Scottsdale SPUR Users Guide

Scottsdale's Special Event Permitting Portal
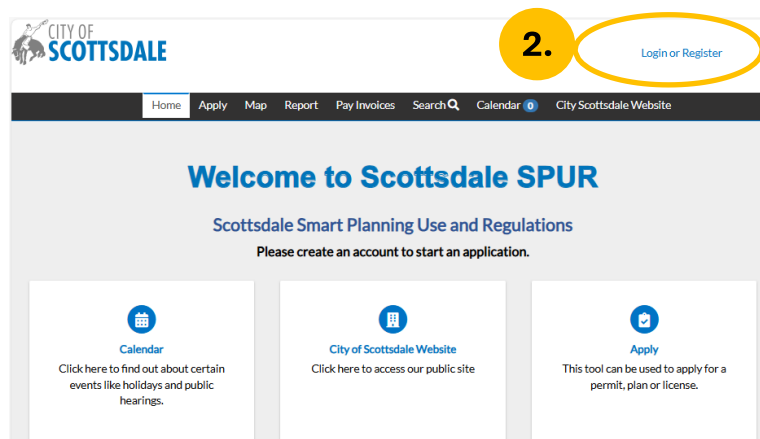
12/1/2025

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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."

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

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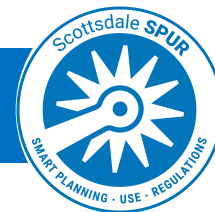
NAVIGATING THE DASHBOARD

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."**
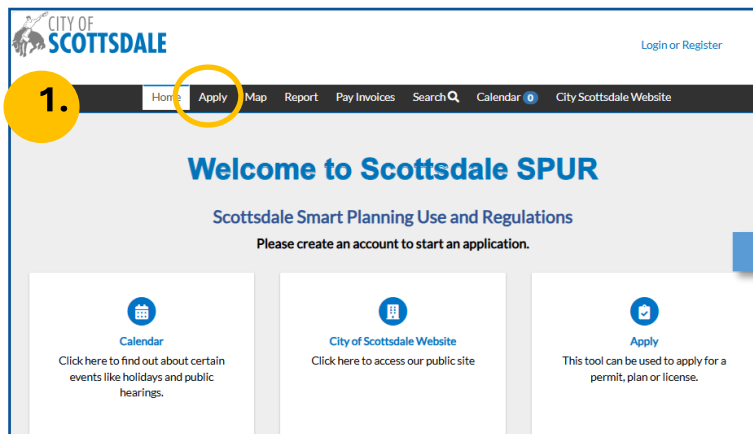
2. Enter "Special Event" or "Sale" in the search field. Available options will auto populate.
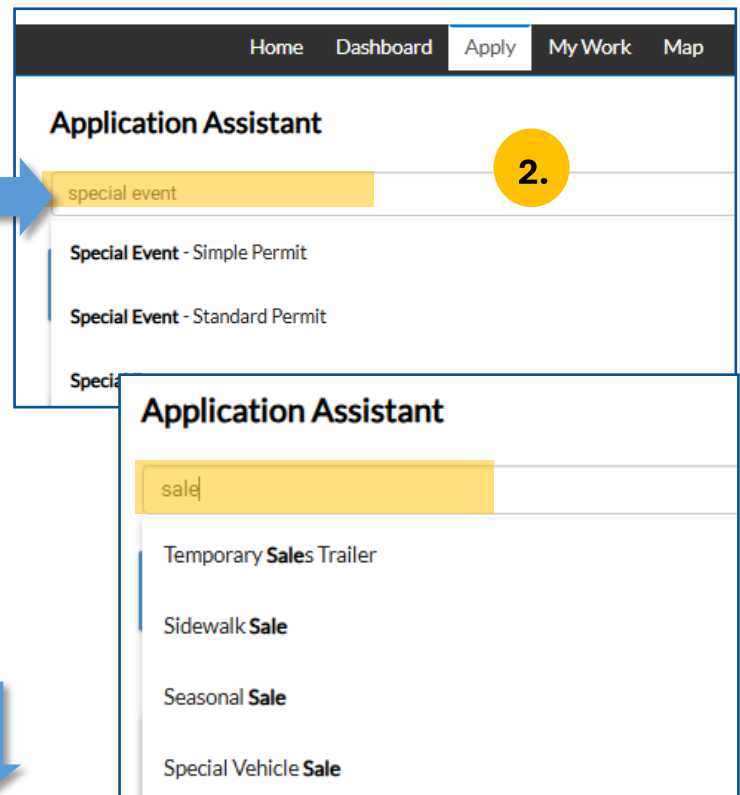
3. Select the type of special event permit or sale approval you wish to apply for. (Select "Simple" for special events on private property or "Standard" for special events on public property.)

4. Click **"Apply."**
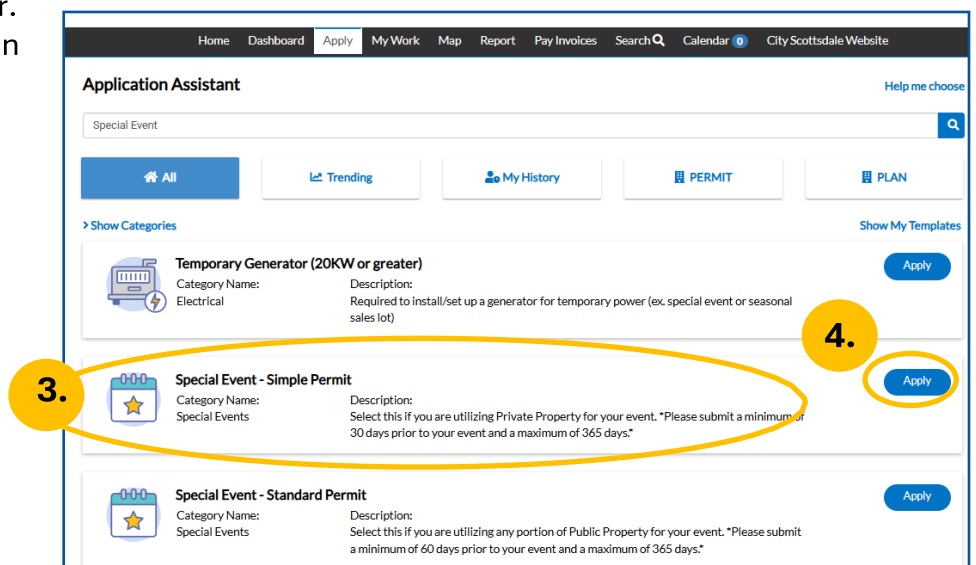
1. Click on the **+** sign to add a location card.

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

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

4. Click **"Add"**

5. Save your draft or click **"Next."**

Helpful Hint

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

Apply for Permit - Special Event - Standard Permit

*REQUIRED

| ✓ Locations | **2** Type | 3 Contacts | 4 More Info | 5 Attachments | 6 Signature | 7 Review and Submit |
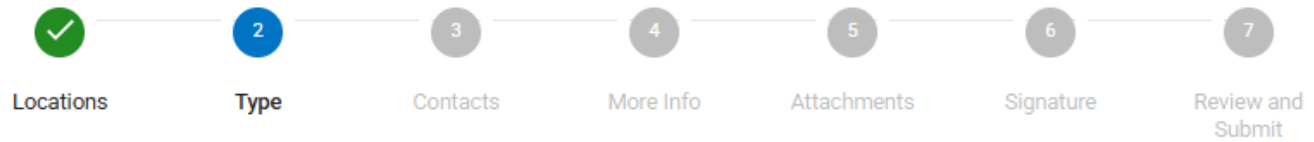
PERMIT DETAILS

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

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

* Permit Type   Special Event - Standard Perı ⌄ **1.**

* Description   **2.**

3.

Back   Create Template   Save Draft   Next

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.

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

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.

1.

Applicant	On Site Contact	Business	Organization
Kristen Landry (You)	Add Contact	Add Contact	Add Contact
7447 E. Indian School, AZ, 85018	**+**	**+** OR	**+**
	REQUIRED	REQUIRED	

Home   Dashboard   Apply   My Work

◄ Back to Application

Add Contact

2.

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   << < **1**

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.

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.

Home   Dashboard   Apply   My Work   Map   Report   Pay Invoices   Search 🔍   Calend

◄ 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.

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
OR
Organization
Add Contact
REQUIRED

Applicant
1.
Add Contact

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."**

ADD MORE INFO

Enter the event details. Save your draft or click **"Next."**

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

✓ Locations	✓ Type	✓ Contacts	4 More Info	5 Attachments	6 Signature	7 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?	[▾]

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.

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.

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

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).

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 Q | 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

✓ Confirm Application Complete - Passed : 12/15/2025

✓ Meets Special Event Definition - Needs Permit - Passed : 12/15/2025

○ Invoice Review Fee

○ Collect Fees

○ Special Event Simple Review

○ Schedule Special Event Team Meeting

○ Applicant Notified of Decision

○ Special Event Simple Review

○ Schedule Special Event Team Meeting

4. Available Actions

ℹ
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.

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.

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."**

Home | Dashboard | Apply | My Work | Map

◄ Back to Record

Resubmit File(s)

① **Files** — ② **Reviews** — ③ **Resubmit**

Files

Full set of Architectural Plans   Supported: .pdf

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

Markups

Text	Added By	Page	
2. seal could be clearer	Jimmy Hempen	1	**3.** Respond

Type response here

Next

✅ Files — ✅ Reviews — ③ Resubmit

Resubmit

Full set of Architectural Plans   Supported: .pdf

File	Version	Resubmit Instructions	
📄 Full set of Architectural Plans-A1_v1.pdf	1	Jimmy Hempen:	**5.** Select File

Back   **6.** Submit

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

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	☑
Footings	No	☐
Stem Wall	No	☐
Interior Footings/Pre Slab/PT Slab	No	☐
Electric Underground	No	☐
Miscellaneous Footings	No	☐
Fence Footings	No	☐
Fence Final	No	☐
Retaining Wall Footings	No	☐
Retaining Wall Final	No	☐

1.

Results per page [10 ▼] 1 - 10 of 49 << < **1** 2 3 4 5 > >>

2. [Request Inspection]

Optional Inspections

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.

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1 #BLDR-00003-2025   ✕

Inspection Type:	BLD - Construction Meeting	Case Type:	Building Residential New
Address:	15435 N SCOTTSDALE RD SCOTTSDALE, AZ 85254		

3.

* Requested Date [   ] 📅 * [▼]

Comments/Gate Code [   ]

4.

[Submit]

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

2.

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.

Summary | Locations | Fees ⓘ | Attachments | Contacts | Sub-Records | More Info

Fee Summary | Remaining Fees | Paid Fees | Next Tab | Permit Details | Main Menu
Fee Summary

2.

Total Fees:	$165.00	**Paid Fees:**	$0.00	**Unpaid Fees:**	$165.00	Add to Cart

Remaining Fees

Sort Fee

Fee	Invoice	Computed	Amount Due
Special Events - Review	INV-00000086	$110.00	$110.00
Special Events - Simple Permit	INV-00000086	$55.00	$55.00

Results per page 10 1 - 2 of 2   << < 1 > >>

Paid Fees

Sort Fee

Fee		Computed

No records to dis

Add cart result **3.**

1 item(s) added to cart

Continue   Go To Cart

4.

Review your cart items

Permit: SE-00001-2025 | Invoice: INV-00000086 $165.00

View details   Remove

Cart summary

Subtotal $165.00
Additional fees may be applied at checkout

Check out

Find more items to pay

Return to scottsdaleaztest

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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.