** 1. + Supported: .pdf, .jpg, .gif, .tiff, .doc, .docx, .text, .dwg, .zip, .csv

**Select Type**

- Select Type
- Miscellaneous
- Overall Site Map
- Property Owner Approval
- Refund Request
- Site Plan

**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 Special Event application, you may be asked to acknowledge a series of questions before the signature step.

Apply for Permit - Special Event - Simple Permit

\*REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

**SIGNATURE**

PLEASE ENTER SIGNATURE AGREEMENT

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

1.

Clear

Back Create Template Save Draft Next Submit

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

Locations Type Contacts More Info Attachments Signature Review and Submit

**Locations**

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

**Basic Info**

Type	Special Event - Simple Permit
Description	test
Applied Date	12/12/2025

**Contacts**

Applicant	Kristen Landry 7447 E. Indian School , AZ, 85018
On Site Contact	John Doe
Business	Jane Doe

2.

✓ Your application was successfully submitted!

Thank you for your application. You will receive notification within 3 business days of administrative review completeness. Once accepted, you will receive an invoice for a special event review fee. Please pay fee and once paid, the application will be scheduled for special events team review.

[Continue to permit](#)

Note: You will receive an alert that your application was submitted as well as an email confirmation.



# TRACK AND MANAGE PERMITS

View the status of your application.

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

The screenshot shows the "My Work" page with the "MY PERMITS" tab selected. A yellow circle with the number "1." highlights the "My Work" tab in the top navigation bar. A yellow circle with the number "2." highlights the permit number "SE-00001-2025" in the list table.

Permit Number	Project	Address	Permit Type	Status	State
SE-00001-2025		7447 E EARLL DR SCOTTS...	Special Event - Simple Permit	Fees Due	Active, Attention, Recent (On Hold, Unpaid Fees)
TEMP-00001-2025			Temporary Generator (20KW or greater)	Fees Due	Attention, Recent, Pending (On Hold, Unpaid Fees)

Showing 2 records.



# TRACK AND MANAGE PERMITS - SUMMARY

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

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

Permit Number: SE-00001-2025 Add to Cart

Permit Details | Tab Elements | Main Menu

Type: Special Event - Simple Permit Status: Submitted - Online

Applied Date: 12/12/2025 Issue Date:

District: Scottsdale, AZ Assigned To: Barry, Erin

Finalized Date:

Description: test

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

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

**1.** Progress

14% Completed  
● Completed  
● In Progress  
● Not Started

**2.** Fees

**\$0.00**

View Details Add to Cart

**3.** Workflow

<input checked="" type="checkbox"/> Confirm Application Complete - Passed : 12/15/2025
<input checked="" type="checkbox"/> Meets Special Event Definition - Needs Permit - Passed : 12/15/2025
<input type="radio"/> Invoice Review Fee
<input type="radio"/> Collect Fees
<input type="radio"/> Special Event Simple Review
<input type="radio"/> Schedule Special Event Team Meeting
<input type="radio"/> Applicant Notified of Decision
<input type="radio"/> Special Event Simple Review
<input type="radio"/> Schedule Special Event Team Meeting

**4.** Available Actions

No Actions

1. Progress: Visually track how much of your event 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 forward.

Note: You will get an email notification when your status changes.



# ADDING 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 revise a document, click on “**Resubmit**.” You will be directed to the page shown below.

Home Dashboard Apply My Work Map

◀ Back to Record

**Resubmit File(s)**

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

1 Files      2 Reviews      3 Resubmit

**Files**

**Full set of Architectural Plans**      Supported: .pdf  
File: **Full set of Architectural Plans-A1\_v1.pdf**      Version: 1      Resubmit Instructions: Jimmy Hempen:

**Markups**

Text: **seal could be clearer**      Added By: Jimmy Hempen      Page: 1  
Type response here

**3. Respond**

1 Files      2 Reviews      3 Resubmit

**Resubmit**

**Full set of Architectural Plans**      Supported: .pdf  
File: **Full set of Architectural Plans-A1\_v1.pdf**      Version: 1      Resubmit Instructions: Jimmy Hempen:

**5. Select File**

**6. Submit**

**Next**

5. Select a new file to upload.
6. Click “**Submit**”

# NAVIGATING PERMIT DETAILS - INSPECTIONS



Inspections are required for generators 20KW or greater.

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
Description:	Test	Valuation:	\$0.00	Finalized Date:

Summary | Locations | Fees | **Inspections** (highlighted with a yellow circle) | 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"/>
Footing	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.

2.

Request Inspection

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 - Construction Meeting	Case Type:	Building Residential New
Address:	15435 N SCOTTSDALE RD SCOTTSDALE, AZ 85254		
* Requested Date		<input type="text"/>	<input type="button"/>
Comments/Gate Code			

3.

4.

Submit

# 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
--	--	--	--

2.

 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, ...
---	---

1. Select the permit you want to revise.
2. Click on the “Attachment” tab.
3. Click on the “+” sign to add an attachment.
4. Click “Next”
5. City staff will be alerted to a new document.
6. 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.

## Helpful Hint

You will receive an email alert when the permit is issued and it will appear in the portal. Click on the printer icon at the top to print.

# PAYING FEES



1.  Click on the 'Fees' tab.

2.  Click on the 'Add to Cart' button.

3.  A modal window titled 'Add cart result' shows '1 item(s) added to cart'. Click 'Go To Cart'.

4.  Go to the 'Cart summary' section. It shows a subtotal of \$165.00 for Permit: SE-00001-2025 | Invoice: INV-00000086. There are 'View details' and 'Remove' buttons. A 'Check out' button is available.

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.