Accessing the ACA Site

To access the site copy and paste the link into your web browser.

https://aca.accela.com/mesa/

Begin by logging in with username and password, or create an account.



You can access Fire permits by selecting Apply for a Fire Prevention Permit

Pay Fees	mes	a∙az	I Want To	. Inspections	s Help
		Logged in as-Ashley's Nails	Create a Co Create a Pla Enter a Cod Apply for a Apply for a Apply for a Apply for a Apply for a	nstruction Permit anning Application le Compliance Complaint License Business License Utility(Engineering) Permit Traffic Control Permit urglar and Panic Alarm Permit Fire Prevention Permit	ent Logout
	View Cart	My Collection (0)	Request a E Request a H	Document	ections

The online application page opens. Select the checkbox to accept the General Disclaimer and select the continue application button

ur home or office, 24 hours a day.	system. Using this system you can submit an application, pay rees, schedule inspections, track the status of your application, an
ease "Allow Pop-ups from This Site" before pro-	ceeding. You must accept the General Disclaimer below before beginning your application.
General Disclaimer	
While the City of Mesa attempts to keep its \	Neb information accurate and timely, the Agency neither warrants nor makes representations as to the functionality
or condition of this Website, its suitability for	r use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials
nave been compiled from a variety of source	as and are subject to change without notice from the Agency as a result of updates and corrections.
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The Agency is neither responsible nor liable	for any viruses or other contamination of your system nor for any delays, inaccuracies, errors or omissions arising
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Select "Fire Safety Operational Permit Application" and click on the continue application button



ACA End User Training

1. Application: Type in the physical address information or search for the address after typing in the street number and direction for the address of the location by selecting search.

Fire Safety Operational P	ermit Application		
1 Location & Contacts	2 Occupant Information	3 Review	4 F
Step 1: Location & Co	ntacts>Location		
Show Map			
Address			
*Street No.: Directio	n: * Street Name: Stree	eet Type:	
20 E	▼ MainS	elect 🔻	
Unit Type: Unit M	0.:		
Select			
City:	State: ZIP:		
Search Clear			
Search	N		
	B		

Select the appropriate address and click on the select button

	Add	Iress Search R	lesult l	ist					×		
	Ad	Addresses									
	Show	Showing 1-5 of 5									
	Address City State Zip										
search	0	20 E MAIN ST BRTS BU1	MESA, AZ 85	201		MESA	AZ	85201			
	\bigcirc	20 E MAIN ST FHYD FH1	MESA, AZ 85	201		MESA	AZ	85201			
	\bigcirc	20 E MAIN ST FHYD FH2 MESA, AZ 85201 MESA AZ 85201									
	0	20 E MAIN ST MESA, AZ 8	5201			MESA	AZ	85201			
	\bigcirc	20 E MAIN ST PPED TP1 M	AESA, AZ 85	201		MESA	AZ	85201			
	As	sociated Parcels	5								
ermit Appli	Show	ing 1-1 of 1									
		Parcel Number	Lot	Block	Subdivision						
	\bigcirc	13837003A	2	1022	MESA ARIZON	NA.					
ntacts > Lo	As	sociated Owner	s								
	Show	ing 1-1 of 1									
		Name			Address						
	0	MESA CITY OF			PO BOX 146	6 MESA AZ 8521	L				
n: Main	Sel	ect Cancel									



The address information is now entered into the record press the continue application button



Select "Add New" to add a new contact or "Select from Account" to use information already saved to your account

Fire Safety Operati	onal Permit Ap	plication				
1 Location & Contacts		2 Occupant Information	n	3	Review	4 Pay Fees
Step 1:Location	& Contacts>	Contacts				
Contact List						
Enter information about contact information fro Note that you can upd Required Contact Applicant Applicant Applicant Applicant Contact Emergency Contact Form Action Stokening 0-0 of formation of the Stokening 0-0 of the Stoke	It the contacts associa m your registration. ate your contact inform act Type Minimum 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ted with this permit. nation (phone number New Loot	You must enter the A _i r, address) using the <i>i</i>	oplicant information a Account Managemen	nd be sure to provide a phone number(s) and en t link at the top of the page.	nail address. If you are apply
First Name	Last Name	Business Name	Contact Type	E-mail	Action	
No records found	l.					
Save and resume l	ater					

For New Contacts:

Select contact type from the drop down box and select the continue button (A contact must be added for Applicant, Billing Contact, Emergency Contact 1, and Emergency Contact 2, if that person/organization is the same for all four contacts you can easily use the "Select from Account" option to add the contact to each selection)

	Select Contact Type	×	
/ Fees	• Type: Select Applicant Billing Contact Chief Engineering Inspector Emergency Contact 1 Emergency Contact 2 Mailing Property Manager Property Owner		w

×

Enter all contact information as shown below

Contac	t Informatio	on			
* First:	Middle:	* Last:			
JANE		DOE			
Name of Bu	siness:				
* Mobile Pho	one:	Primary Phone	?	Work Phone:	
480-555-5555	5	480-555-5554		480-555-5553	
*E-mail:					
JANE.DOE@A	BC.COM				

Add Contact Address

Click on "Add Contact Address"

	Contact Information	×
	• First: Middle: • Last: Jane Doe	
arch	Name of Business:	
	• Mobile Phone: Primary Phone Work Phone: 480-555-5555 480-555-5555 480-555-5555	
	*E-mail: JANE.DOE@ABC.COM	
	▼ Contact Addresses	
nit App	Add Contact Address To edit a contact address use the Action link.	

Select Address type and fill in all information

	Contact Infor	mation			
	Contact Addre	ess Informatio	n		
earch	* Address Type: Mailing	•			
	* Address Line 1: PO BOX 1				
	Address Line 2:				
	*City: MESA	*State:	*ZIP Code: 85211		
rmit Appli	Save and Close	Save and Add Ano	ther Clear	Discard Changes	
tacts > Co					

Click on "Save and Close"

First: Midd	lle:	*Last:			
Jane		Doe			
Name of Business:					
Mobile Phone:	P	rimary Phone 📀	Work Phone:		
480-555-5555	4	80-555-5555	480-555-5555		
E-mail:					
JANE.DOE@ABC.COM					
Add Contact Addres	ess	le .			
eur a contact address d	se the Action th	in.			
Contact address addre	led successfu	ly.			
Address Type	Recipient	Address		Action	
Mailing		PO BOX 1		Actions •	

The contact added successfully box is displayed select the "Continue" button

Once all contact types are added click on "Continue Application"

2. Occupant Information:

Enter all occupant information into the appropriate boxes.

Fire Safety Operation	al Permit Application	n				
1 Location 0 Contacts	2 Occupant Information	3 Attachment	s	4 Review	5 Pay Fees	6
Step 2:Occupant	Information > O	ccupancy Desc	cription		* indicates a	required field.
Custom Fields						
OCCUPANCY DESCRIP	TION					
* Occupancy Description	c		Business (Office 🔻		
* Occupancy Name:			Mesa Plaz	a		
* Total Square Footage:		()	22000			
* Occupant Load:		0	150			
* Sprinkler System:		(?	Yes	No		G
* Fire Alarm:		0	Yes	No		
* Spray Paint:		()	🔵 Yes 🖲	No		
* Rack Storage of Combu	istibles:	0	🔵 Yes 🖲	No		
* Commercial Hood Supp	pression:	0	🔵 Yes 🖲	No		
Continue Application	on »				Save and resu	me later

Once all information is completed click on "Continue Application"

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3. Review: document page is displayed after reviewing the information and editing anything that needs corrected select the "Continue Application" button

Fire Safety Ope	erational Perm	nit Application							
1 Location δ Contacts		2 Occi Infor	upant mation		3 Review		4 Pay Fees	5 Record Is	suance
Step 3 : Revie	ew								
Save and resu	umo lator								Continue Application »
Save and resu									
Please review all infi	formation below. Cl	ick the "Edit" buttons t	o make changes to	sections or "Continue	Application" to move	on. You must check the box to	o agree to the certification	a at the bottom of the page before you o	an continue
			,					,	
Record Ty	ре								
			Fire	Safety C	Operatio	onal Permit	Applicati	on	
Address									Edit
20 E MAIN ST MES	SA, AZ 85201								
Parcel									Edit
Parcel APN (No Dash	ies) 13837003A								
Owner									Edit
MESA CITY OF									
MESA AZ 85211									
Contact Li	ist								Edit
Required Co	ntact Type Minir	num							
 Applicant Billing Conta 	1 act 1								
Emergency C Emergency C	Contact 1 1 Contact 2 1								
Showing 1-4 of 4									
First Name	Last Name	Business Name	Contact Type	E-mail	Action				
Jane	Doe	MECA CITY OF	Applicant	JANE DOE@ABC	COM Edit				
2000	Dee	MESA CITY OF	Emergency	ANE DOE 0 ABC					
Jane	Doe		Contact 1	JANE.DOE@ABC	LCOM Edit				
Jane	Doe		Contact 2	JANE.DOE@ABC	CCOM Edit				
Custom I	Fields								
OCCUPANCY D	ESCRIPTION								Edit
Occupancy Des	scription:			Business Office					
Occupancy Nan	me:			Mesa Plaza					
Total Square Foo	otage:		:	22000					
Occupant Load:	:		1	150					
Sprinkler System	n:		,	/es					
Fire Alarm:				/es					
Spray Paint:			1	No					
Rack Storage of	f Combustibles:			No					
Commercial Ho	ood Suppression:		1	No					
Save and re	sume later								Continue Application »

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The Application Submitted box is displayed and the new application record number is shown in blue example "FIRA17-00873"

Step 3 : Receipt/Record issuance		
Not All invoices may be displayed		
Receipt		
Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.		
20 E MAIN ST MESA, AZ 85201		
FIRA24-13854	Copy Record	

Click on the "FIRAXX-XXXXX" number to view the record

The record is displayed

Record FIRA24-1385	4: y Operati	nal Permit Application	Add to cart Add to collection				
Record Status: Received							
Record Info 🔻	Payments 🔻	New! Document Upload - Electronic Plan Review					
Work Location							
20 E MAIN ST MESA, AZ 8 COD: C3 DSD: W2	35201						

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To view and track your permit application go back to the main page by clicking "Home" and click on "My Records", any permits that you have applied for will be seen on this page. You can check the status and also pay fees from this section.



> Permits											
Showing 1-2 of 2 Add to collection Add to cart Copy Record											
	Date	Record Number	Status	Record Type	Project Name	Address	Action	Short Notes			
	08/01/2024	FIRA24-13854	Received	Fire Safety Operational Permit Application		20 E MAIN ST MESA, AZ 85201		1			