System Maintenance Deficiencies
Submitting system deficiencies into DIMES

City of Mesa

Mesa Fire and Medical Department
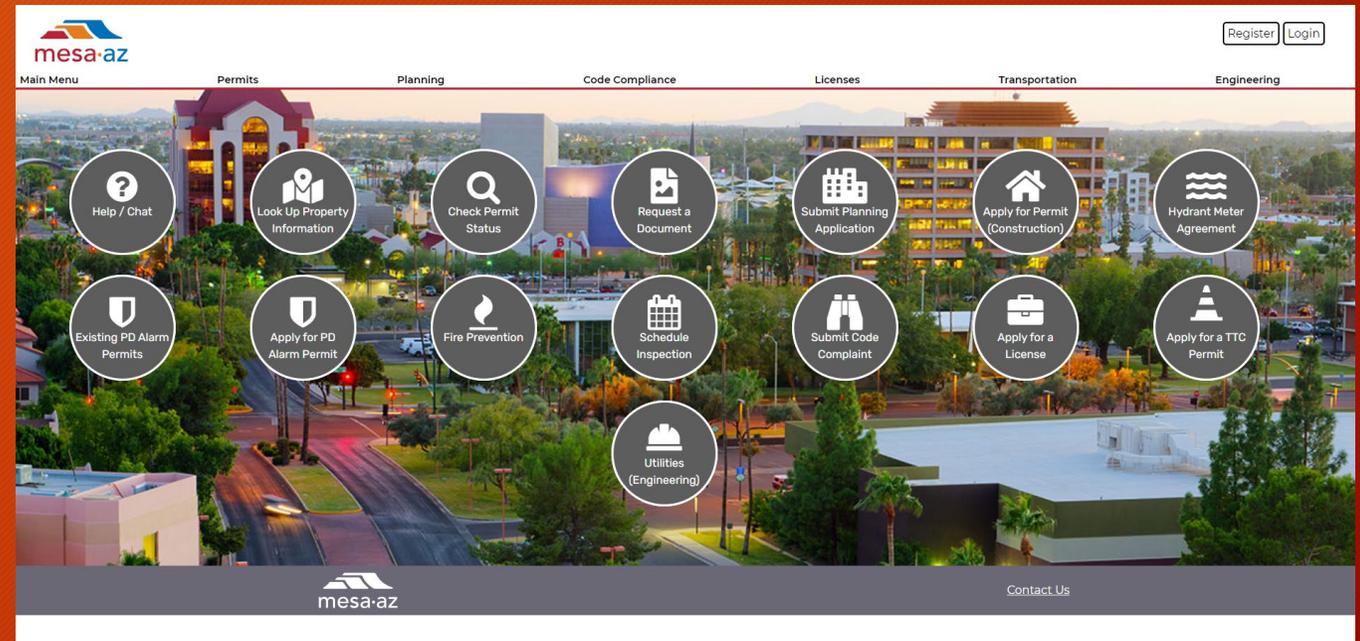
Fire Prevention Department

Create account in DIMES

- Visit the City of Mesa's DIMES website to create an account if you do not have one already.

- Link to directions on how to create an account are below.

- https://www.mesaaz.gov/home/showpublisheddocument/22251/6
3633051489537000

Access City of Mesa Dimes Portal

- City of Mesa website: https://www.mesaaz.gov/

- Go to the Business Page to find our Fire Prevention Page and access the online portal

- Or

- Direct link: https://aca-prod.accela.com/MESA/Default.aspx

Create Record

Log In

↓

From Main Menu hover over Permits and click on "Apply for a Permit"

↓

A general disclaimer will pop up.

↓

Check the box "I have read and accepted the above terms."

↓

Click on "Continue Application"

Fire Prevention

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 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 yo

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 »

Create Record (cont'd)

Select Fire Protection Deficiency

Click on "Continue Application"

Choose one of the following permit types available for online applications

If you need help selecting a permit type, please call 480-644-4273.

For Addenda / Deferred / Code Modification
- Addenda: Changes to a previously approved permit that is currently under construction.
- Deferred: A Fire Alarm or Fire Sprinkler submittal for a building currently under construction (with an existing permit number)

*Flow Tests and Hydrant Meters must be applied for in person with Development Services at 55 N Center St (1st Floor).

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

[_____] ▽ **Search**

▾ Fire Alarm and Fire Sprinkler
  ○ Addenda / Deferred / Code Modification

▾ Construction Permit – All Types
  ○ Addenda / Deferred / Code Modification
  ○ Addressing Request
  ○ Annual Facilities Permit
  ○ Commercial Permit
  ○ Demo
  ○ Document Retrieval
  ○ Hydrant Meter Agreement
  ○ Master Plan
  ○ Mobile Home
  ○ Residential Permit
  ○ Residential Utility Repair Permit
  ○ Sign Permit

▾ PD Alarms
  ○ Alarm PD Permit

▾ Fire
  ○ Fire Safety Operational Permit Application
  ○ Tent Permit

▾ Fire Protection Deficiency Report
  ○ Fire Protection Deficiency

Continue Application »

Create Record (cont'd)

Enter address information and click search.

Sometimes less information is better to begin with. Ex. 708 W Baseline and Search

Fire Protection Deficiency

1 Location	2 Contact Information	3 Fire Protection Information	4 Attachment

Step 1: Location > Address

Please enter the address of the deficiency.

Show Map

Address

*Street No.:	Direction:	*Street Name:	Street Type:
708	W	Baseline	--Select--

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

City: State: Zip:
               --Select--

Search **Clear**

Parcel

*Parcel APN (No Dashes) ⑦

12345678A

Search **Clear**

Owner

Owner Name: ⑦

Create Record (cont'd)

An additional box may pop up if there are multiple buildings/suites.

Select correct location and click on select. (The address must have a parcel and associated owners to correctly proceed, this will pop-up)

Information will fill in for all fields. Click on "Continue Application."

Address Search Result List

Addresses

Showing 1-10 of 11

	Address	City	State	Zip
●	708 W BASELINE MESA, AZ 85211	MESA	AZ	85211
○	708 W BASELINE RD BLDG 1 MESA, AZ 85210	MESA	AZ	85210
○	708 W BASELINE RD BLDG 2 MESA, AZ 85210	MESA	AZ	85210
○	708 W BASELINE RD BLDG 3 MESA, AZ 85210	MESA	AZ	85210
○	708 W BASELINE RD BLDG 4 MESA, AZ 85210	MESA	AZ	85210
○	708 W BASELINE RD FHYD FH1 MESA, AZ 85210	MESA	AZ	85210
○	708 W BASELINE RD FHYD FH1 MESA, AZ 85210	MESA	AZ	85210
○	708 W BASELINE RD FHYD FH2 MESA, AZ 85210	MESA	AZ	85210
○	708 W BASELINE RD FHYD FH2 MESA, AZ 85210	MESA	AZ	85210
○	708 W BASELINE RD FHYD FH3 MESA, AZ 85210	MESA	AZ	85210

< Prev 1 2 Next >

Create Record (cont'd)

Adding Contact Info

Click on "Select from Account"

Select your business account and click on "Continue"

Select your Address Type and click on "Continue"

If everything looks correct, click "Continue Application"

Fire Protection Deficiency

1 Location	2 Contact Information	3 Fir Inf

Step 2 : Contact Information > Contact

Applicant

Enter information about the contacts associated with this permit. You must enter the Applicant informa
copy your contact information from your registration.
Note that you can update your contact information (phone number, address) using the Account Manag

Select from Account   **Add New**

Save and resume later

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
●	Associated Contact	Organization	Andrea's Fire Systems
○	Associated Owner		MESA CITY OF

Continue   **Discard Changes**

Create Record (cont'd)

Click on "Add", a file upload pop-up will appear to attach deficiency report

Click on "Add", browse your computer for attachment

Click on "Continue"

Select "Type" – Deficiency Report & enter description, Click "Save"

If your report uploaded correctly click on "Continue Application"

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

Fire Protection Deficiency

1	2 Contact Information	3 Fire Protection Information	4 Attachment	5 Review	6 Record Issuance

Step 4 : Attachment > Attachment

* 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.

To avoid delays in having to reprocess rejected pdf documents, please visit the Scout online PDF analyzer to make sure your electronic documents meet the submittal requirements.

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;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;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.

Deficiency Report

Name	Type	Description	Action	Document Status	Status Date	Latest Update	Upload Date	Size
System Deficiency Report.docx	Deficiency Report	Fire Sprinklers	Actions ▾	Uploaded	05/04/2023	05/04/2023	05/04/2023	11.72 KB

Add

Save and resume later

Continue Application »

Create Record (cont'd)

Review submittal

↓

If everything looks OK click on "Continue Application"

↓

Your record has been submitted and your record number is located at the bottom left.

| 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.

708 W BASELINE RD BLDG 1 MESA, AZ 85210

FPD23-00100

Copy Record