

Submitting Documents

SUBMITTING AND REVIEWING DOCUMENTS/PLANS THROUGH DIGEPLAN.

1. Submitting through DigEplan



STEP 1 – After starting an application, navigate to the *Attachments* or *Documents* tab.

1 Application Information	2 Location & People	3 Attachments	4 Review
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Step 3: Attachments > Required Documents

Please upload each of the required documents. If you have more documents to add, click Continue Application. When finished

Digital Projects Submission

 Submission Package	Files	Comments	Approved Plans / Documents	
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Status: NOSTATUS

STEP 2 – Confirm *Submission Package* is selected.

1 Application Information	2 Location & People	3 Attachments	4 Review
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Step 3: Attachments > Required Documents
Please upload each of the required documents. If you have more documents to add, click Continue Application. When finished

Digital Projects Submission


 Submission Package	Files	Comments	Approved Plans / Documents	
Status: NOSTATUS				

STEP 3 – Drag all documents to the upload box or click to upload.


Digital Project Submission

Submission Package Files Comments Approved Plans / Documents   Help

Status: NOSTATUS [View Submission Standards](#)


 Upload files. The following Document Types must be uploaded for this permit application: • **Construction Documents**

Submission Package Description
Submission Package 1


 **Drag files here to upload or click to select files**

Cannot exceed 250Mb. Allowed file extensions:
XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG



STEP 4 – For each application type, the required documents will be listed in bold.

Submission Package Files Comments Approved Plans / Documents 

Status: NOSTATUS

 Upload files. The following Document Types must be uploaded for this permit application: • **Drawings**, • **Narrative**

STEP 5 – Once the document is uploaded, the document will go through a caching check and an antivirus check.

<input type="checkbox"/> File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
<input type="checkbox"/> Project Narrative.pdf	<u>Enter file descri</u>	-	-	01/11/2024 15:59:06	<div style="border: 1px solid red; padding: 2px;">● Antivirus Check</div>		

STEP 6 – If the document remains stuck in *Caching File* or *Antivirus Check*, refresh the page.

Digital Projects Submission



Submission Package

Files

Comments

Approved Plans / Documents

Status: NOSTATUS





Upload files. The following Document Types must be uploaded for this permission.

Submission Package Description



Submission Package 1

STEP 7 – Select a *Doc Type* from the dropdown.

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
<input type="checkbox"/> Project Narrative.pdf	<u>Enter file descri</u>	Select type ⌵ ! <div style="border: 1px solid red; padding: 5px;"> <input type="text" value="Search"/> Aerials Drawings List of Questions Narrative </div>		01/11/2024 16:01:24	● Set doc type		


0 of 1 files are ready for submittal

STEP 8 – Once the *Doc Type* is selected, the status will change to *Ready to Submit*.


File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
<input type="checkbox"/> Project Narrative.pdf	<u>Enter file descri</u>	Narrative ⌵		01/11/2024 16:01:24	● Ready to Submit		

STEP 9 – When a required *Document Type* is uploaded, the list of required documents will change. Once all required documents have been uploaded, a message indicating the package is ready to submit will appear.

Digital Projects Submission

 Submission Package Files Comments Approved Plans / Documents

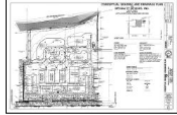

Status: NOSTATUS

 Package is ready to submit, or upload additional files

Submission Package Description

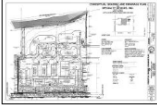

Submission Package 1

STEP 10 – Documents can be deleted by selecting the trash can under *Actions*. Once the package has been submitted, documents can no longer be deleted.

<input type="checkbox"/>	File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
<input type="checkbox"/>	Construction Documents.pdf	Enter file descri	Construction D... ▾	-	01/11/2024 16:16:07	● Ready to Submit		

STEP 11 – Select *Continue Application* when all documents have been uploaded.

☰ 🗑️ ⬇️ 🔍 Search ×

<input type="checkbox"/> File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
<input type="checkbox"/> Construction Documents.pdf	<u>Enter file descri</u>	Construction D... ▾	-	01/11/2024 16:16:07	● Ready to Submit		

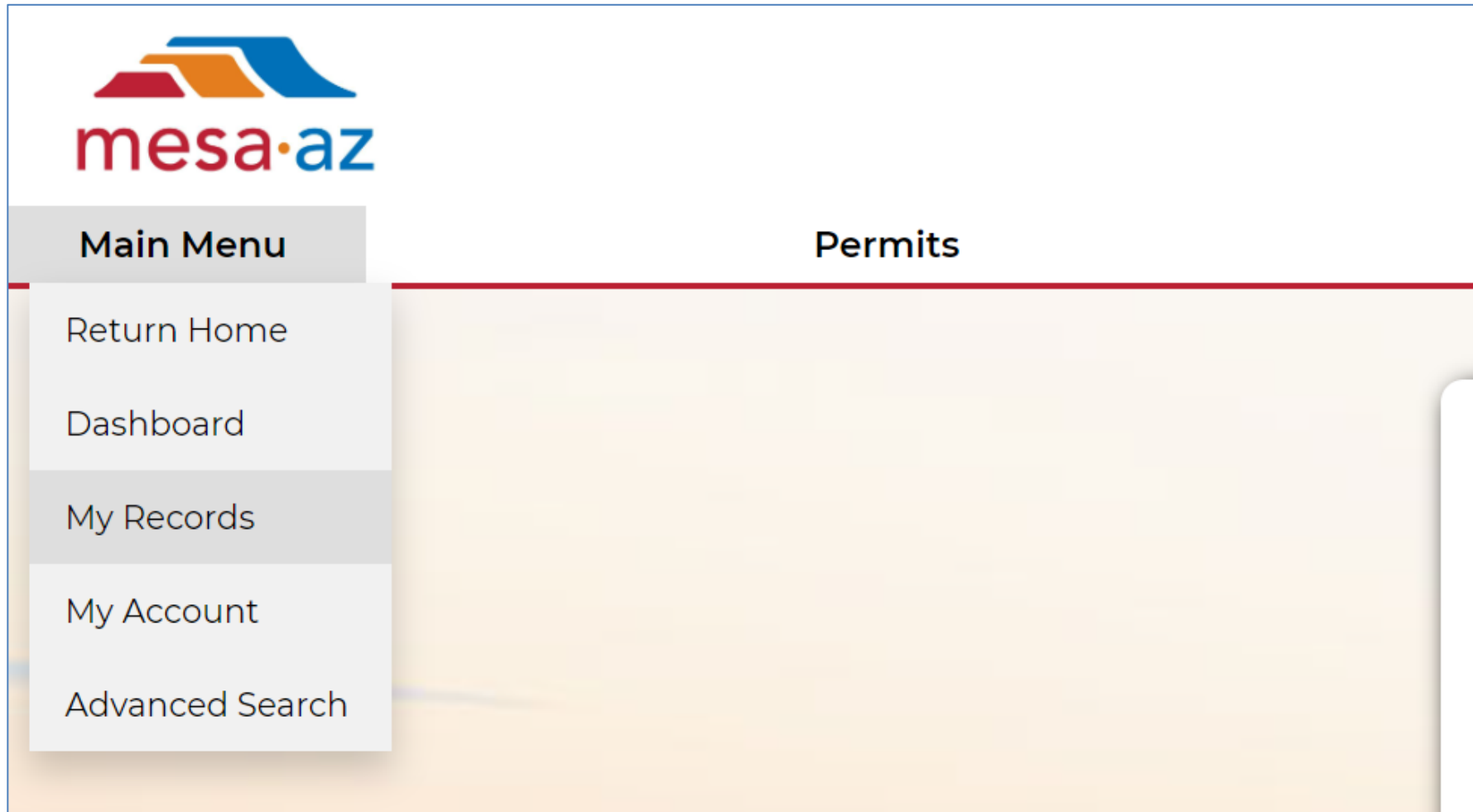
1 of 1 files are ready for submittal

EXPORT LIST

Save and resume later Continue Application »

2. Viewing Comments

STEP 1 – Select your application under *My Records*.



The screenshot displays the Mesa, Arizona website interface. At the top left is the Mesa logo, which consists of a stylized mountain range in red, orange, and blue above the text "mesa·az". Below the logo is a "Main Menu" dropdown menu with the following items: "Return Home", "Dashboard", "My Records" (which is highlighted with a grey background), "My Account", and "Advanced Search". To the right of the menu is a large, light-colored area titled "Permits".

STEP 2 – You will be brought a page for the Record. Select *Document Upload – Electronic Plan Review*.

Record ZON23-00703:
Planning and Zoning
Record Status: Submitted

Record Info ▼

Payments ▼


Document Upload -
Electronic Plan Review


STEP 3 – To view documents uploaded by City of Mesa staff, including redlines and comments reports, select *Files*.

The screenshot shows a web interface for document management. At the top, there are three tabs: 'Record Info', 'Payments', and 'Document Upload - Electronic Plan Review'. Below the tabs is a header for 'Document Upload - Electronic Plan Review'. Underneath, there is a navigation bar with four items: 'Submission Package', 'Files', 'Comments', and 'Approved Plans / Documents'. The 'Files' item is highlighted with a red box. To the right of the navigation bar is a share icon. Below the navigation bar is a light blue information banner with an 'i' icon and the text: 'Select the checkbox next to the files to download and press the DOWNLOAD button'.

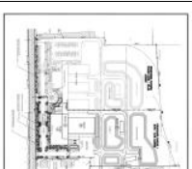
STEP 4 – Select the checkbox next to the files you want to download and click *Download*.

Document Upload - Electronic Plan Review

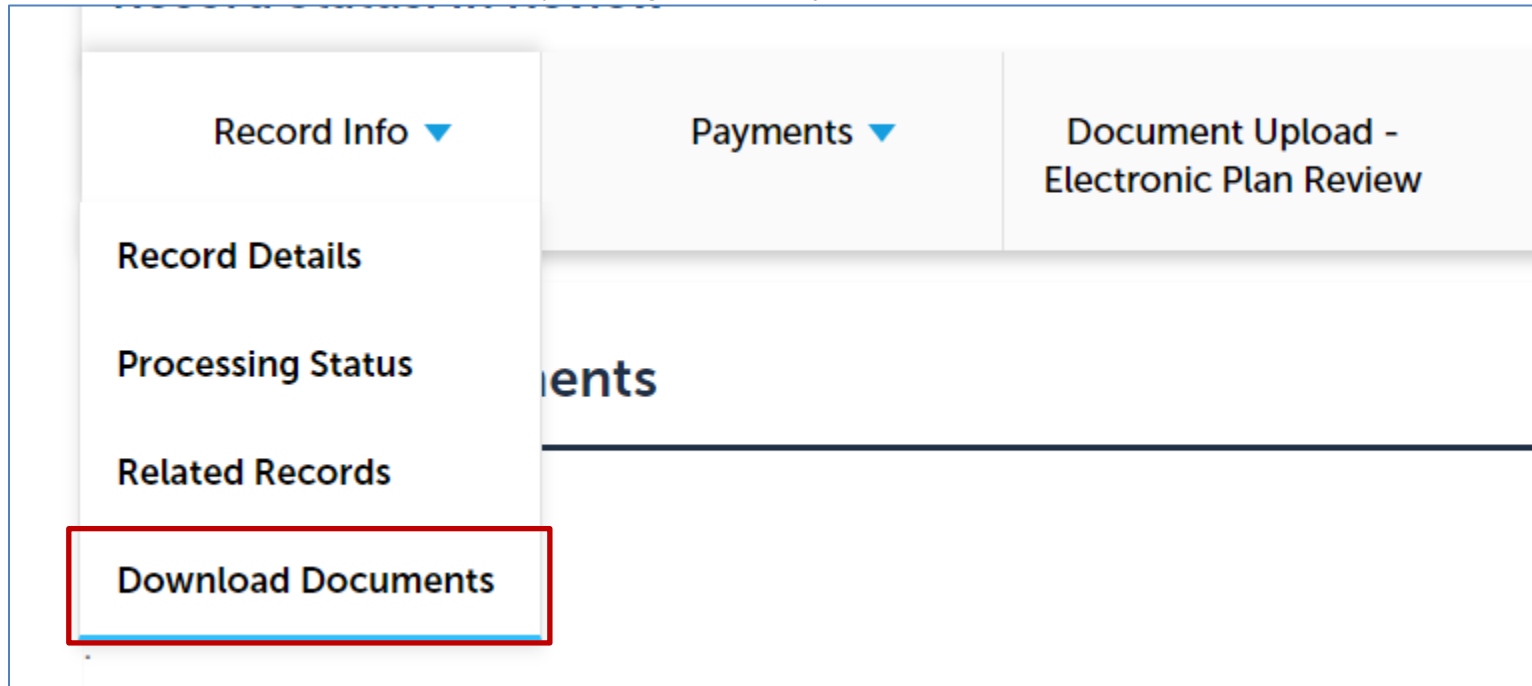
Submission Package **Files** Comments Approved Plans / Documents  Help

 Select the checkbox next to the files to download and press the DOWNLOAD button

Search × DOWNLOAD

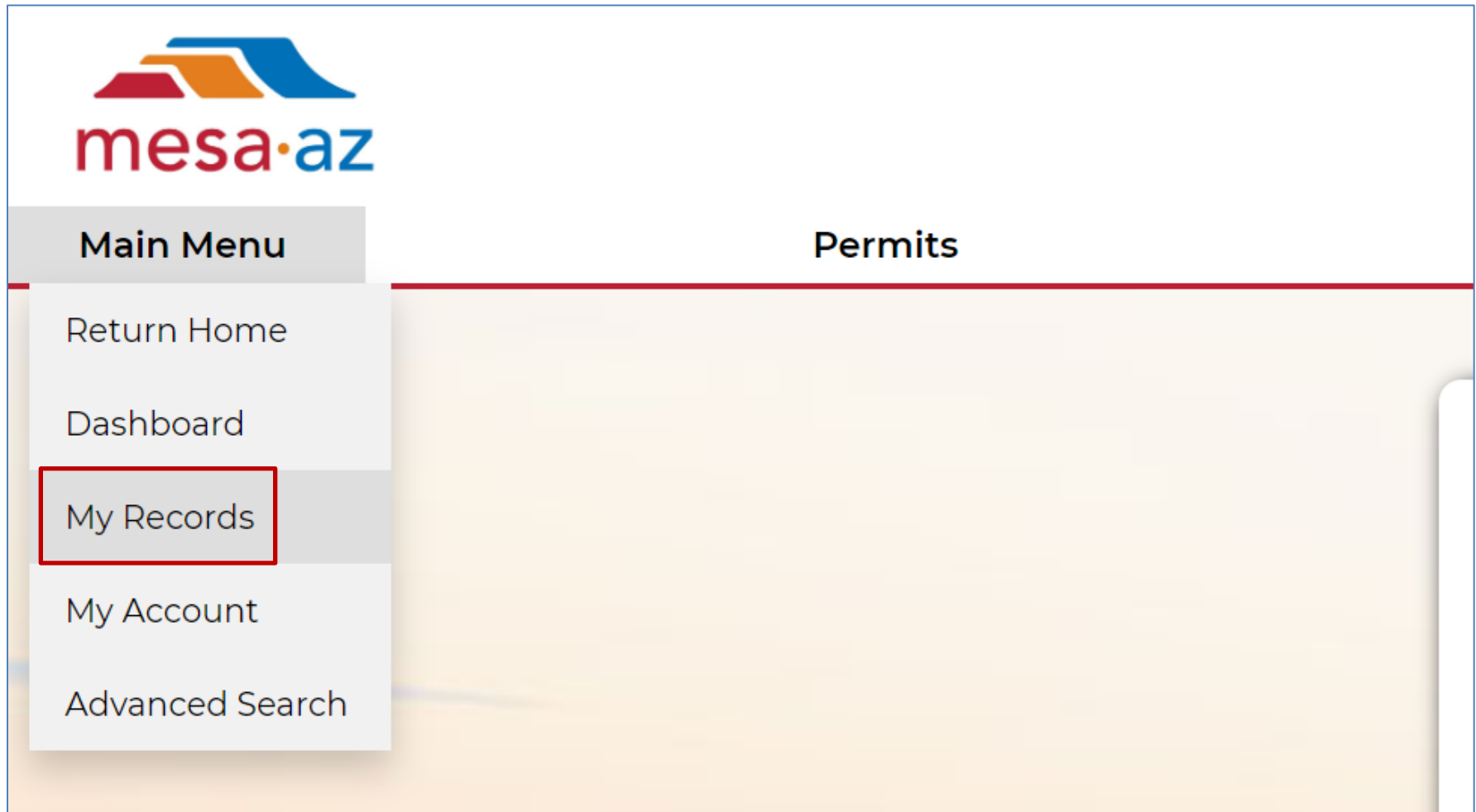
<input type="checkbox"/>	Thumbnail	File Name	Description	Classification	Status	Uploaded Date	Submission Package
<input checked="" type="checkbox"/>		Landscape Plan.pdf	Landscape Plan.pdf	Document	Uploaded	01/11/2024 16:30:32	00001

STEP 4 – Documents can also be downloaded by selecting the *Record Info* tab and then *Download Documents*.



3. Uploading Revisions

STEP 1 – Select your application under *My Records*.



STEP 2 – You will be brought a page for the Record. Select *Document Upload – Electronic Plan Review*.

**Record ZON23-00703:
Planning and Zoning
Record Status: Submitted**

Record Info ▼

Payments ▼



Document Upload -
Electronic Plan Review

STEP 3 – Confirm *Submission Package* is selected.

1 Application Information	2 Location & People	3 Attachments	4 Review
---------------------------	---------------------	---------------	----------

Step 3: Attachments > Required Documents
Please upload each of the required documents. If you have more documents to add, click Continue Application. When finished

Digital Projects Submission

 Submission Package	Files	Comments	Approved Plans / Documents	
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Status: NOSTATUS

STEP 4 – Confirm the *Submission Package Description* matches the number of resubmittal being uploaded.

Document Upload - Electronic Plan Review



Submission Package

Files

Comments

Approved Plans / Documents

Status: In Review



Upload files. The following Document Types must be uploaded for this permit a

Submission Package Description

Submission Package 2

STEP 5 – The required documents for the resubmittal will be listed in bold. In some cases, the list of required documents will only reflect the *Document Types* requiring a resubmittal as determined by City of Mesa staff.

Document Upload - Electronic Plan Review

Submission Package
Files
Comments
Approved Plans / Documents
Help

Status: In Review [View Submission Standards](#)

Upload files. The following Document Types must be uploaded for this permit application: • **Drawings**

Submission Package Description

Submission Package 2

Drag files here to upload or click to select files

Cannot exceed 250Mb. Allowed file extensions:
XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

STEP 6 – Once the document is uploaded, the document will go through a caching check and an antivirus check.

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
<input type="checkbox"/> Project Narrative.pdf	Enter file descri	-	-	01/11/2024 15:59:06	<div style="display: flex; align-items: center; justify-content: center;"> ● Antivirus Check </div>		

STEP 7 – If the document remains stuck in *Caching File* or *Antivirus Check*, refresh the page.

Digital Projects Submission



Submission Package

Files

Comments

Approved Plans / Documents

Status: NOSTATUS



Upload files. The following Document Types must be uploaded for this permission

Submission Package Description

Submission Package 1

STEP 8 – Select a *Doc Type* from the dropdown.

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
<input type="checkbox"/> Project Narrative.pdf	<u>Enter file descri</u>	Select type ⌵ ! <div style="border: 1px solid red; padding: 5px;"> <input type="text" value="Search"/> Aerials Drawings List of Questions Narrative </div>		01/11/2024 16:01:24	● Set doc type		

0 of 1 files are ready for submittal

STEP 9 – Once the *Doc Type* is selected, the status will change to *Ready to Submit*.

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
<input type="checkbox"/> Project Narrative.pdf	<u>Enter file descri</u>	Narrative ⌵		01/11/2024 16:01:24	● Ready to Submit		

STEP 10 – When a required *Document Type* is uploaded, the list of required documents will change. Once all required documents have been uploaded, a message indicating the package is ready to submit will appear.

Digital Projects Submission



Submission Package

Files

Comments

Approved Plans / Documents

Status: NOSTATUS

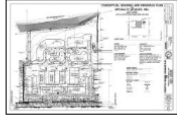



Package is ready to submit, or upload additional files

Submission Package Description

Submission Package 1

STEP 11 – Documents can be deleted by selecting the trash can under *Actions*. Once the package has been submitted, documents can no longer be deleted.

<input type="checkbox"/> File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
<input type="checkbox"/> Construction Documents.pdf	<u>Enter file descri</u>	Construction D... ▾	-	01/11/2024 16:16:07	● Ready to Submit		

STEP 12 – Select *Submit Package for Review* to submit. Select *Yes* on Confirmation box.

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<input type="checkbox"/> File Name	Description	Doc Type	Upload
<input type="checkbox"/> Landscape Plan.pdf	<u>Enter file des</u>	<u>Drawings</u> ▾	-

1 of 1 files are ready for submittal

SUBMIT PACKAGE FOR REVIEW EXPORT LIST

Confirmation



Submit the Submission Package for Review?

CANCEL

YES

STEP 13 – A confirmation message will display once the resubmittal has been uploaded.

Thank you, your Submittal Package '00002 - Submission Package 2'
has been submitted for review

Need more assistance, see DIMES help online at: <https://www.mesaaz.gov/business/development-services/dimes-help>

DEVELOPMENT SERVICES DEPARTMENT (DSD)

Planning & Zoning | Building Permits & Plan Review | Building Inspections

Office Hours: Monday-Thursday 7am to 6pm

55 North Center Street | Mesa, AZ 85201

Department Call Center (480) 644-4273

DSD Website: <https://www.mesaaz.gov/business/development-services>