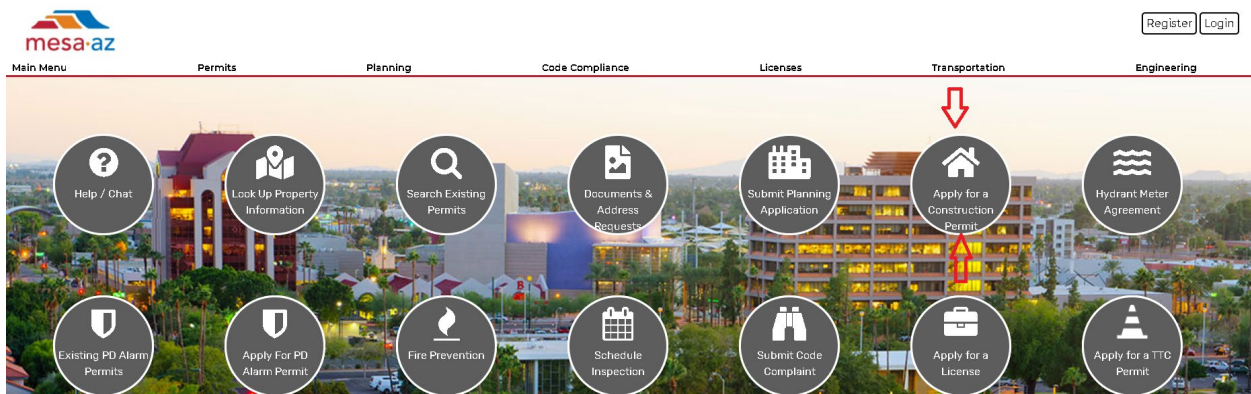


Permit By Inspection - PBI

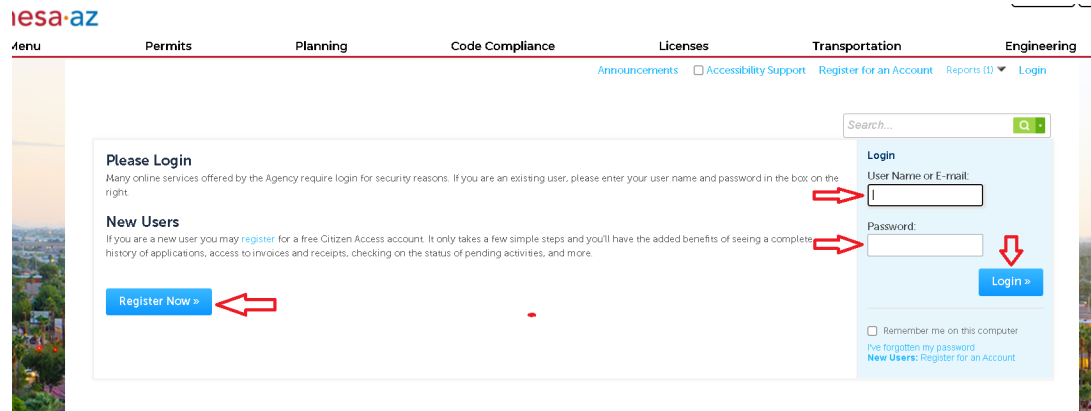
Permit by Inspection is a fast-track for simple projects. A Permit By Inspection record does not have a guaranteed turn-around time, rather the review time depends on the scope of work. Instructions on how to apply for a permit by inspection permit are listed below.

Log in or create your ACA account.

1. From the MesaAZ home page, click on "Apply for a Construction Permit".



2. On the next screen, log into your ACA account or if you do not have an ACA account, click on 'Register' and create your ACA account.



3. Once you are logged in, click on 'Permits' and select 'Apply for a Permit'.



4. Check the disclaimer box and then click on 'Continue Application'.

Online Permit Application Submittal

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.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

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.

I have read and accepted the above terms.

[Continue Application »](#)

5. Select 'Construction Permit – All Types' and then select 'Commercial Permit' and then click 'Continue Application'.

The screenshot shows the online permit application system interface. At the top, there are navigation tabs for 'Permits', 'Planning', 'Code Compliance', and 'Licenses'. Below the tabs, there is a search bar and a navigation menu. The 'Permits' tab is selected, and the 'Construction Permit – All Types' option is highlighted with a red arrow. Below this, the 'Continue Application »' button is also highlighted with a red arrow. The second screenshot shows the 'Choose one of the following permit types available for online applications' screen. The 'Construction Permit – All Types' option is expanded, and the 'Commercial Permit' option is selected with a red arrow. Below this, the 'Continue Application »' button is also highlighted with a red arrow.

6. Enter either the address or the parcel number of the project location and then click on 'Search'.



Home Search Create Schedule
Announcements Logged in as: Terri Wood Collections (0) Cart (0) Reports (0) Account Management Logout

Search...

Residential Utility Repair Permit/Construction Noise Permit

1 Location and Contacts	2 Application information	3 Attachments	4 Review	5 Pay Fees	6
-------------------------	---------------------------	---------------	----------	------------	---

Step 1: Location and Contacts > Location

Show Map

* indicates a required field.

Address

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

Unit Type: Unit No.:

City: State: Zip:

Parcel

*Parcel APN (No Dashes)

7. Verify all the information is correct and click 'Continue Application'.

Residential Utility Repair Permit/Construction Noise Permit

1 Location and Contacts 2 Application Information 3 Attachments 4 Review 5 Pay Fees 6

Step 1: Location and Contacts > Location

Show Map

*Indicates a required field.

Address

*Street No.: SS Direction: N *Street Name: CENTER Street Type: ST

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

City: MESA State: AZ Zip: 85201

Search Clear

Parcel

*Parcel APN (No Dashes) 13837005

Search Clear

Owner


Owner Name: MESA CITY OF

Address Line 1: 20 E MAIN ST STE 650

Address Line 2: PO BOX 1466

City: MESA State: AZ Zip: 85211

Search Clear

 Continue Application > Save and resume later

- The next screen is where you will enter the contact information. If you already have an account, click on 'Select from Account'. If you are not listed as a contact in your account, click 'Add New'. The type of contact will be 'Applicant'. When the contact is added, click 'Continue Application'.

Commercial Permit

1 Location & Contacts	2 Detail Information	3 Attachments	4 Review	5 Pay Fees	6
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Step 1: Location & 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

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.					

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

Step 2: Detail Information > Application Information

Detail Information

*Project Name:
 PBI - Remodel interior of existing suite Begin the project name with "PBI -"

*Description of Work:
 Be descriptive in describing what work will be done under this permit.

Additional Information

*Job Value(\$):
 15,000.00 Enter the valuation of the project

Housing Units: Number of Buildings:

10. Continuing with the General Information section, select 'Commercial' under Property Type, 'Other Commercial' under Type of Work, and 'Renovations/Remodels' under Classification Type. Answer "NO" to both of the next 2 questions.

General Info

GENERAL INFORMATION

* Property Type: ←

* Type of work: ←

* Classification Type: ←

Building Code Edition:

Planning record number:

Maricopa County Dust Control Number:

* Will this facility discharge wastewater related to Industrial, Commercial, Manufacturing Automotive, Restaurants or Dental?: ←

* Are any new water meter and services being installed?: ←

11. The next section is where you select 'Not Applicable' for the water meter, electric meter and gas meter. Then you will select 'PBI' from the drop-down menu under Permit Dates.

Base Flood Elevation:

Water Meter Existing or Required: ←

Electric Meter Existing or Required: ←

Gas Meter Existing or Required: ←

Total Sq Ft:

Permit Dates

PERMIT DATES

Expedite: ←

Plan Review Info

PLAN REVIEW INFORMATION

←

Self Certification

Super Expedite

Once you select PBI, a new screen will appear with a disclaimer. Check the box to agree to the terms of the PBI permit.

Permit Dates

PERMIT DATES

Expedite:

PBI is a voluntary alternative to the standard Building Safety plan review and permit issuance processes for simple tenant improvement projects (not including deferred submittals) of certain occupancies and degree of complexity. Simple projects submitted under the PBI program are typically reviewed within 10 business days (M-Th). PBI fees are an additional premium added to and calculated on the total permit fee. The PBI premium is 20% of the total permit fee.

- Projects eligible for consideration shall comply with all of the following:
- A. Tenant improvement or tenant completion permits involving Group B (Business), Group M (Mercantile), or Group S (Storage) occupancies;
 - B. Not involving a change of occupancy, except changes between Group B and Group M occupancies;
 - C. Not more than 10,000 square feet in floor area;
 - D. Not involving high piled storage or hazardous materials; and
 - E. Not requiring zoning approvals.

By checking this box, I agree to pay the premium fee for the selected service.
Agreement: *



12. The next screen is where you will Click 'Add' to upload the documents.

Step 3: Attachments > Documents

*Indicates a required field.

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.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mistp;php;pdf;scr;scr;scr;shb;sys;vb;vbe;vbs;vxd;wsc;wsh;wsh 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.

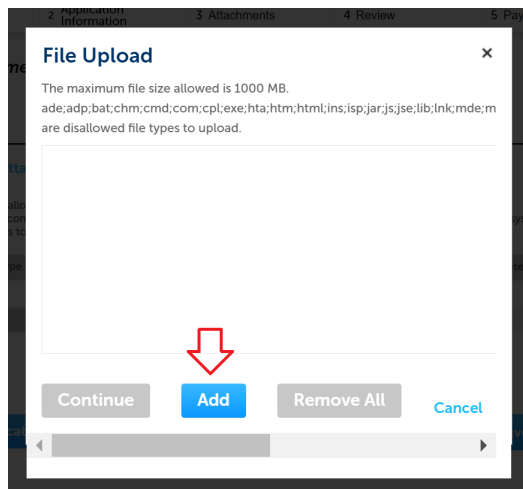
Construction Documents

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

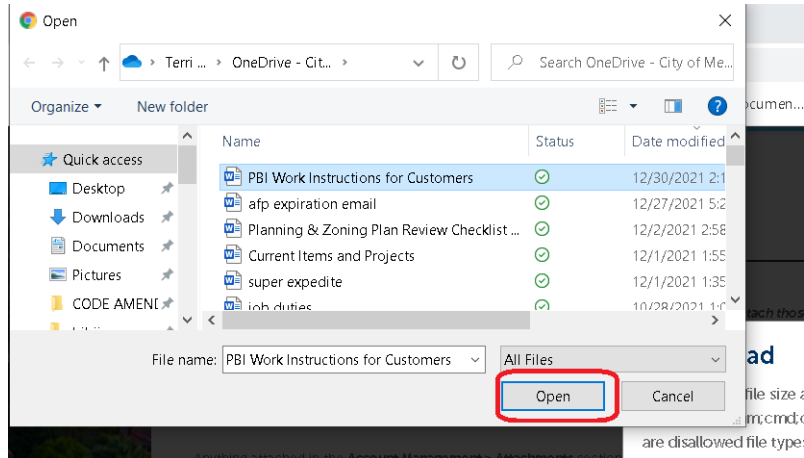


Add

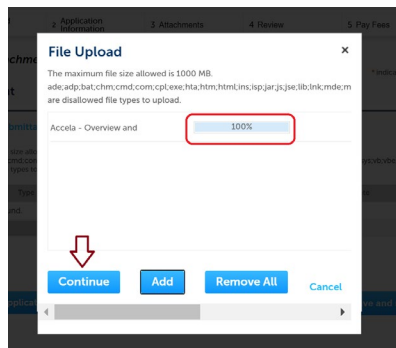
13. Click 'Add' again on the next screen.



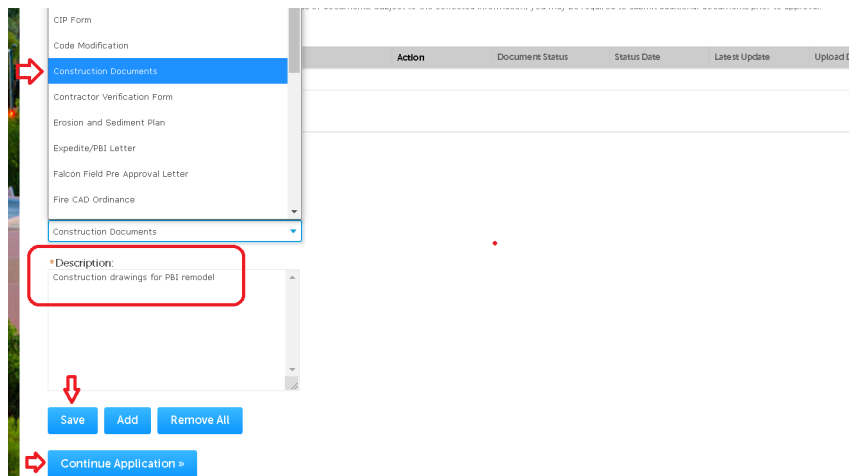
14. Select the document you want to upload then click 'Open'.



15. Once the document has uploaded 100%, click 'Continue'.



16. The next screen is where you will select the document 'Type'. You will select 'Construction Documents'. Then enter the description of the what the documents are. Then click 'Save' and then click 'Continue Application'.



19. The next screen is where you will see the fees associated with the permit. Click 'Check Out'.

Commercial Permit

1	2 Detail Information	3 Attachments	4 Review	5 Pay Fees	6 Record Issuance
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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 due at this time. This amount may not reflect your total amount due to the City of Mesa.

Application Fees

Fees	Qty.	Amount
Commercial Permit Deposit	15000	\$170.00

TOTAL FEES: \$170.00
 Note: This does not include additional inspection fees which may be assessed later.



Check Out >

20. If this is the only permit you are paying for, click 'Checkout' again.

Cart

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

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW


~~3850 ETRWIN AVE MESA, AZ 85206~~
~~Application(s) | \$170.00~~

~~Commercial Permit~~
~~21TAP-002225~~

55 N CENTER ST MESA, AZ 85201
 1 Application(s) | \$170.00
 Commercial Permit
 21TAP-002225

Total due: \$170.00

Total amount to be paid at this time: ~~\$170.00~~ \$170.00
 Note: This does not include additional fees which may be assessed later.



Checkout > **Edit Cart >** **Continue Shopping >**

21. The next screen is where you will choose to pay by credit card or check (bank account). In this example we are choosing to pay with a check. Once the selection is made, click 'Submit Payment'.

Step 2: Payment information

Select a payment method and fill in all required information.

ATTENTION: Beginning Monday, April 30th, 2018 a 2.37% service fee will be applied to all credit and debit card transactions submitted through the DINES Portal. The fee will not apply to e-check transactions. For more information regarding the service fee please click [here](#). If you have question regarding the service fee please email service@mesaz.gov.

PAYMENT DISCLAIMER:
 Please refer to the [Privacy Policy and Terms of Use/Disclaimer](#). The City of Mesa takes reasonable steps to protect your personal information from unauthorized parties. The payment and billing options are on secure servers and use Secure Socket Layering (SSL) to encrypt your personal credit information including your credit card number, before it travels over the internet.

CREDIT CARD DISCLAIMER: When making a payment by credit card you agree, and specifically authorize the City of Mesa to charge your credit card for the services provided. You further agree that in the event your credit card becomes invalid, you will provide a new valid credit card upon request, to be charged for the payment of any outstanding balances owed. If for any reason, the City of Mesa is unable to obtain funds associated with the credit card provided, you authorize us to charge a returned payment fee of \$25.00 per transaction.

RETURNED E-CHECK PAYMENT DISCLAIMER: When you make a payment by electronic check, you authorize us to make a one-time electronic fund transfer from your checking account. If there are insufficient funds in your checking account, or we are unable to obtain funds due to an error in the routing and/or the account number entered, you authorize us to charge a returned payment fee of \$25.00 per transaction. The City of Mesa is not responsible for any additional bank fees that may accrue due to the returned item.

To minimize the chances of being charged the return payment fee please do the following:

- Ensure your bank account has sufficient funds.
- Take care in entering your routing and account numbers to make sure they are correct.
- If using the same account to make multiple payments on multiple items, please wait 2-3 minutes between transactions. This will minimize the chances of the payment being rejected as fraudulent.

If payment is returned for any reason, no further action will be taken on your application until the issue is resolved.


By proceeding you understand and agree to the terms set forth in this agreement. * Indicates a required field.

Payment Options

Amount to be charged: \$170.00

Pay With Credit Card

Pay With Bank Account



Submit Payment >

- 22. A box will pop up asking you to select the type of eCheck, personal or business. Choose one and then click on 'Select Type'.

Payment Information

Note: We accept eCheck payments from US banks only.

Transaction ID	Payment
996497	\$170.00
Full Name	Payment Type
Terri Wood	Business eCheck
Email	
terri.wood@mesaaz.gov	

Cancel Select Type

- 23. Fill out the account information and the account holder information and then click 'Submit Payment'.

Account Information

Routing Number
XXXXXXXXXX

Account Number
XXXXXXXXXX

Confirm Account Number
XXXXXXXXXX

Check Number (optional)

Account Holder Information

Business Name
Terri Wood

First Name
Terri

Last Name
Wood

Street Address
55 N Center St

City
mesa

State
Arizona

Zip Code
85201

Phone
4806443528

Email
terri.wood@mesaaz.gov

Cancel Submit Payment

- 24. The next screen will give you your permit number and the ability to print your receipt. Once the Permit Tech staff has logged in your submittal you will be able to view and/or print your permit.

Announcements Logged In as: Terri Wood Collections (0) Cart (0) Reports (1) Account Management Logout

Search...

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