

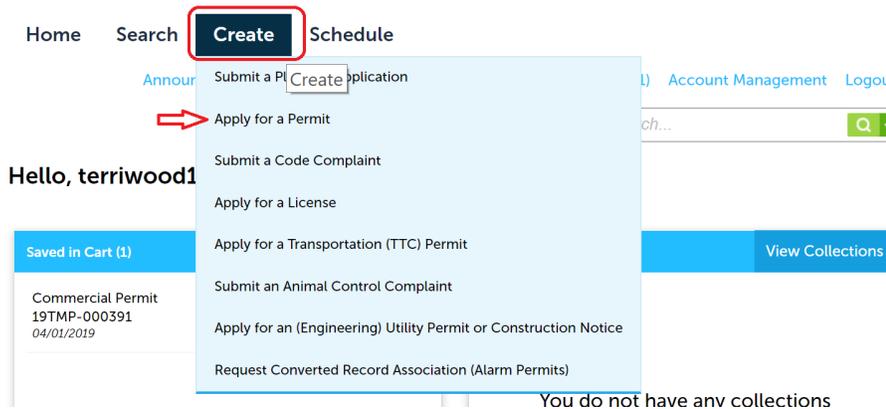
AFP – Submitting for Permits under an existing AFP

Overview

Annual Facilities Permits will be created and issued at the beginning of each year for those applicants that meet the AFP criteria. In Accela, the AFP permit will be referred to as the “Parent” permit and all the permits created as part of the AFP program will be referred to as the “Child” permit. Once an AFP permit is created the applicant can submit for permits in the same manner that all other permits are submitted. They will upload their application, construction drawings and any other documents that are required for a commercial building permit through the ACA portal. When all the documents are uploaded and the submittal is accepted into our system an email will be sent to “AFP Inspectors” notifying the AFP Inspectors that there has been a request for a permit under an existing AFP permit. **After the initial AFP Plan Review/Inspection it will be the responsibility of the permit holder, owner, contractor or whomever is responsible for the project to call in or log into their ACA account and request inspections.** The Inspector will detail the type of inspection that was done in the Comments section of the Inspection Detail page. The Inspector will track the hours worked for either Plan Review or Inspections and will bill at the end of the project. **NOTE: It is the applicant's responsibility to contact their AFP Inspector PRIOR to submitting for an AFP permit to confirm/verify that the project is AFP eligible. If they do not contact the inspector and the inspector determines that the project will require Core Plan Review approval, the applicant accepts that the turnaround time for plan review will start once the plans are received by Core Plan Review and not when they were submitted through AFP.**

Applying for a Permit under an AFP Permit

1. Log into your Accela Citizen Access (ACA) account.
2. Click on “Create” and from that drop-down menu, choose “Apply for a Permit”.



3. Agree to the terms and conditions and select “Continue Application”.

4. On the next page, select “Commercial Permit” (see red arrow) and click “Continue Application”. It is very important to select the correct path when submitting.

The screenshot shows the top navigation bar with links: Home, Search, Create, Schedule. Below this are links for Announcements, Logged in as: terrwood1, Collections (0), Cart (1), Account Management, and Logout. A search bar is present with a magnifying glass icon. The main content area is titled "Choose one of the following permit types available for online applications" and includes a help line: "If you need help selecting a permit type, please call 480-644-4273." A red notice states: "The City of Mesa has adopted the 2018 International Code Council 'family' of codes and the 2017 National Electric Code. The 2018 codes will be in effect February 10, 2019. NEW submittals made on or after February 10, 2019 are required to be designed according to these editions of the International Codes. Submittals made prior to February 10th are not affected by this code adoption. Click here for more information on how this affects existing construction permit applications, addenda permits, master (standard) plans, deferred submittals, etc. https://www.mesaaz.gov/business/development-services/building-code-amendment." A section titled "*For Addenda / Deferred / Code Modification*" lists: "Addenda: Changes to a previously approved permit that is currently under construction." and "Deferred: A Fire Alarm or Fire Sprinkler submittal for a building currently under construction (with an existing permit number)". Another note says: "*Flow Tests and Hydrant Meters must be applied for in person with Development Services at 55 N Center St (1st Floor)." A contact line reads: "For Assistance or to apply for a permit type not listed, please contact us at (480) 644-4273." Below this is a search input field and a "Search" button. A list of permit types follows, each with a radio button: Addenda / Deferred / Code Modification, Alarm PD Permit, Annual Facilities Permit, Commercial Permit (highlighted with a red arrow), Demo, Document Retrieval, Fire Safety Operational Permit Application, Master Plan, Mobile Home, Residential Permit, Residential Utility Repair Permit/Construction Noise Permit, Sign Permit, and Tent Permit. At the bottom, a blue "Continue Application »" button is highlighted with a red arrow.

5. Continue filling out the application, step by step, and when you come to the “Project Name” and “Description of Work” begin both with the **AFP Permit** number assigned to the site and provide a complete but brief description of work. EXAMPLE: **AFP19-00000 – REMODEL OF AN EXISTING OFFICE.**

When you come to the “Project Valuation” field, leave this at **\$0.00**. This field must be 0 or a deposit will be charged and the fees will be based on project valuation or number of inspections. Permits under an AFP permit are **billed for plan review and inspections on an hourly basis, each plan review and/or inspection will be billed for a minimum of one (1) hour.** For this to work as intended the valuation must be 0 dollars and 0 cents.

Search...

Commercial Permit

1 Location & Contacts	2 Detail Information	3 Attachments	4 Review	5 Pay Fees	6
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Step 2: Detail Information > Application Information * indicates a required field.

Detail Information

*Project Name:

*Description of Work:

Additional Information

*Job Value(\$):

Housing Units: Number of Buildings:

- Continue with the application and upload all required documents including the construction documents as outlined in the **Submission and Formatting Requirements for Electronic Plans**.

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?:

Document Submittal Requirements

The maximum file size allowed is 1000 MB.
html;htm;mht;mhtml 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
No records found.						

Add

Continue Application »

Save and resume later

7. When the application/submittal process has been completed click “Submit”.
8. Once you have made your submittal the Permit Tech staff will determine if the submittal is complete and can be accepted or if it is incomplete and cannot be accepted. You will receive an email updating you of the status of your submittal. If the submittal is complete the Permit Tech staff will issue the permit and notify the AFP Inspector assigned to the project so they may begin the plan review process.
9. When the AFP Inspector completes the review and the plans are acceptable, you will be notified so that you may begin requesting inspections. You can request an inspection by calling into the IVR system or by logging into your ACA account and requesting through DIMES.
10. At the completion of the project the AFP inspector will complete the Inspection Workflow and a bill will be invoiced. When this is done an email will be sent out to notify you that the Workflow Status has changed to “Finalized – C of C Required”. When you receive this notification, you must go into your ACA account, open the permit and click on Fees. From here you can pay your fees. It is important to notify your inspector when the fees have been paid so he/she can go back into the permit and close out the permit and issue the C of C.