

Introduction to Dimes for Engineering EMS Construction Notifications for Utility (UTL) Permits

Accessing the EMS Notifications

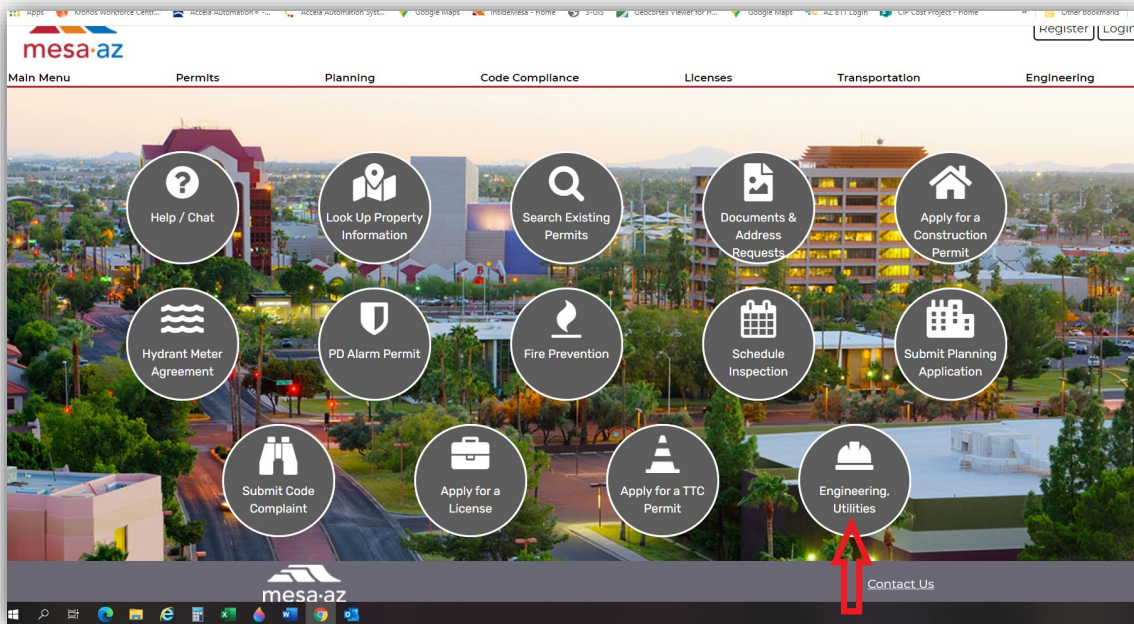
Objective: Ability to create a work notification and show proficiency in accessing the ACA site.

New users will be required to register for an account. To register for an account please see Engineering DIMES user Guide “Engineering UTL End User ACA Account Setup Training”

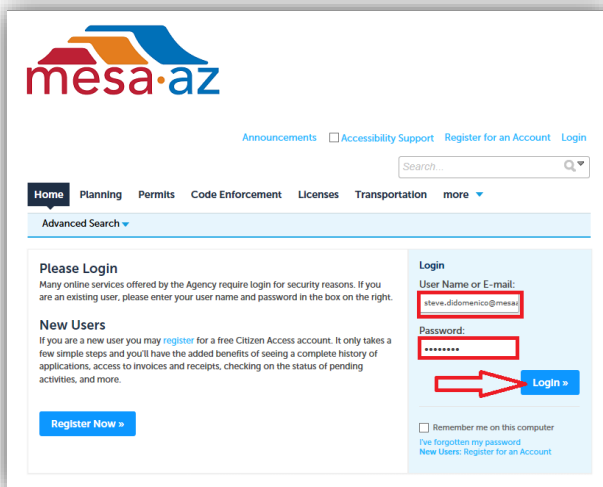
To access the site copy and paste the link into your web browser.

Web Site Link: <https://aca-prod.accela.com/MESA/Default.aspx>

Select the Engineering Utilities Icon



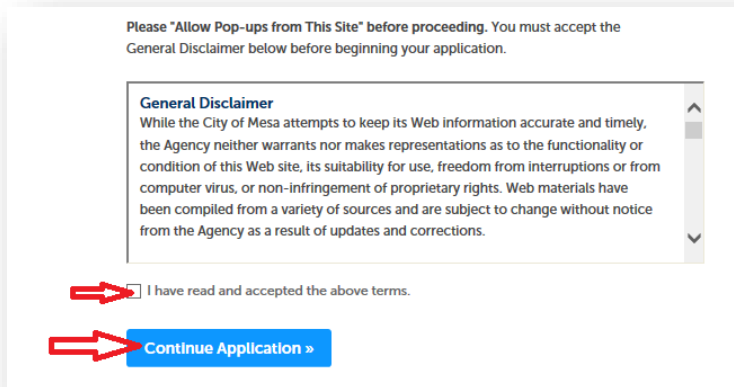
Login by entering your e-mail address and password created during the account setup process. Select “Remember me on this computer” if desired (not required) and select “Login”.



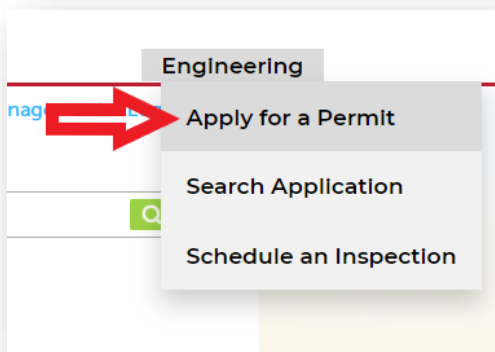
Introduction to Dimes for Engineering

EMS Construction Notifications for Utility (UTL) Permits

Read the General Disclaimer and select “I have read and accepted the above terms” check box and continue by selecting “Continue Application”.



In the top right-hand corner move the mouse pointer over the word Engineering and select “Apply for a Permit”.



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Select the type of Construction Notice required:

Use “Emergency Work” or “Minor Work and Maintenance” for annual permit types only!

Use “Standard or Small Wireless Facility” for Standard or Small Wireless Facility record types only!

Using the wrong notice type will cause an error and the notice will not be accepted.

After verifying the correct notice type click on the “Continue Application” button.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Note: Please use “Construction Notice-Emergency Work” or “Construction Notice-Minor Work and Maintenance” with an [approved annual permit](#).

Work **not** associated with an annual permit please use “Construction Notice-Standard and Small Wireless Facility”.

Click here for more detailed information on submitting a construction notification: <https://www.mesaaz.gov/home/showdocument?id=32698>

NOTE: USE THE CORRECT NOTICE TYPE OR YOU WILL NOT BE ABLE TO COMPLETE THE PROCESS PLEASE READ!

Search

Engineering

- Agency Project Review – Submit Agency Plans for Review
- Construction Notice – Emergency Work
- Construction Notice – Minor Work and Maintenance
- Construction Notice - Standard and Small Wireless Facility
- Pole-Reservation
- Utilities Permit – Annual
- Utilities Permit – Small Wireless Facility
- Utilities Permit – Standard
- Utilities Permit – Variance Request

Continue Application >

Step 1. Application: Manually type in the address or use the search button after typing in the street number, direction, and City for the address of your work location.

Non-City Utilities Permit - Standard

1 Application 2 Project Information 3 Documents 4 Review 5 Pay Fees 6

Step 1: Application > Location * indicates a required field.

Address

Country: United States

* Street No.: 20 Direction: E

* Street Name: Street Type: --Select--

Unit Type: --Select-- Unit No.:

City: State: --Select-- * Zip:

Search Clear

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If using the search, choose the appropriate address and scroll down to click on the “Select” button.

Non-City Utilities Permit - Standard

Address Search Result List

- 20 E MAIN St, MESA Maricopa AZ 85201, 20 E MAIN ST, 20211 MESA AZ 85201
- 20 E MAIN St, PPED TPL, MESA Maricopa AZ 85201, 20 E MAIN ST TPL, 315984 MESA AZ 85201
- 20 E MCLELLAN Rd, MESA Maricopa AZ 85201, 20 E MCLELLAN RD, 17919 MESA AZ 85201
- 20 E NOLANA PL, SAN TAN VALLEY AREA Maricopa AZ 85243, 20 E NOLANA PL, 168230 SAN TAN VALLEY AREA AZ 85243
- 20 E SOUTHERN Ave, MESA Maricopa AZ 85210, 20 E SOUTHERN AVE, 21890 MESA AZ 85210

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
13837003A	2	1022	MESA

Associated Owners

Showing 1-1 of 1

Name	Address
MESA CITY OF	PO BOX 1466 MESA AZ 85211

The address information is now entered into the record. Press “Continue Application” to proceed.

Non-City Utilities Permit - Standard

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Step 1: Application > Location

* indicates a required field.

Address

[Use map to select work location](#)

Country: United States

* Street No.: 20 Direction: E

* Street Name: MAIN Street Type: St

Unit Type: --Select-- Unit No.:

City: MESA State: AZ * Zip: 85201

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Click “Select from Account” to add a new contact. Contact list is a required field.

The screenshot shows the Mesa AZ website interface. At the top, there is a navigation bar with links for Home, Search, Create, and Schedule. Below this, there are links for Announcements, Logged in as: City of Mesa Test Account, Collections (0), Cart (0), Account Management, and Logout. A search bar is present. The main content area is titled 'Construction Notice – Emergency Work' and shows a progress bar with steps 1 through 6. Step 1 is selected. Below the progress bar, the page is titled 'Step 1: Step 1 > Contacts'. There is a note: '* Indicates a required field.' Below this, the 'Contact List' section is shown. It includes instructions: 'To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.' There are three buttons: 'Select from Account', 'Add New', and 'Look Up'. The 'Select from Account' button is highlighted with a red arrow. Below the buttons, there is a table with columns: Full Name, Business Name, Contact Type, Work Phone, Fax, E-mail, and Action. The table is currently empty, showing 'Showing 0 of 0' and 'No records found.' At the bottom, there are two buttons: 'Continue Application >' and 'Save and resume later'.

Select the appropriate contact organization. **Note: All applications require the company contact as the applicant.** DO NOT USE INDIVIDUALS AS THE APPLICANT OR THE APPLICATION WILL BE RETURNED FOR REVISIONS.

The screenshot shows a dialog box titled 'Select Contact from Account'. It contains the following text: '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'. Below this text is a table with columns: Category, Type, and Name. The table contains two rows:

Category	Type	Name
<input type="radio"/> Associated Contact	Organization	Steve Fiber Saas Testing
<input checked="" type="radio"/> Associated Contact	Organization	Steve Fiber

Below the table, there are two buttons: 'Continue' and 'Discard Changes'. The 'Continue' button is highlighted with a red arrow. A red arrow also points to the selected radio button in the table.

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Select Applicant, check the appropriate mailing address check box, and click “Continue”.

The screenshot shows the 'Select Contact from Account' form. At the top is the 'mesa·az' logo. Below it is a navigation bar with 'Home', 'Search', 'Create', and 'Schedule'. A secondary navigation bar shows 'Announcements', 'Logged in as: City of Mesa Test Account', and 'Collect'. The main form area is titled 'Select Contact from Account' and includes the text 'City of Mesa Test Account'. A dropdown menu for '*Type:' is set to 'Applicant'. Below this, it says 'Select contact addresses for this contact to attach to the record.' and 'Showing 1-1 of 1'. A table lists one address: 'Mailing' (checked), '20 E Main Street, Suite 500'. At the bottom are 'Continue' and 'Discard Changes' buttons. Red arrows point to the 'Applicant' dropdown, the 'Mailing' checkbox, and the 'Continue' button.

The company is added to the record. Repeat the steps to add the contractor’s contact information.

This screenshot is identical to the previous one, but the '*Type:' dropdown menu is now set to 'Contact'. Red arrows point to the 'Contact' dropdown, the 'Mailing' checkbox, and the 'Continue' button.

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The company and construction contacts have been entered on the notice select “Continue”.

Step 1: Step 1 > Contacts * Indicates a required field.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

✔ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
City of Mesa Test Account	City of Mesa Test Account	Applicant	555-555-5555		steve.didomenico@mesaaz.gov	Edit Delete
City of Mesa Test Account	City of Mesa Test Account	Contact	555-555-5555		steve.didomenico@mesaaz.gov	Edit Delete

Continue Application > Save and resume later

Step 2. Project Details:

Enter all project notice information into the appropriate boxes. **NOTE: AZ811 number is required. If you do not have a number, please enter “TBD”.**

Step 2: Step 2 > Project Details

Detail Information

* Application Name: :456 Emergency Vault Repair

* General Description: T123456 Emergency Vault Repair

* Detailed Description: T123456 Emergency Vault Repair

Custom Fields

UTILITY PROVIDER INFORMATION

* Utility Provider: City of Mesa

* Utility Provider Project No.: COM-123456

* Utility Permit Number: UTL18-00114

GENERAL

* Do you have a Temporary Traffic Control Permit?: Yes No

Temporary Traffic Control Permit No.: TTC18-01456

* Type of Work: Emergency Work

Special Requirements:

* Inspection Area: 1

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Scroll down to access the information in the next section and type in the appropriate information as required and select “Continue Application”.

* Directional Drilling: Yes No

Direction Drilling Feet: 10

* AZ 811 #: AZ811-0198888

* Trench: Yes No

Trench Feet: 25

DATES

* Scheduled Start Date: 01/21/2019

* Scheduled End Date: 01/24/2019

[Continue Application »](#)

Step 3. Documents: Select “Add” to add a document with a maximum size of no greater than 160 MB.

Non-City Utilities Permit - Standard

1 Application 2 Project Information 3 Documents 4 Review 5 Pay Fees 6

Step 3: Documents > Documents

* indicates a required field.

Documents

The maximum file size allowed is 160 MB.
html;htm;mhtml;html are disallowed file types to upload.
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 approval.
Plans

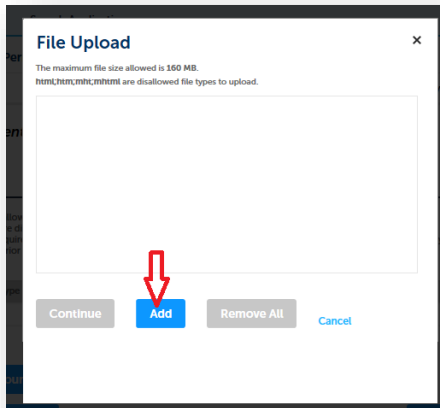
Name	Type	Size	Latest Update	Action
No records found.				

[Select from Account](#) [Add](#)

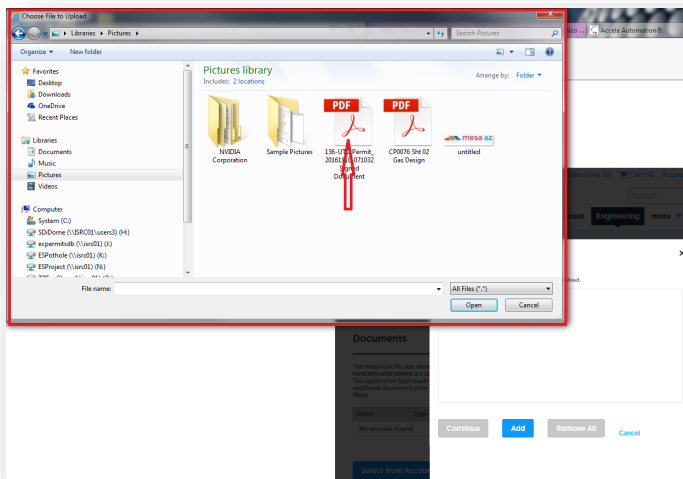
[Continue Application »](#) [Save and resume later](#)

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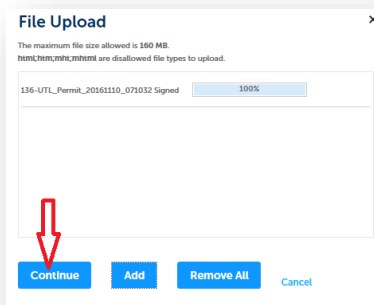
The file upload box opens. Select “Add”.



Locate the file from your computer and select “Add”.



Note: Wait for the pictures upload counter to reach 100% prior to selecting “Continue”.



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Select the file type “Plans” and type in a description of the file you are uploading. Check 1st submittal for the original file to be uploaded and select “Save”.

Documents

The maximum file size allowed is 160 MB.
html,htm,mhtml,txt are disallowed file types to upload.
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 approval.

Plans

Name	Type	Size	Latest Update	Action
No records found.				

* Type: Plans Remove

File:
CP0076 Sht 02 Gas Design.pdf
100%

* Description:
T123456 Camping World Fiber Feed

Virtual Folders:
 1st Submittal
 2nd Submittal
 3rd Submittal
 4th Submittal
 5th+ Submittal
 Approved
 watertest

Also Attach To
--Select--

Save Select from Account Add Remove All

Continue Application > Save and resume later

Select “Continue Application” and the attachment will successfully upload to the record.

✓ **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Non-City Utilities Permit - Standard

1 Application 2 Project Information 3 Documents 4 Review 5 Pay Fees 6

Step 3: Documents > Documents * indicates a required field.

Documents

The maximum file size allowed is 160 MB.
html,htm,mhtml,txt are disallowed file types to upload.
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 approval.

Plans

Name	Type	Size	Latest Update	Action
136-UTL_Permit_20161110_071032 Signed Document.pdf	Plans	67.59 KB	11/29/2016	Actions ▾

Select from Account Add

Continue Application > Save and resume later

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Review: The document page is displayed and can be reviewed. Edit fields that need to be corrected. Select the check box after reading the certification and select “Continue Application”.

Trench: Yes
Trench Feet: 25

DATES
Scheduled Start Date: 01/21/2019
Scheduled End Date: 01/24/2019

Attachment

PLEASE READ
If you are attaching anything related to a Resubmittal or Corrections Needed, you must attach those in the **Attachments** section of the record itself.

In your record list:

1. Click on the record number
2. Then click Record Info > Attachments
3. Under the attachments list, there will be a blue Add button.

Anything attached in the **Account Management > Attachments** section is NOT automatically attached to a record.

Document Submittal Requirements

The maximum file size allowed is 1000 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 approval.

Name	Type	Size	Latest Update	Action
EMS Drawing Example.jpg	Plans	532.75 KB	01/03/2019	Actions

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. Date: 01/03/2019

[Continue Application](#) [Save and resume later](#)

The fees detail will be displayed, but do not pay or enter fees. Select “Checkout” to continue.

Announcements Logged in as Fiber 1 of Arizona Collections (0) Cart (0) Account Management Logout

Home Planning Permits Code Enforcement Licenses Engineering more

Apply for a Permit Search Applications

Non-City Utilities Permit - Standard

1 Project Information 3 Documents 4 Review 5 Pay Fees 6 Record Issuance

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Pavement Restoration - Age One Year	0	\$0.00
Pavement Restoration - Age Two Years	0	\$0.00
Pavement Restoration - Age Three Years	0	\$0.00
Pavement Restoration - Age Four and Five Years	0	\$0.00

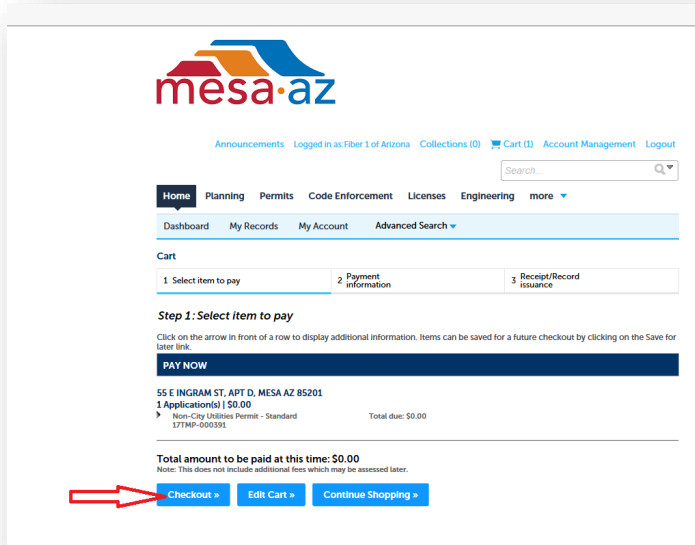
TOTAL FEES: \$0.00
Note: This does not include additional inspection fees which may be assessed later.

[Check Out](#)

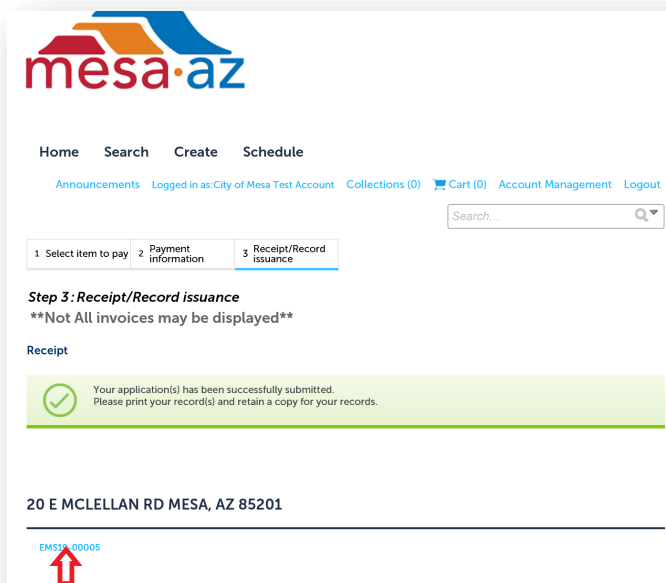
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The fees will show a zero and “Checkout” can be selected to continue. Note: If for any reason fees from other permits are due you can select “Edit Cart”, remove the fee that’s due, and continue without paying fees at this time.

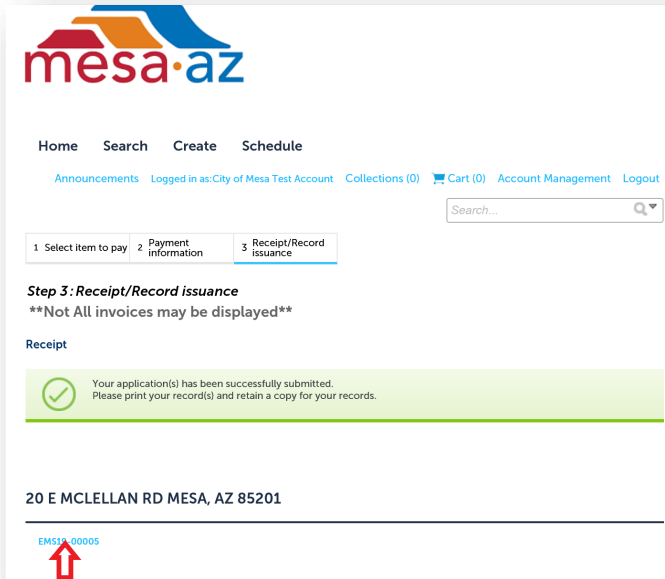


The Application Submitted box is displayed and the new notification number is shown in blue example “EMS19-00005”.



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Click on the “EMS19-00005” number to view the record.



The record notice is displayed.

