



CITY OF MESA ORDINANCE NO. 4552

A digital/electronic AutoCAD .DWG, .DXF file (AutoCAD version 2023 or older) of permit drawings is required to be uploaded to the Development Services “DIMES” online application system on behalf of Public Safety Fire and Police Departments.

The digital/electronic copy must be uploaded & approved prior to issuance of the Certificate of Occupancy or Certificate of Completion.

(Please allow 2-3 business days for review/approvals)

Please note:

When uploading your AutoCAD documents to DIMES, please select “Permits”. In the “Type” field select “Fire CAD Ordinance” then use the “Add” button to upload your AutoCAD File(s)

<https://aca.accela.com/Mesa/>

--Select--
ADEQ
ADEQ Authorization Certificate - Stormwater
Certificate of Insurance
CIP Form
Code Modification
Construction Documents
Contractor Verification Form
Falcon Field Pre Approval Letter
Fire CAD Ordinance
Hazardous Materials Inventory Statement
High Pile Storage Disclosure
Industrial Pretreatment Form
Maricopa County Dust Control Permit
Maricopa County Dust Control Plan
Maricopa County Flood Control District Permit
Occupancy Clearance Agreement
Plan Review Response
Special Inspection Certificate

Also Attach To

--Select--



DIGITAL/ELECTRONIC DRAWING FILE SUBMISSIONS

(A) **General.** Projects requiring a construction permit from Building Safety Division, including projects performed under annual facilities permits shall submit a digital/electronic copy of the permit drawings in accordance with the required format. A digital/electronic copy of the drawing shall not be required for the following:

- (1) R3 occupancies.
- (2) R4 occupancies.
- (3) Single family residences.
- (4) Other buildings or structures accessory to and located on the same lot with one and two family dwellings.
- (5) Projects not required to submit drawings to obtain a permit. (refer to Title 4, Chapter 1, Mesa Administrative Code).

The digital/electronic copy of the permit drawings shall be submitted to the Fire Department through the Building Safety Division for approval by the Fire Department's Technical Services Section prior to the issuance of the certificate of occupancy/completion by the Building Safety Director.

(B) **Required Format.** The digital/electronic files, required under this section, shall be uploaded in one of the **following formats: (.DWG) (.DXF) (.DGN) NO LONGER SUPPORTED.** If submitted files are embedded with external references ("xref's"), such (xref) drawings shall be included with the uploaded files. Cryptic naming for layers/files shall include a "definition key." All digital/electronic files shall be drawn in "feet" at a 1:1 scale.

(1) **Required Information.** At a minimum, each file shall contain the following information:

(a) **Floor Plans:**

- (i) One plan for each building floor.
- (ii) All exterior and interior walls.
- (iii) All door locations (ingress/egress) throughout the building, including roll up doors and roof hatch/doors.
- (iv) Stairs and elevator locations.
- (v) Room/suite's names and/or numbers.
- (vi) Utility shutoff locations (water, electric and gas).
- (vii) Special hazards and high-piled stock/racks, if any.
- (viii) Fire department items shall include, but are not limited to, standpipes, fire sprinkler risers, alarm panels, fire department connections, and Knox boxes.

(b) **Site Plan:** Including parking lot, building numbers, parking garages, fire lanes and hydrants.

(c) **Roof Plan:** Layout and access (ladder/hatch locations)

(2) **Not Required.** The drawings are not required to contain layers listing furnishings, floor coverings, ceiling styles/grids, plumbing fixtures, electrical (lights, switches, outlets), wall coverings, or landscape information.