

Residential Utility Repair Permit/Construction Noise

THE RESIDENTIAL UTILITY REPAIR PERMIT IS ONLY TO BE USED FOR THE FOLLOWING APPLICATION TYPES:

1. INSTALLATION OF A RESIDENTIAL 200AMP PANEL,
2. RESIDENTIAL ELECTRICAL REPAIR (LIKE FOR LIKE),
3. RESIDENTIAL GAS PRESSURE TEST (EMERGENCY PRESSURE TESTS ONLY),
4. RESIDENTIAL GASLINE REPAIR/REPLACE.

OR

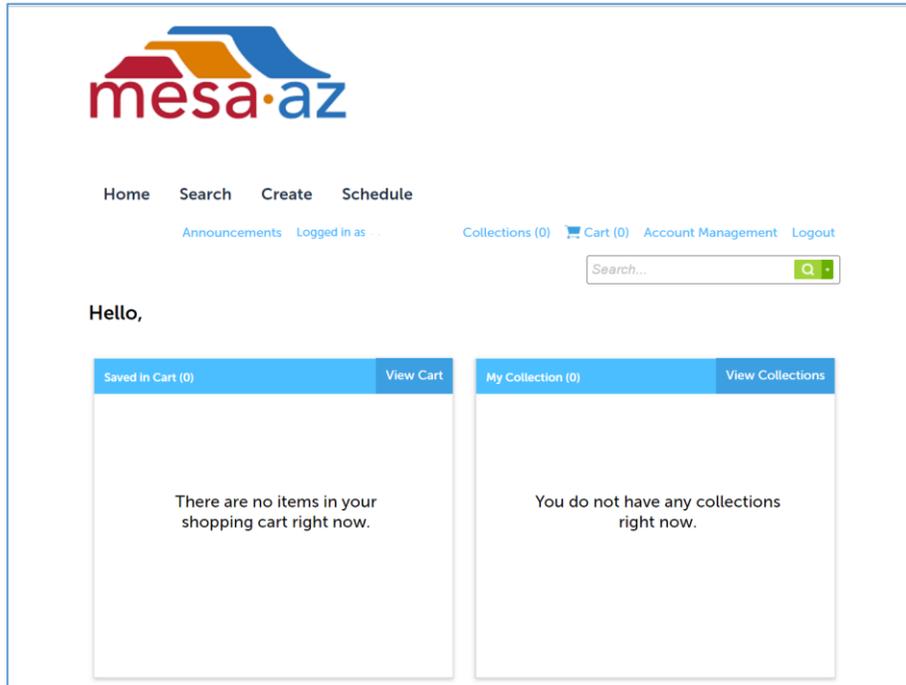
5. CONSTRUCTION NOISE PERMIT

THE ISSUANCE OF THIS PERMIT DOES NOT ALLOW FOR ANY NEW APPLIANCE INSTALLATIONS OR ALLOW FOR THE RUN OF ANY NEW GAS PIPING. IF YOUR PROJECT DOES NOT FALL INTO THE ABOVE 5 CATEGORIES, YOU MUST SUBMIT FOR A NEW RESIDENTIAL PERMIT APPLICATION.

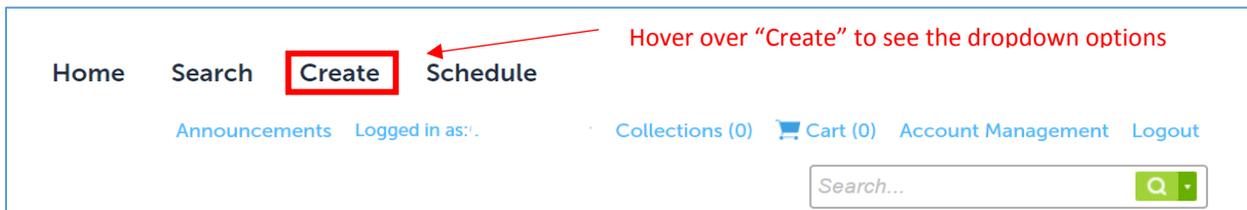
If you need to stop and resume the application later, please select "Save and resume later" at the bottom of the page. The application will show up under the *Work in Progress* box on your *Dashboard*. **Do not hit the back button without clicking "Save and resume later".**

1. Creating the Application

STEP 1 – Navigate to <https://aca.accela.com/mesa>. From this main page, login to your account. If you do not have an account, please refer to the instructions for “Setting up an Account”. Once you have logged in you will be brought to the *Dashboard* page.



STEP 2 – Select “Create” at the top.



STEP 3 – Under the “Create” dropdown, select “Apply for a Permit”.

STEP 4 – Read the disclaimer and check the box “I have read and accepted the above terms” followed by selecting “Continue Application”.

The screenshot shows the 'Online Permit Application Submittal' page. At the top right, there is a search bar with the text 'Search...'. Below the title, a welcome message reads: 'Welcome to the City of Mesa's Online Permitting System. Using this system you can submit an application, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.' Below this, a instruction states: 'Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.' A scrollable box contains the 'General Disclaimer' text: 'While the City of Mesa attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.' Below the disclaimer, there is a checkbox labeled 'I have read and accepted the above terms.' and a blue button labeled 'Continue Application >'. Red annotations include a box around the checkbox with an arrow pointing to it and the text 'Check this box', and another box around the 'Continue Application >' button with an arrow pointing to it and the text 'Then select "Continue Application"'.

STEP 5 – You will be prompted to choose a Permit Application type. There is a list of the Permit Application types and what each request includes. For this guide, please select “Residential Utility Repair Permit /Construction Noise Permit” at the bottom of the page followed by “Continue Application”.

For Assistance or to apply for a permit type not listed, please contact us at (480) 644-4273.

Search

- Addenda / Deferred / Code Modification
- Alarm PD Permit
- Annual Facilities Permit
- Commercial Permit
- Demo
- Document Retrieval
- Fire Safety Operational Permit Application
- Master Plan
- Mobile Home
- Residential Permit
- Residential Utility Repair Permit/Construction Noise Permit
- Sign Permit
- Tent Permit

Continue Application »

2. Location & People

STEP 6 – Input address *or* parcel number. You are not required to fill out both. Once you have entered an address or parcel number, the remaining fields will populate.

- 1 Location & People
- 2 Application Information
- 3 Attachments
- 4 Review
- 5 Pay Fees
- 6

Step 1: Location & People > Location

Show Map

* indicates a required field.

Address

You may enter full or partial Address information and click on the Search button to find the address in our system. Once a match is found it will automatically populate the Parcel and Owner information.

* Street No.: Direction: * Street Name: Street Type:

Unit Type: Unit No.:

City: State: Zip:



Parcel

* Parcel Number:

OR

Address

* indicates a required field.

You may enter full or partial Address information and click on the Search button to find the address in our system. Once a match is found it will automatically populate the Parcel and Owner information.

* Street No.: Direction: * Street Name: Street Type:

Unit Type: Unit No.:

City: State: Zip:

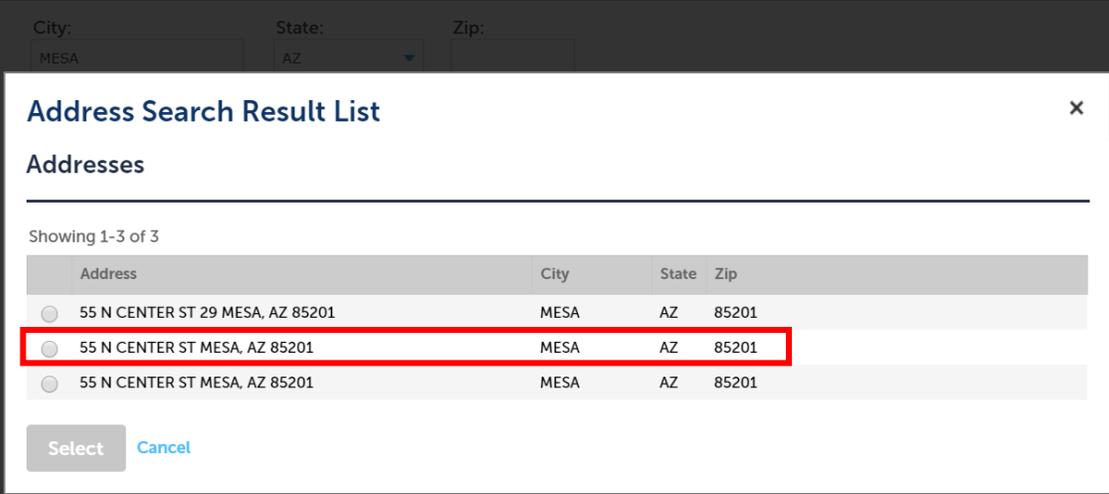
Parcel

* Parcel Number:



STEP 7 – Once you have completed the “Address” or “Parcel” fields, select “Search”. A box labeled *Address Search Result List* will open prompting you to select the correct address.

*If you find that the *Address Search Result List* comes up with no results, try leaving the “City”, “State” and “Zip” fields empty or use the parcel number.



City: MESA State: AZ Zip:

Address Search Result List

Addresses

Showing 1-3 of 3

Address	City	State	Zip
<input type="radio"/> 55 N CENTER ST 29 MESA, AZ 85201	MESA	AZ	85201
<input checked="" type="radio"/> 55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201

Select Cancel

Custom Lists

STEP 8 – Select the address that fits closest to the address to your property. You may see the same address listed more than once, simply select one of the addresses as the results will be the same. Once you have selected an address, the *Address Search Result List* box will update with *Associated Parcels* and *Associated Owners*. Verify the new fields are correct and click “Select”.

*You may notice that the property owner has not been updated. If that is the case, do not worry, you will have the option to add the correct property owner in the next step.

Address Search Result List

Addresses

Showing 1-3 of 3

Address	City	State	Zip
<input type="radio"/> 55 N CENTER ST 29 MESA, AZ 85201	MESA	AZ	85201
<input checked="" type="radio"/> 55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 55 N CENTER ST MESA, AZ 85201	MESA	AZ	85201

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 13837005	4	1019	MESA

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> MESA CITY OF	20 E MAIN ST STE 650 PO BOX 1466 MESA AZ 85211

Select Cancel

No records found.

Information will populate based on address information

STEP 9 – Once you have confirmed the selected address, parcel, and owners, all the fields will automatically fill in. Once all required fields have been filled out, select “Continue Application”.

Residential Utility Repair Permit/Construction Noise

You may enter full or partial Address information and click on the [Search](#) button to find the address in our system. Once a match is found it will automatically populate the Parcel and Owner information.

* Street No.: Direction: * Street Name: Street Type:

Unit Type: Unit No.:

City: State: Zip:

Parcel

* Parcel Number:

Custom Lists

ADDITIONAL PARCEL NUMBERS

Showing 0-0 of 0

Parcel Number
No records found.

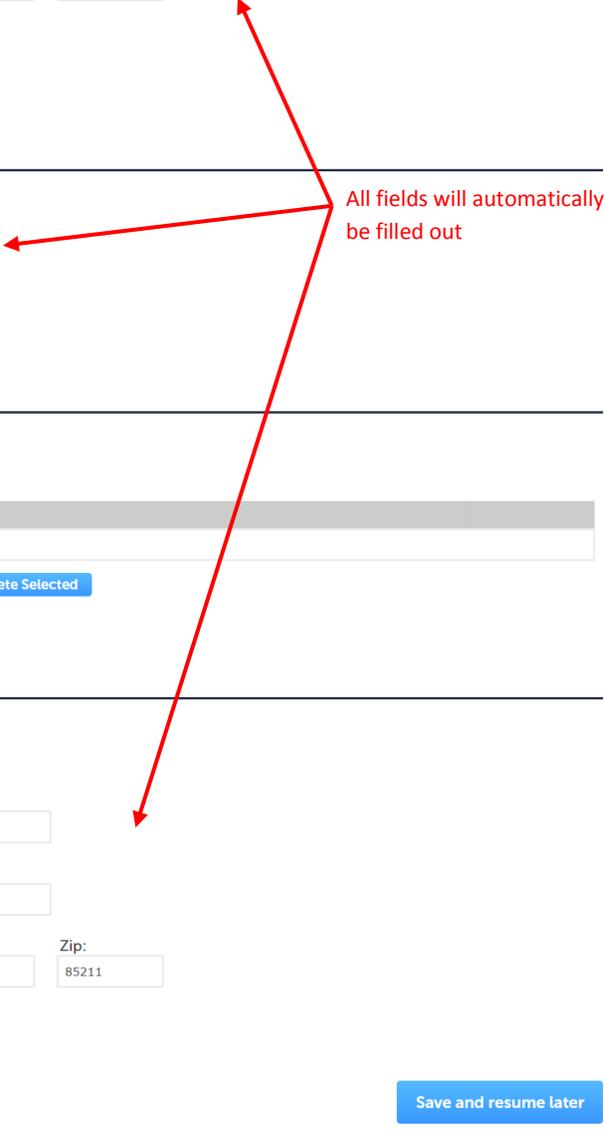
Owner

Owner Name:

Address Line 1:

Address Line 2:

City: State: Zip:



All fields will automatically be filled out

STEP 10 – On the *Contact List* page, click “Select from Account”.

STEP 11 – A box labeled *Select Contact from Account* will open. Select “Associated Contact” and select “Continue”.

Required Contact Type Minimum

 Applicant 1

 Worksite 24 Hour Contact 1

Select from Account **Add New** **Look Up**

Showing 0-0 of 0

First Name	Last Name	Business Name	Contact Type	E-mail	Action
No records found.					

Select Contact from Account ✕

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	[REDACTED]
<input type="radio"/> Associated Owner		MESA CITY OF

Continue Discard Changes

STEP 12 – Under the “Type” dropdown, select “Applicant” and check the mailing address and select “Continue”.

Select Contact from Account ✕

* Type: Applicant ▼

Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

<input type="checkbox"/> Address Type	Recipient	Address
<input checked="" type="checkbox"/> Mailing		

Continue Discard Changes

STEP 12 – Follow the same steps as above to enter the *Worksite 24 Hour Contact*

*You may repeat the following steps to include additional contacts.

STEP 13 – Select “Property Owner” under the *Type* dropdown and select “Continue”.

STEP 14 – Fill the required fields under *Contact Information* and select “Continue”.

STEP 15 – Once you have a green check mark next to *Applicant* and *Property Owner*, select “Continue Application”.

	Required Contact Type	Minimum
✓	Applicant	1
✓	Worksite 24 Hour Contact 1	1

Confirm the green checkmarks before continuing

Select from Account Add New Look Up

✓ Contact added successfully.

STEP 16 – Once you have added the contact List, if you are a License Professional, Please complete the following steps to add the License Information to the record.

Click Add New

Licensed Professional

Add the name of the Contractor or other Licensed Professional here. To find a Licensed Professional in the agency database, enter the search criteria and click the Search button.

Add New Look Up

Licensed Professional Information ✕

* License Type: * License Number:

First: Middle: Last:

Business Name:

* Address Line 1:

Address Line 2:

* City: * State: * Zip:

Home Phone: Mobile Phone:

* E-mail

Contractor's License #: Contractor's Business Name:

Complete all *Required Fields for the License Professional
Once complete, click Save and Close.

STEP 17 –Now that all contacts and license professionals have been entered, select “Continue Application”

Step 1: Location and Contacts > Contacts

* indicates a required field.

Contact List

Enter information about the contacts associated with this permit. You must enter the Applicant information and be sure to provide a phone number(s) and email address. If you are applying for this permit, use the 'Select from Account' option to copy your contact information from your registration. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

- Required Contact Type Minimum
- ✓ Applicant 1
- ✓ Worksite 24 Hour Contact 1

Select from Account Add New Look Up

✓ Contact added successfully.

Showing 1-2 of 2

First Name	Last Name	Business Name	Contact Type	E-mail	Action
			Worksite 24 Hour Contact		Edit Delete

Licensed Professional

Add the name of the Contractor or other Licensed Professional here. To find a Licensed Professional in the agency database, enter the search criteria and click the Search button.

Add New Look Up

Continue Application »

Save and resume later

3. Application Information

STEP 18 – Complete the General information Details of the Permit. Only complete the *Required Fields.

General Info

GENERAL

*Property Type:

*Type of Work:

*Classification Code: This Field will Auto populate

Code Edition:

Required Number of Inspections:

Flood Control Permit:

[Continue Application »](#)

[Save and resume later](#)

STEP 19 – Select “Continue Application”.

4. Attachments

STEP 20– This type of application does not require any submittal documents. *If you are a home owner, select Continue Application and continue to Section 5.*

*****If a contractor is being utilized, please upload the contractor verification form here by selecting “Add”.

Attachment

Document Submittal Requirements - Please read before submitting plans.

The maximum file size allowed is 160 MB.
 The following file types are NOT allowed: html;htm;mht;mhtml .
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to application acceptance and/or approval.

Citizen Participation Plan, Project Narrative

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
No records found.							

[Select from Account](#)

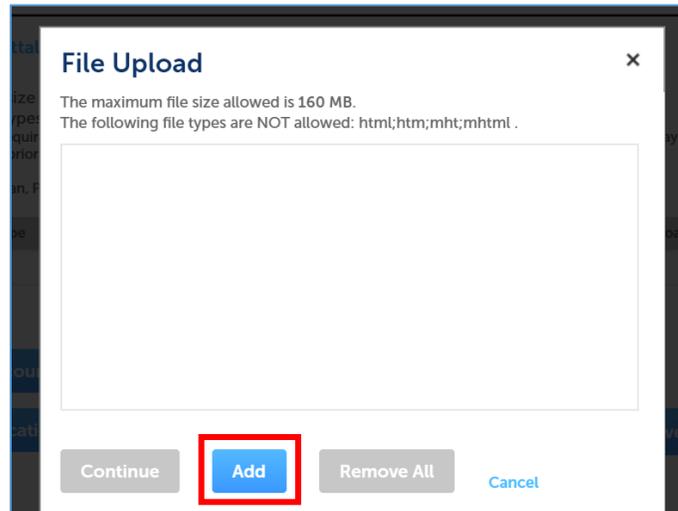
[Add](#)

[Continue Application »](#)

[Save and resume later](#)

13

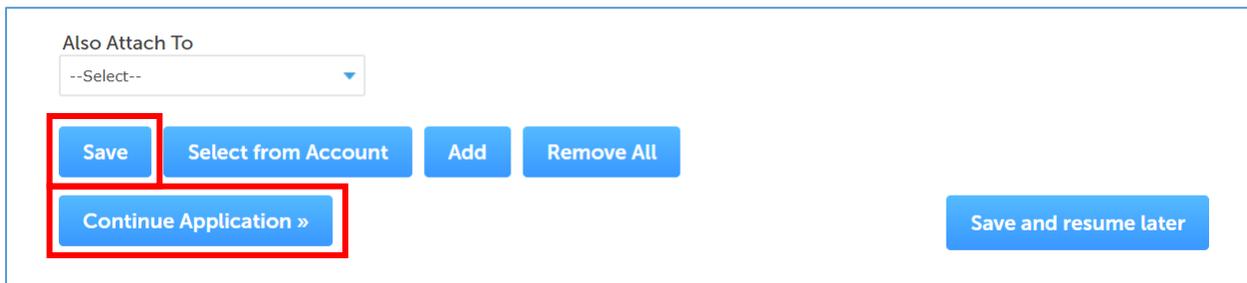
STEP 21 – Select “Add” under the *File Upload* window.



STEP 22 – Select documents you would like to upload from your computer. Wait for all documents uploaded to show 100% then select “Continue”.

STEP 23 – For each document, select a document “Type” in the dropdown and fill in the “Description” field.

STEP 24 – Once all required documents have been uploaded, select “Save” then “Continue Application”.



5. Review

STEP 25 – Confirm all the information provided is correct and select check the box to agree to the certification statement prior to submittal.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. ← Check this box Date:

Continue Application » ← Then select "Continue Application" Save and resume later

6. Pay Fees

STEP 26 – Confirm associated fees are correct and select “Check Out”.

*Fees will be assessed based on the application type. Please refer to the fee schedule on the Development Services home page for a list of Building Safety Fees.

STEP 27 – Select “Checkout” to pay immediately or select “Continue Shopping” to be brought to the *Home* page.

6. Print Permit

STEP 28 - Open the Permit Record, by clicking the blue hyperlink.

Print/View Receipt

55 N CENTER ST MESA, AZ 85201

PMT18-08252	View Receipt	Copy Record
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Print/View Receipt

STEP 29 - Once you have opened the record. Click on Reports (1) to run the Permit Report.

Home Search Create Schedule

Announcements Logged in as:Hbasford Collections (0) Cart (0) **Reports (1)** Account Management Logout

Search... 

Record PMT18-08252: [Add to cart](#)
[Add to collection](#)

Residential Utility Repair Permit/Construction Noise Permit

Record Status: Issued

Record Info Payments

Work Location

55 N CENTER ST MESA, AZ 85201

STEP 30 – The permit will generate, please print for your records.

Building Safety 480-644-4273 Fax 480-644-2418	City of Mesa Construction Permit PMT18-08252	 Development Services P.O. Box 1466 Mesa, Arizona 85211-1466 www.mesaaz.gov
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Record:	PMT18-08252	Issued On:
		Printed On: 8/6/2018
Project Address:	55 N CENTER ST, MESA, AZ 85201	Zoned: DC DE
Subdivision:	MESA	Lot: 4
Assessor Parcel:	13837005	
Census Tract:	421400	
Sales Tax Code:	041010	
Classification:	Residential Electrical 200a or smaller	Units: Buildings:
Valuation:	\$0.00	

Occ Grp	Const Type	SqFt	Occ Load

OWNER: MESA CITY OF Address: 20 E MAIN ST STE 650 PO BOX 1466 MESA, AZ 85211	Telephone:	Fax:
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CONTRACTOR: Address:	Telephone:	Fax:
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<u>Fees:</u>		
Residential Building Permit Fee		\$180.00
Technology Fee		\$7.00