**How to Use TOPPS**

**How to File an Adopt a Street Permit Application**

1. You can access the "Town's Online Permitting and Planning System" (TOPPS) at www.fountainhillsaz.gov/TOPPS

2. How to Creating an Account on TOPPS:
   Click on the Login button in the upper right corner
   Click on Register Now
   Select the appropriate Registration Type and complete the required fields
   Click Submit

3. After creating an account you will be able to apply for a permit using the following steps.

4. Login to your account
5. Under Permitting, click on Apply for a Permit
6. Select Application for Adopt a Street Program from the drop down.
7. Complete the rest of the form, | items are required
8. Sign and click on Submit

**How Do I Know When My Permit Has Been Approved**

1. You will receive an email notification when your application is approved
2. You will also be notified of the fees to be paid to allow the permit to be issued

**How to Pay for a Permit**

1. To pay online, the person paying must have an account and be a contact.
2. Login to your account at www.fountainhillsaz.gov/TOPPS
3. Click on View My Request
4. Click the permit number (in blue)
5. Click on Make a Payment on the left side of the screen
6. Follow the prompts to complete the payment
7. You may come to Town Hall to pay fees in person if you prefer