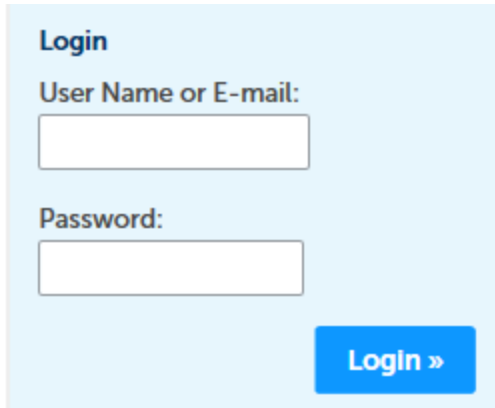
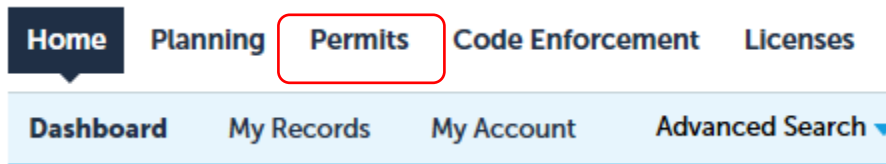


1. Sign into your ACA account under <https://aca.accela.com/Mesa>. Click on Login.

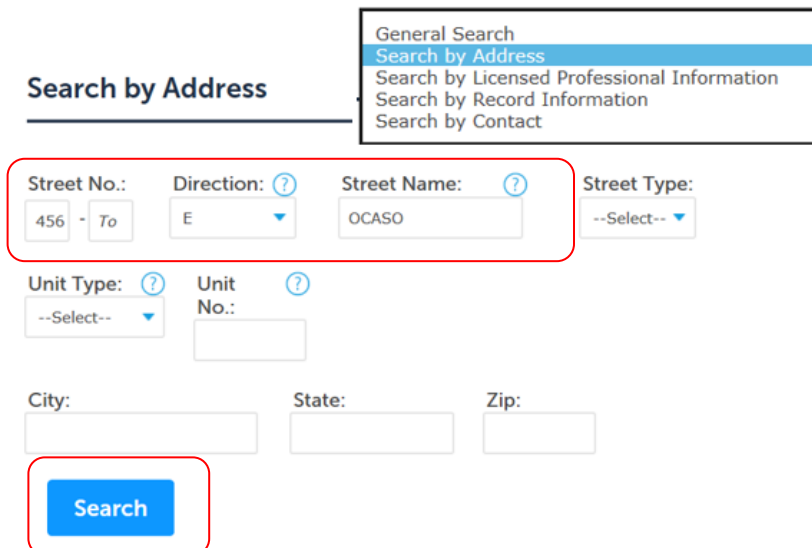


NOTE: ALL INFORMATION TO BE ENTERED IN CAPS


2. Click on Permits on your Home Page.



3. First you will need to search your existing Records to check that the address you are cloning will not be duplicated. On your Permit page scroll, down to General Search and select from the drop down "Search by Address". Enter the address. You will only need to enter the Street No, Direction and Street Name. Click on Search.



- If address is not in the system you will get the following Notice:



Notice:
Your search returned no results. Please modify your search criteria and try again.

NOTE: If your session times out before you create your record you will lose all the information you have entered.

- Scroll up to the top of the page. A list of your Permits and Master Plans will show. The Records that populate will only be the records associated to your public user account associated to the Master Plan record. Click on the Record Number sub title to align the records in ascending or descending order.

Date	Record Number	Record Type	Project Name
06/01/2017	DOC17-00857	Document Retrieval	DOC RETREIVAL
01/31/2017	MST17-00172	Master Plan	CITY OF MESA #5528
04/26/2017	MST17-00599	Master Plan	MASTER PLAN
01/23/2017	PMT17-00085	Commercial Building Permit	WASH WERKS CAR WASH

- Towards the bottom of your page you will see Prev & Next. Click on the page numbers or Prev/Next to move from one page to another. Locate your MST.

< Prev	1	2	3	4	5	6	7	8	9	10	...	Next >
---------------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	--------------------	---------------------	---------------------------

- NOTE:** You will only be able to clone a Master Plans that is associated to your public user account associated to the Master Plan record.

When you have located the Master Plan number check that the MST has a Status of Issued and under Action it shows Amendment. You will not be able to clone the MST if any of the above requirements are not met.

Date	Record Number	Record Type	Project Name	Address	Status	Action
06/01/2017	DOC17-00857	Document Retrieval	DOC RETREIVAL	1231 W UNIVERSITY DR MESA, AZ 85201	Pending	
01/31/2017	MST17-00172	Master Plan	CITY OF MESA #5528		Issued	Amendment
04/26/2017	MST17-00599	Master Plan	MASTER PLAN		Issued	Amendment
01/23/2017	PMT17-00085	Commercial Building Permit	WASH WERKS CAR WASH	2060 W BROADWAY Rd MESA, AZ 85202	Fees Due	Pay Fees Du

8. Click on Amendment to open the Master Plan you will be cloning.

MST17-00172	Master Plan	CITY OF MESA #5528	Issued	Amendment
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9. On the “Select an Amendment Type” page select Residential Building Permit and click Continue Application.

Select an Amendment Type

Choose one of the following available amendment types.

- Commercial Building Permit
- Residential Building Permit

Step 1 – Location and Contacts/Location

10. Enter the address of your Site Plan. Enter the Street NO, Direction & Street Name. Click on Search.

Address

Enter the address information and click on Search to find the address in our files.

* Street No.:	Direction:	* Street Name:	Street Type:
<input type="text" value="10317"/>	<input type="text" value="E"/>	<input type="text" value="TILLMAN"/>	<input type="text" value="--Select--"/>
Unit Type:	Unit No.:		
<input type="text" value="--Select--"/>	<input type="text"/>		
City:	State:	Zip:	
<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>		

11. The Address, Parcel & Owner information will auto populate if the address is correct. Click on Continue Application.

Address
* Street No.: Direction: * Street Name:
10317 E TILLMAN
Unit Type: Unit No.:
--Select--
City: State: Zip:
MESA AZ 85212

Parcel
* Parcel Number:
30435681

Owner
Owner Name: Address Line 1:
AVH EM LLC 8601 N SCOTTSDALE RD
City: State: Zip:
SCOTTSDALE AZ 85253

12. If the address is not correct you will get the following message. Click on Cancel and re-enter the correct information.

Address Search Result List

Addresses

Showing 0-0 of 0

Address	City	State	Zip
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No records found.

Select

Cancel

13. Contact List & Licensed Professional

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.

Contact List

Required Contact Type Minimum
✔ Applicant 1

[Select from Account](#) [Add New](#) [Look Up](#)

Showing 1-2 of 2

First Name	Last Name	Business Name	Contact Type	E-mail	Action
Heather	Basford		Applicant	NOREPLY@MESAAZ.GOV	Edit Delete
MARI	VAZQUEZ		Contact	marisol.vazquez@mesaaz.gov	Edit Delete

14. Enter your License Professional

Add the name of the Contractor or other Licensed Professional here. To find a Licensed Professional in the agency database, click on Look Up.

Licensed Professional

[Add New](#) [Look Up](#)

[Continue Application »](#)

Step 2 – Application Information.

15. Detail Information

Detail Information

* Project Name:

Project Name: Enter NSFR
Description of Work: Enter NSFR

* Description of Work:

* indicates a required field.

16. Additional Information

No information needs to be entered on this section. Job Value (\$) will default to \$0.

* Job Value(\$):

17. General Information

The only required field on this section will be a Yes or No question. All other fields will be filled out by Plan Reviewer.

* Is a new landscape service and meter being installed?:

Yes
No

18. Master Plan Information

No information needs to be entered. The Builder Name & Model Name will default with Builder information from the Master Plan (Standard Plan).

Builder Name:

Model Number:

19. Site Information

No information needs to be entered. Flood Zone information will autofill based on GIS Layer. All other fields will be filled out by Plan Reviewer.

* Flood Zone: Yes No

20. Zoning Information

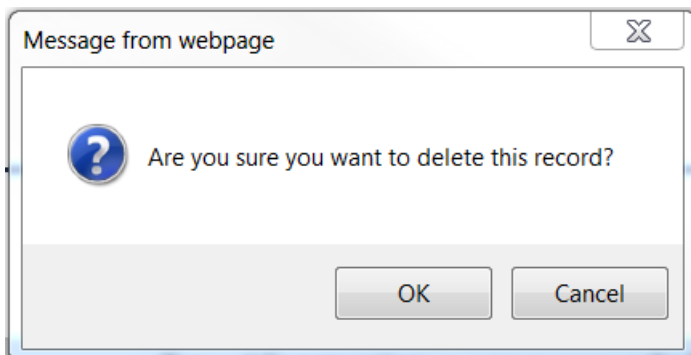
No information needs to be entered. All fields will auto fill when application gets submitted.

21. Master Plan Information

All the options listed will clone over. You will need to delete the options that you will not use. To delete the option, click on Actions and select Delete. Note: **Do not Edit any option.**

Selection	Options	Livable SqFt	Non-Livable SqFt	
No	RESIDENCE SINGLE STORY	2000		Actions ▼
No	3 CAR GARAGE		1000	Actions ▼
No	COVERED FRONT ENTRY		200	Actions ▼ Edit Delete

22. When you select to Delete an option, you will get the following Message. Click on OK. NOTE: If you delete an option you will not be able to add it back.



23. Occupancy Information

No information needs to be entered. Information will be filled out by Plan Reviewer at time of review.

24. Subdivision Information

Click on Add a Row.

Subdivision Info

Showing 0-0 of 0

Subdivision Name	Elevation approved	Comments
No records found.		

Add a Row ▼ **Edit Selected** **Delete Selected**

25. Enter the Subdivision Name, select the Elevation from the drop down. You can enter the Water Meter Size under Comments. Click on Submit.

SUBDIVISION INFORMATION

* Subdivision Name: MESA DIMES

* Elevation approved: --Select--
Elevation A
Elevation B
Elevation C
Elevation D
Elevation E
Elevation F
Elevation G
Elevation H

Comments: WATER METER SIZE 3/4"

Submit Cancel

26. Utility Service Information

No information needs to be entered. Information will be filled out by Plan Reviewer at time of review if applicable.

27. Plan Review Information

No information needs to be entered. Information will be filled out by Plan Reviewer at time of review if applicable.

28. Deferred Submittal Information

No information needs to be entered. Information will be filled out by Plan Reviewer at time of review if applicable.

Step 3 – Documents/Attachments

29. Documents

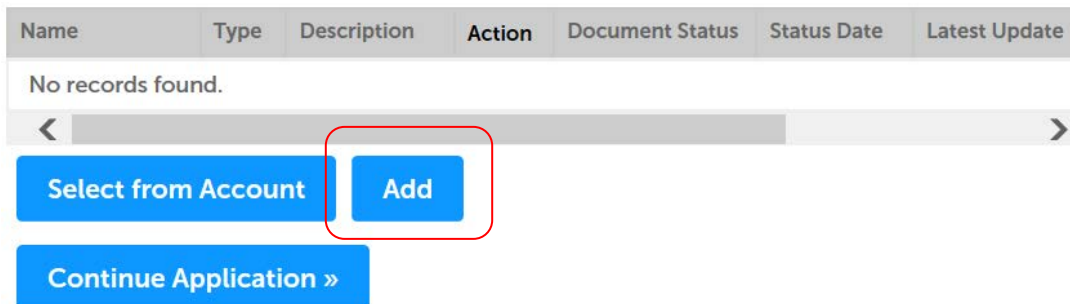
Attach plans and other documents related to the application here. The maximum file size allowed is 160 MB.

NOTE: ONLY PDF FILES CAN BE DOWNLOADED, FLATTENED & NO LAYERS.

NOTE: 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

Click on Add



30. A portlet will appear. Click on Add. File Explorer window will open. Select the file and attach it.

31. Confirm that the file has been uploaded at a 100%. Click on Continue.

32. The following will appear. Select the *Required Fields. Select the Type of Document from the drop down.

File:
BLD2017-03347 1ST PLANNING PLAN
REVIEW COMMENTS.pdf
100%

*Type:

- Select--
- ADEQ
- Certificate of Insurance
- Code Modification
- Construction Documents
- Contractor Verification Form
- Declaration of Intent
- Elevation Certificate From Maricopa County Flood Control District
- Maricopa County Dust Control Permit
- Maricopa County Dust Control Plan
- Maricopa County Flood Control District Permit
- Plan Review Response
- Special Inspection Certificate

33. Under Description name your document. Click on Save. If documents are not saved you will get a red error message on the top of the page.


* Description:
Site Plan

Also Attach To
--Select--

Save Select from Account Add

Continue Application »

34. When document have been saved, you will get the following message in a green box “The attachment(s) has/have been successfully uploaded.” Click on Continue Application.

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

Residential Building Permit

1 Location and Contacts	2 Application Information	3 Documents	4 Review	5 Pay Fees	6
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Step 3: Documents > Attachments

* indicates a required field.

Attachment

Attach plans and other documents related to the application here. After the permit has been issued, the Permit Document will be listed here and can be viewed and downloaded.

The maximum file size allowed is 160 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
BLD2017-03347 1ST PLANNING PLAN REVIEW COMMENTS.pdf	Construction Documents	Site Plan	Actions ▼	Uploaded	06/05/2017	06/05/2017

Select from Account Add

Continue Application » Save and resume later

Step 4 – Review

- 35. Review your application to confirm all the information has been entered. If you need to edit anything click on Edit under that section. If everything is correct click on Continue Application.

Step 4: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Residential Building Permit

Address

[Edit](#)

- 36. On Master Plan Cloning Submittals, you will not have any fees due. You will get the following message once the application has been submitted.

****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.

10317 E TILLMAN AVE MESA, AZ 85212

[PMT17-00884](#)

- 37. Click on the permit number that has been assigned to view your permit submittal.

10317 E TILLMAN AVE MESA, AZ 85212

[PMT17-00884](#)

38. Your permit submittal information will populate.


Record PMT17-00884:
Residential Building Permit
Record Status: Submitted

[Add to cart](#)
[Add to collection](#)

[Record Info](#) ▾ [Payments](#) ▾ [Conditions](#) 1

Work Location

10317 E TILLMAN AVE MESA, AZ 85212



Record Details

<p>Applicant: Individual MARI VAZQUEZ Primary Phone: 480-644-4420 Mobile Phone: 480-644-4420 marisol.vazquez@mesaaz.gov Mailing P O BOX 1466 mesa, AZ, 85211 United States</p>	<p>Project Description: NSFR MASTERPLAN #5528 FOR SINGLE STORY DWELLING. INCLUDES OPT. CASITA IN COMPLIANCE WITH 11-31-3 OF MESA ZONING ORDINANCE. SINGLE STORY FRAME BUILT WITH STUCCO FINISH, CONCRETE TILE ROOF OVER PRE ENGINEERED WOOD ROOF TRUSSES. FIRE SPRINKLER OPTION MST2013-00152.</p>
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▶ [More Details](#)