

The following are step-by-step instructions to guide you through the online Mesa Business (General) License application process using the DIMES portal.

Before Getting Started...

You will need

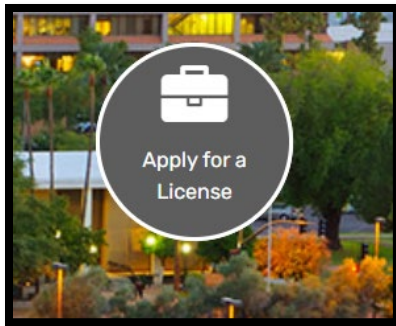
- ✓ Computer or smart phone with Google Chrome or Microsoft Edge and scanning ability

Be ready to upload

- ✓ Government ID
- ✓ Licensing Eligibility Form (sole proprietor, partnerships only)
- ✓ Organizational Chart (businesses with 3+ owners)

Accessing the Online Application

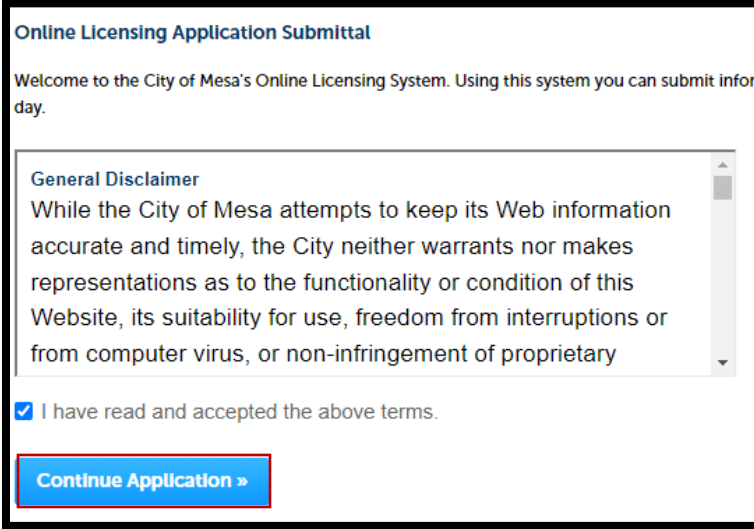
- 1) Go to: <https://aca-prod.accela.com/MESA/Default.aspx>
- 2) Click “Apply for License” icon



- 3) [Register](#) or Login

A screenshot of the Mesa-AZ website's login page. The page features a navigation bar with links for "Main Menu", "Permits", "Planning", "Code Compliance", "Licenses", "Transportation", and "Engineering". Below the navigation bar, there is a search bar and a "Notice" section. The main content area is titled "Please Login" and contains instructions for existing users and new users. A red box highlights the login form, which includes fields for "User Name or E-mail:" and "Password:", a "Login »" button, and a "Remember me on this computer" checkbox. A red arrow points from the "New Users" section to the login form.

4) Check the box accepting the general disclaimer terms, then click **Continue Application**



Online Licensing Application Submittal

Welcome to the City of Mesa's Online Licensing System. Using this system you can submit information today.

General Disclaimer
While the City of Mesa attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Website, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary

I have read and accepted the above terms.

Continue Application >

5) Select the radio button next to **Business License Application**, then click **Continue Application**



▼ **Mesa Business License (General)**
 Business License Application

▼ **License - Specialty**
 Antique Dealer License Application
 Auction House License Application
 Auctioneer License Application
 Bingo License Application
 Bodywork Establishment Application
 Bodywork Establishment License Location Change
 Fortune Teller License Application
 Massage Establishment License Application
 Massage Establishment License Location Change
 Mobile Food Vendor Application
 Off Track Betting License Application
 Park and Swap License Application
 Pawn Broker License Application
 Peddler License Application
 Scrap Metal License Application
 Second Hand License Application

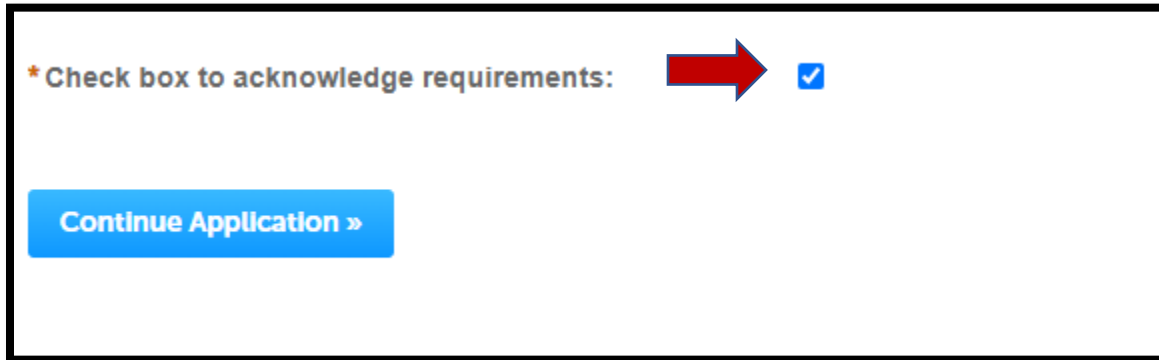
▼ **License - Liquor**
 Liquor License Special Event Application
 Permanent Extension of Premise Application
 Temporary Extension of Premise Application


▼ **License - Special Event**
 Fireworks License Application
 Liquor License Special Event Application
 Special Event Application

Continue Application >

Step 1: Required Items

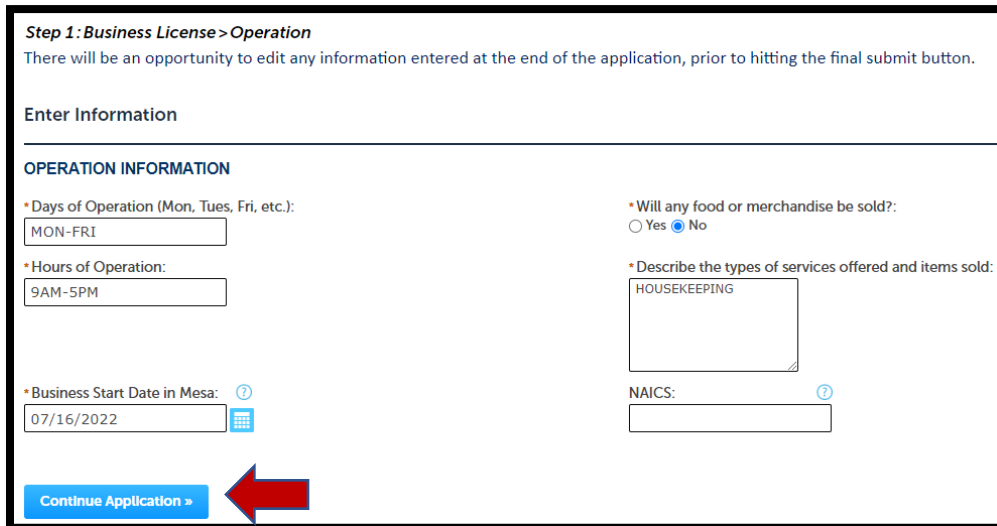
- 6) Read all Business License Requirements, **check the box to acknowledge**, then click **Continue Application**



* Check box to acknowledge requirements: 

Continue Application »

- 7) Answer all **Operation Information** questions. Click **Continue Application**




Step 1: Business License > Operation
There will be an opportunity to edit any information entered at the end of the application, prior to hitting the final submit button.

Enter Information

OPERATION INFORMATION


* Days of Operation (Mon, Tues, Fri, etc.):


* Hours of Operation:

* Business Start Date in Mesa: 

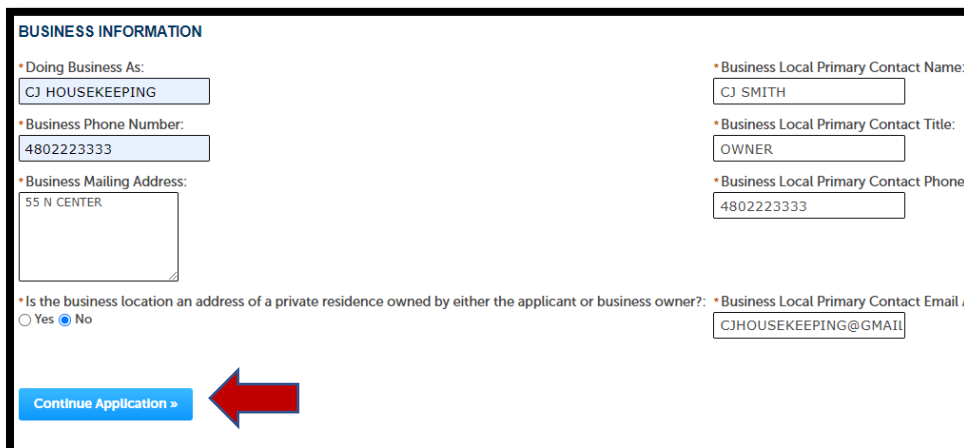
* Will any food or merchandise be sold?:
 Yes No

* Describe the types of services offered and items sold:

NAICS: 

Continue Application » 

- 8) Answer all **Business Information** questions. Click **Continue Application**



BUSINESS INFORMATION

* Doing Business As:

* Business Phone Number:

* Business Mailing Address:


* Business Local Primary Contact Name:

* Business Local Primary Contact Title:

* Business Local Primary Contact Phone:

* Is the business location an address of a private residence owned by either the applicant or business owner?:
 Yes No

* Business Local Primary Contact Email Address:

Continue Application » 

Step 2: Owner Information


- 9) Answer all required questions and advance by clicking **Continue Application**

Step 2: Owner > Information
There will be an opportunity to edit any information entered at the end of the application, prior to hitting the final sub

Enter Information

OWNERSHIP INFORMATION

*Type of Ownership:

State TPT License Number: 

*Does your business have 100 or less employees?:
 Yes No


*Estimated Number of Employees:

*How many individuals hold 10% or gre

OPTIONAL BUSINESS INFORMATION

Is this a minority owned business?:
 Yes No

Is this a female owned business?:
 Yes No

Continue Application » 

Step 3: Location Information

- 10) For Mesa addresses, type in the street number and street name of the business location, then click **Search**. Once the full address populates, click **Continue Application**

Step 3: Location > Address
There will be an opportunity to edit any information entered at the end of the applicatio

Address


Enter your business address and click on the Search to find the address in our files. For

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

Unit No.: Unit Type:

*City: *State: *Zip:

Search **Clear**

Continue Application » 

- a. For non-Mesa addresses, type in the full address, then click **Continue Application**

Step 4: Attachments

11) Upload the government ID and any other documents that may be required based on responses to the previous application questions.

a. Click **Add**

Step 4: Attachments > Attachments

Attachment

[Please Read](#)

The following documents are required:

- Valid government photo identification
- Organizational Chart (if business)
- Licensing Eligibility Form (sole proprietorship)

[How to Upload Business License Attachments](#)

The maximum file size allowed is 1000 MB.
The following file types are NOT allowed: ade;adp;bat;cmd;com;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;msi;msm;msp;pot;ppt;psd;pub;scd;scr;vb;vbs;wps;xls;xml

Name	Type
No records found.	

Add

Continue Application >

b. Click **Add** again in the resulting pop-up box

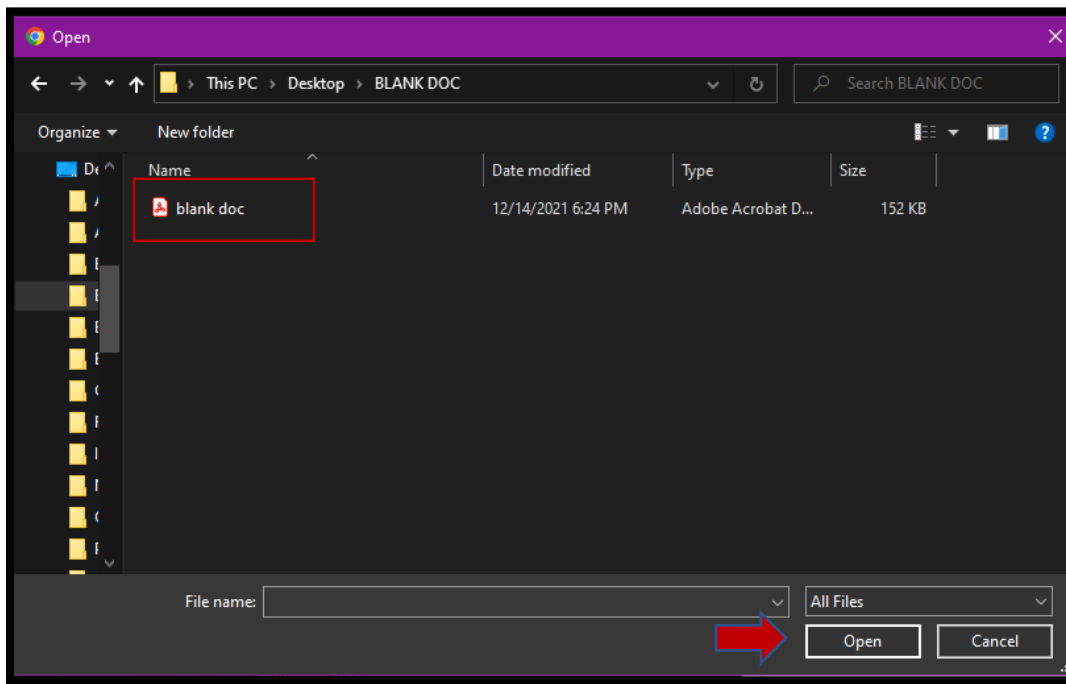
File Upload ×

The maximum file size allowed is 1000 MB.
The following file types are NOT allowed:
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;msi;msm;msp;pot;ppt;psd;pub;scd;scr;vb;vbs;wps;xls;xml

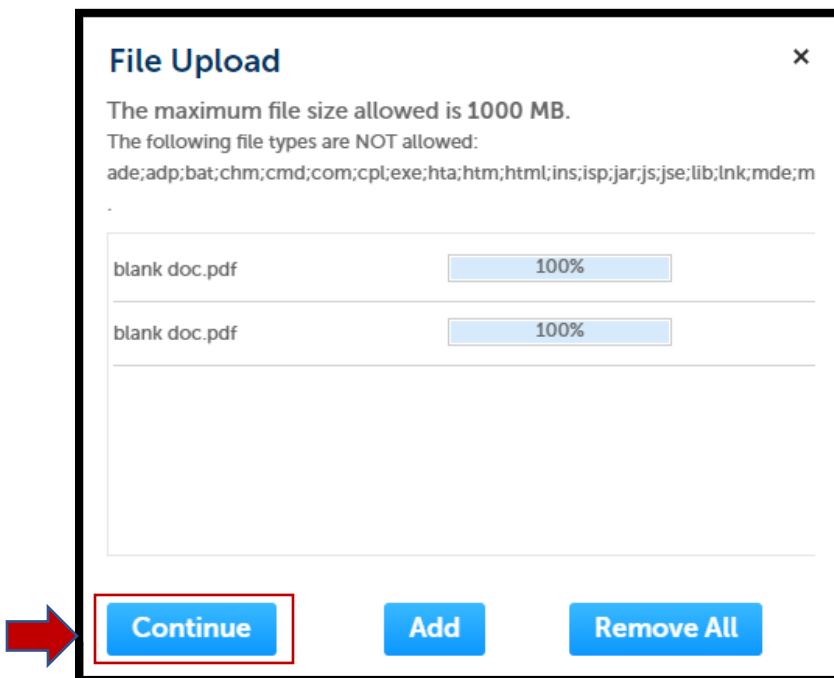
Continue **Add** **Remove All**

c. Locate the appropriate file using your computer's file browser window

d. Highlight the file and click **Open**



- e. If you need to upload more than one document, Click **Add** again.
- f. When all documents have been added and the file upload progress hits 100%, click **Continue**



- g. Using the dropdown boxes located above each of your newly added attachments, select an appropriate label for each document uploaded. Except for “other” document types, no entry into the “description” text field is required.

*Type:

--Select--

--Select--

Government ID

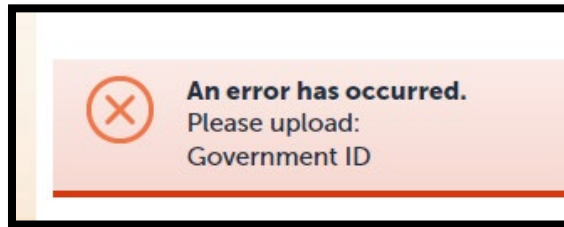
License Eligibility Form

Organizational Chart

Other

*Description:

- h. When all documents have been uploaded and labeled, click save, and then click **Continue Application**
- i. If you forgot to upload a required document, or are unsure which document type was needed, the system will let you know at this point. Otherwise, you'll now proceed to Step 5.



Step 5: Review

- 12) Review the information entered in the application and click **Edit** next to any section that requires changes
- 13) Check the box at the bottom of the screen agreeing to the certification, then click **Continue Application**

I certify that the statements made in this application are true, complete and accurate. I understand that issuance of a business license shall be subject to the terms and conditions of the license. Also, this license does not preclude the authority of other licenses. I also certify that I am familiar with the rules and regulations of the state before engaging in business. I also certify that I am familiar with the rules and regulations of the state before engaging in business.

By checking this box, I agree to the above certification.

Continue Application >

Step 6: Pay Fees

- 1) Verify fees are correct (\$10.00), then click **Check Out**

Step 6: Pay Fees

Listed below are the license application fees based upon the information you've entered. The following screen will display your total fees due at this time. This amount may not reflect your total amount due to the City of Mesa.

Application/Renewal Fees

Fees	Qty.	Amount
Application Fee	1	\$10.00

TOTAL FEES: \$10.00

[Check Out »](#)

- a. On the next screen, if you don't wish to apply for or add any additional applications to your cart, click **Checkout** again

Cart

1 Select item to pay

Step 1: Select item to pay

Click on the arrow in front of a row to display later link.

PAY NOW

55 N CENTER ST MESA, AZ 85201
1 Application(s) | \$10.00
▶ Business License Application
22TMP-006181

Total amount to be paid at this time
Note: This does not include additional fees w

[Checkout »](#) [Edit Cart »](#)

- b) On the payment information screen, scroll to the bottom and select the payment type, then click **Submit Payment**.

- b. On the next screen, select the appropriate Payment Type dropdown box option, then click **Select Type**

- c. Unless marked optional, all fields on the next screen are required. Complete all fields then click **Submit Payment**


Application Complete

If payment was successful, you will be redirected to a screen that confirms the successful submission of your application. You will also receive an emailed receipt.

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

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.


[Print/View Receipt](#)

55 N CENTER ST MESA, AZ 85201

LICA22-04106 [View Receipt](#)

[Print/View Receipt](#)

Example Receipt



City of Mesa Licensing Office
P.O. Box 1466
55 North Center Street
Mesa, Arizona 85211-1466
480-044-2310

Receipt Number: **111568**
Receipt Date: **12/20/2021**
Submittal Date: **12/20/2021**

RECEIPT

RECORD INFORMATION

Record ID: LICA21-03099
Record Type: Business License Application
Application Name:
Property Address: , MESA, AZ 85201
13837005
Description of Work:
Applicant:
Contractor: License No:

PAYMENT DETAIL

Date	Method	Reference	Cashier	Comments	Amount
12/20/2021	Check		PUBLICUSER301 724	Payment by business eCheck was successful! ACA TransactionID = 996426. Transaction Code = 201221ED4-BA2F78AC-52D8-488D-966B-C4212CFD8680.	\$10.00

Paid by:

FEE DETAIL

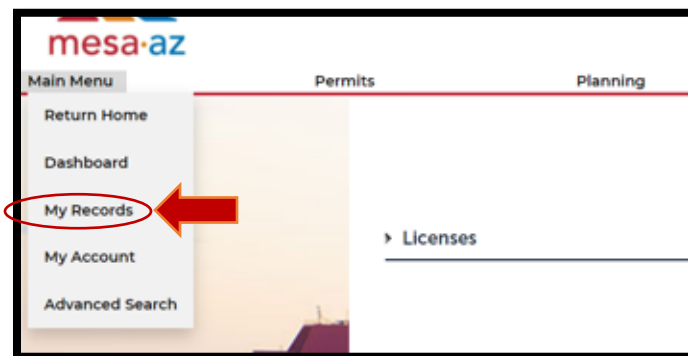
Fee Description	Accounting Nbr	Cashier Pay	Invoice #	Fee Amount	Current Paid
Application Fee	ACC	0570	1033841	\$10.00	\$10.00
				\$10.00	\$10.00
				Balance Due: \$0	

- Once your payment is completed, your license application is immediately forwarded to the Mesa Licensing staff for review.
- If additional information is needed to complete the application process, you will be contacted by the Licensing staff via email. Make sure to keep a close eye on your inbox and junk mail.

Tracking the Status of your Application

Follow these steps to track the progress of your application.

- Access the dashboard and hover your mouse over **MAIN MENU**, then click **My Records**



- Click on the arrow next to the heading **Licenses** to expand the view of the licenses associated with your profile



- Find the application that you'd like further information on and click on the **blue Record Number** hyperlink.

▼ Licenses							
Showing 1-1 of 1 Add to collection Add to cart							
<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Module
<input type="checkbox"/>	12/20/2021	LCA21-07099	Business License Application	55 N CENTER ST MESA, AZ 85201	Pending		Licenses


- Hover your mouse over **Record Info** then click on the **Processing Status** option in the drop-down menu

License LICA21-03099:
 Business License Application
 Record Status: Pending


Record Info ▾ Payments ▾ Conditions **1**

License LICA21-03099:
 Business License Application
 Record Status: Pending

Record Info ▾ Payments ▾ Conditions **1**

 A notice was added to this record on 12/20/2021.
 Condition: TPT License Required Severity: Notice
 Total Conditions: 1 (Notice: 1)

Processing Status

 ▶ License Application

- ▬ Collections Review
- ▬ Initial Supervisor Review
- ▬ Supervisor Review
- ▬ License Administrator Review
- ▬ Denial Action
- ▬ Issue License

- You will be able to track the status of your application here at any time.

NOTE: If additional information is needed the Licensing staff will also send you an email directly.