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.
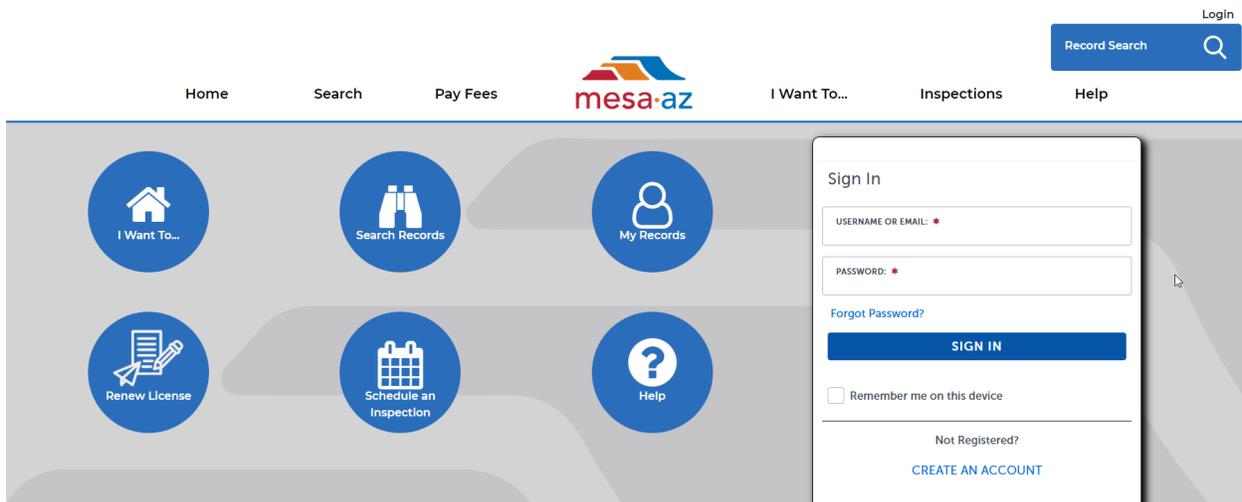
You can access Fire permits by selecting Apply for a Fire Prevention Permit
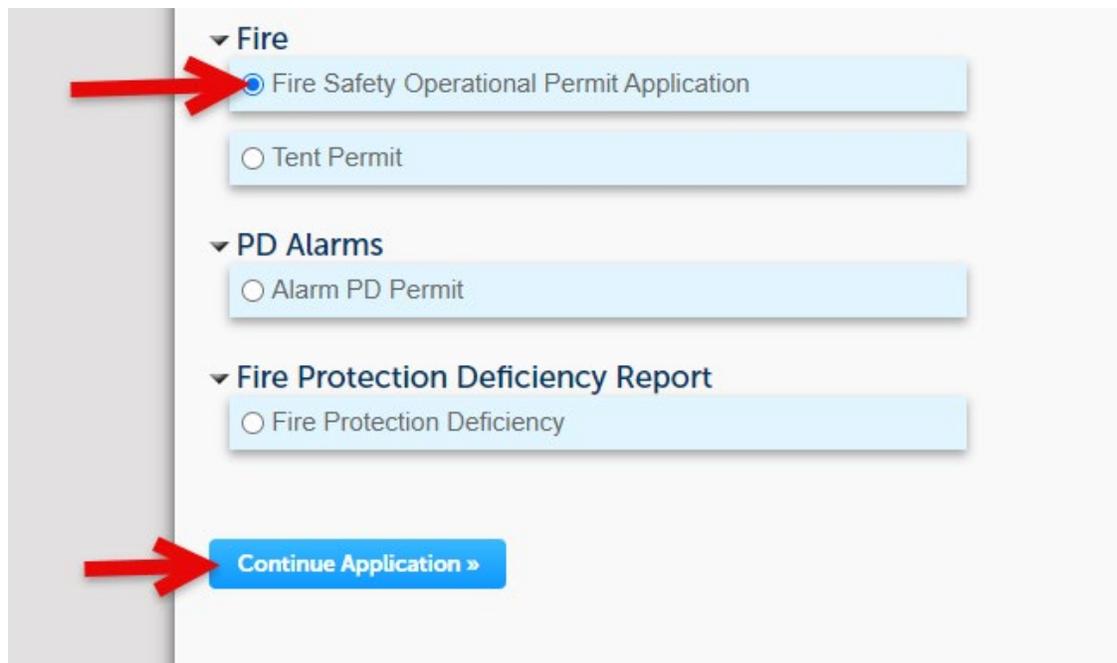
The online application page opens. Select the checkbox to accept the General Disclaimer and select the continue application button
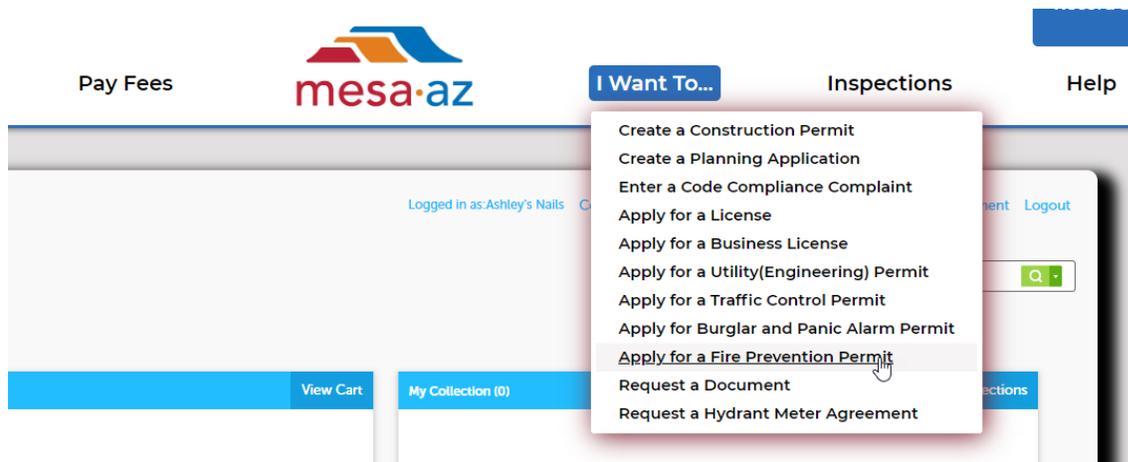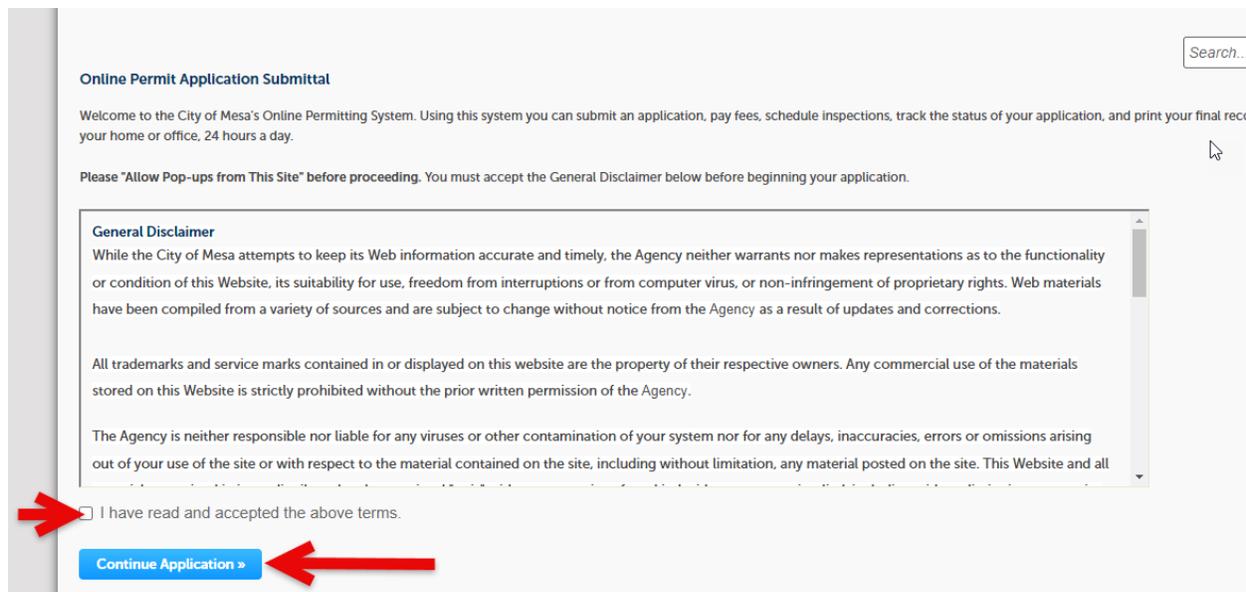
Select "Fire Safety Operational Permit Application" and click on the continue application button

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.

Select the appropriate address and click on the select button

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
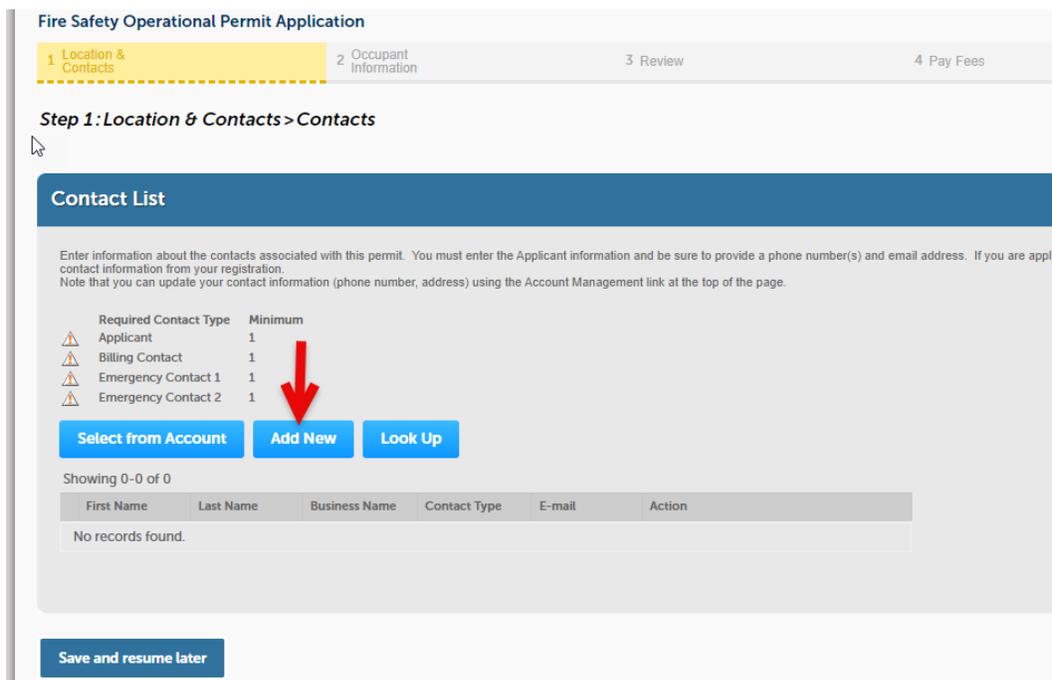
For New Contacts:

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)

Enter all contact information as shown below

Add Contact Address

Click on "Add Contact Address"

Select Address type and fill in all information

Click on "Save and Close"

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.

Once all information is completed click on "Continue Application"

3. Review: document page is displayed after reviewing the information and editing anything that needs corrected select the "Continue Application" button
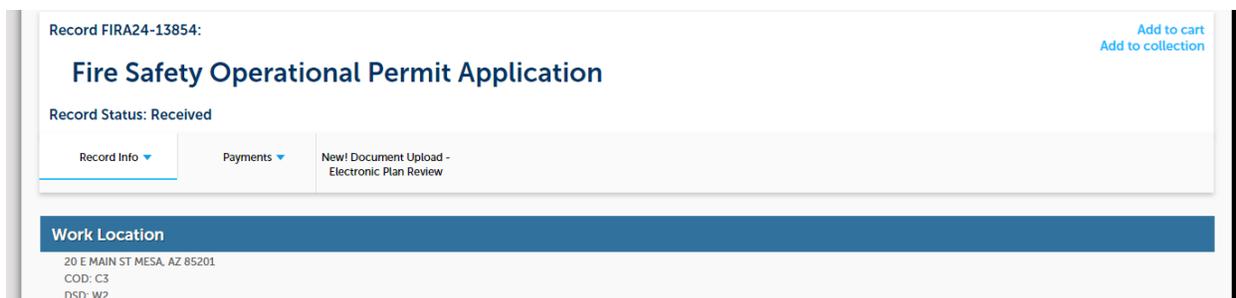
The Application Submitted box is displayed and the new application record number is shown in blue example "FIRA17-00873"
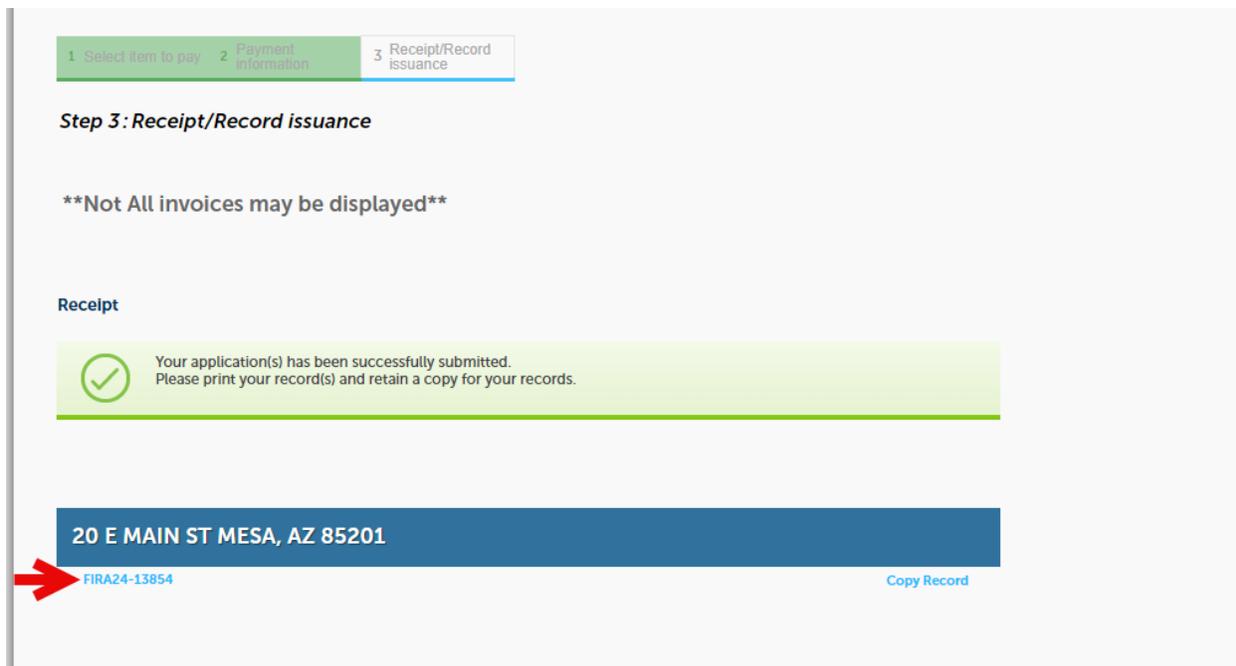
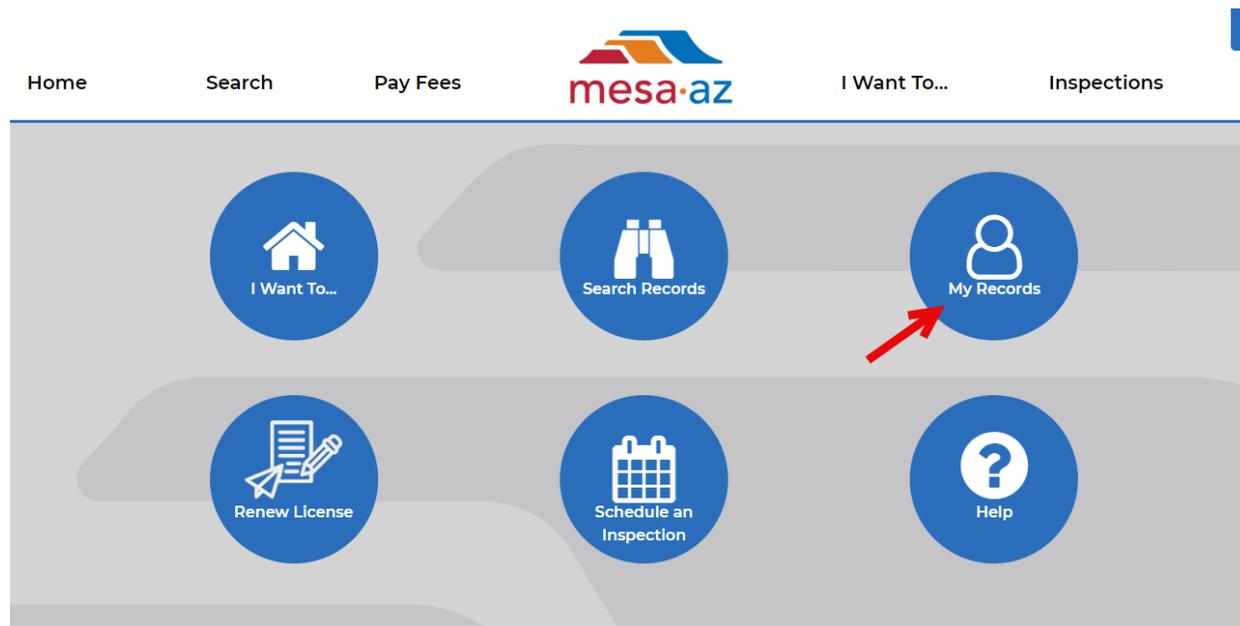Click on the "FIRAXX-XXXXX" number to view the record

The record is displayed

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.