



Maricopa County

Environmental Services Department


Instructions for downloading files to cloud

Applications:

Please submit applications separately:

- Electronically
 - [Food App \(online\)](#) or [Food App \(pdf\)](#)
 - [Public Accommodations App \(pdf\)](#)
 - [School Grounds App \(pdf\)](#)
- Or via email to ESPlanReview@mail.maricopa.gov, Subject: [Business Name].*

Downloading files to the cloud:

- Please click on the following link to access the Plan Review Cloud:
<https://cloud.maricopa.gov/#/>.
- You will use the following info to access the cloud:
 - User Name: EHPlans
 - Password: Plans (*password is case sensitive*)
- You will drag and drop or use the  icon to upload individual file(s); a folder may not be recognized by the system.
- Please name the file(s) by business name (and address if submitting for multiple locations).
- Please avoid any special characters when naming files (e.g. /, -, !, *, #, etc.) as the program will not recognize them.
- If you upload an incorrect file or have questions, please contact our Intake Team at (602) 506-6824.
- Google Chrome is the preferred browser; Internet Explorer may work, but not guaranteed.