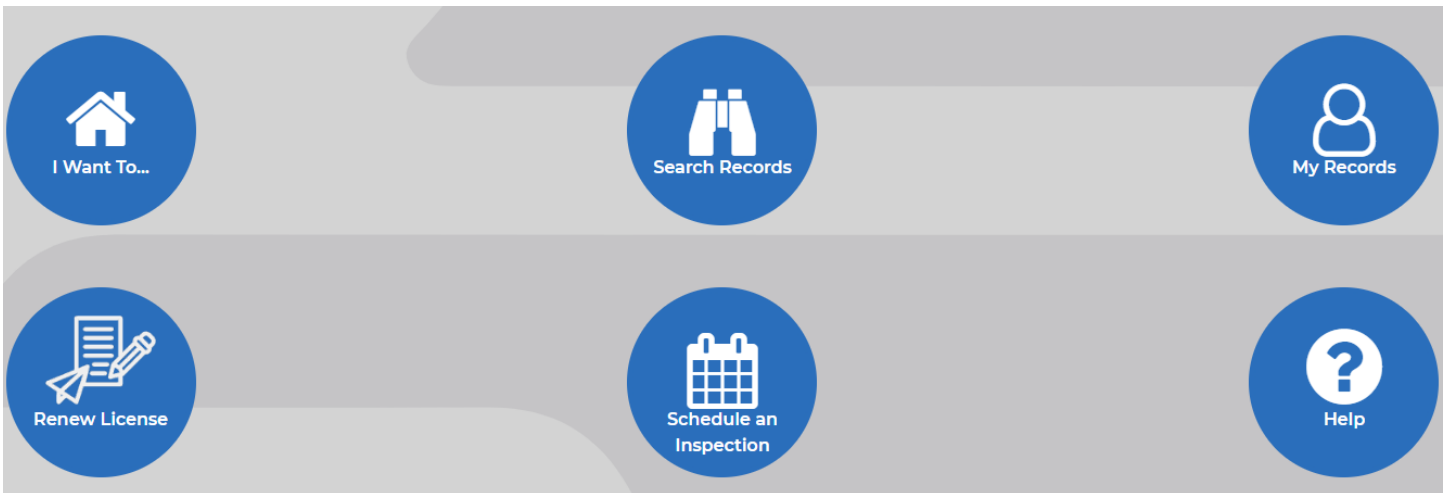




## Mesa DIMES Instructions Document Retrieval/Zoning Verification



## Login or create a DIMES account [DIMES Permit Online Portal](#)

Click on “I Want To...” to begin the Document Retrieval or a Zoning Verification Letter Request, by clicking on “Request a Document”.

**NOTE:** Use this link ([Enter Duplicate C of O Packet link once added to website](#)) if you are requesting a Duplicate Certificate of Occupancy to ensure that you have everything in order before proceeding.

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*One application per parcel of inquiry is required.*

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The screenshot shows the homepage of the DIMES Permit Online Portal. The header includes navigation links: Home, Search, Pay Fees, mesa·az logo, I Want To..., Inspections, and Help. A 'Record Search' button with a magnifying glass icon is in the top right. The main content area features six circular icons: 'I Want To...' (house icon), 'Search Records' (binoculars icon), 'My Records' (person icon), 'Renew License' (document and pencil icon), 'Schedule an Inspection' (calendar icon), and 'Help' (question mark icon). A 'Sign In' modal is open on the right, containing fields for 'USERNAME OR EMAIL\*' and 'PASSWORD\*', a 'Forgot Password?' link, a 'SIGN IN' button, a 'Remember me on this device' checkbox, and a 'Not Registered? CREATE AN ACCOUNT' link. The footer includes the mesa·az logo, 'HELPFUL LINKS' (City Council Meetings, Fees and Charges), and 'GET SOCIAL' links for Facebook, X, Instagram, YouTube, LinkedIn, and a home icon.

Questions? See DIMES Help online:  
[DIMES How To Guides - City of Mesa](#) or call (480) 644-4273.

Accept terms by clicking on the checkbox below:

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 inspections, track the status of your application, and print your final record all from the 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 your application.

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 Website, 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.

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The Agency is neither responsible nor liable for any viruses or other contamination of your system nor for any delays, inaccuracies, errors

☐ I have read and accepted the above terms.

Continue Application »

Select the Type of document being requested:

Document Retrieval

1 Application Info

2 Location and Contact

3 Documents

4 Review

5 Pay Fees

6

Step 1: Application Info > Request Information

Please let us know what you are requesting by checking 'Yes' next to each Document Type needed.

Please Choose From This List

REQUESTED DOCUMENT(S)

Aerial Maps - Full Size:

☐ Yes ☒ No

Aerial Maps - Half Size:

☐ Yes ☒ No

Buy-In:

☐ Yes ☒ No

Certificate of Occupancy:

☐ Yes ☒ No

Engineering Drawings - Full Size:

☐ Yes ☒ No

Engineering Drawings - Half Size:

☐ Yes ☒ No

Historical Construction Documents:

☐ Yes ☒ No

Master Plan:

☐ Yes ☒ No

Permit/Inspections:

☐ Yes ☒ No

Quarter Section - Full Size:

☐ Yes ☒ No

Quarter Section - Half Size:

☐ Yes ☒ No

Replacement Plan Set:

☐ Yes ☒ No

Site (Plot) Plan:

☐ Yes ☒ No

Soil/Drainage Report:

☐ Yes ☒ No

Zoning Verification Letter - One Parcel Request:

☐ Yes ☒ No

Planning Case Request:

☐ Yes ☒ No

Other:

☐ Yes ☒ No

Save and resume later

Continue Application »

DIMES Instructions for Development Services Department

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Complete the required fields with an (\*):

Document Retrieval

1 Application Info

2 Location and Contact

3 Documents

4 Review

5 Pay Fees

6

Step 1: Application Info > Application Information

\* Indicates a required field.

Application Information

\*Project Name:

\*Description of Work:

Request Information

GENERAL

\*Request Description:

\*Request Microfilm:

☐ Yes ☒ No

\*Construction Type:

--Select--

QS # or A #:

Approximate Year Built:

Planning Case Number:

Building Permit Number:

Save and resume later

Continue Application »

Add either the Street Address or Parcel Number (not both), then click search:

Only fill in the items with a \* for either address or parcel or errors may occur.  
After searching, the rest of the fields should automatically populate.

Document Retrieval

1 Application Info

2 Location and Contact

3 Documents

4 Review

5 Pay Fees

6

Step 2: Location and Contact > Location

Show Map

\* indicates a required field.

Address

\*Street No.:

Direction:

\*Street Name:

Street Type:

--Select--

--Select--

Unit Type:

Unit No.:

--Select--

City:

State:

Zip:

--Select--

Search

Clear

Parcel

\*Parcel APN (No Dashes)

12345678A

Search

Clear

Owner

Owner Name:

Address Line 1:

Address Line 2:

City:

State:

Zip:

--Select--

Search

Clear

Save and resume later

Continue Application

Add “Applicant” Information:

Document Retrieval

1 Application Info

2 Location and Contact

3 Documents

4 Review

5 Pay Fees


6

Step 2: Location and Contact > Contacts

\* Indicates a required field.

Contact List

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.

 Required Contact Type

Applicant

Minimum

1

Select from Account

Add New

Look Up

Showing 0-0 of 0

First Name	Last Name	Business Name	Contact Type	E-mail	Action
No records found.					

Save and resume later

Continue Application »

For Zoning Verifications, please upload the letter request:

Document Retrieval

1 Application Info

2 Location and Contact

3 Documents

4 Review

5 Pay Fees

6

Step 3: Documents > Required Documents

\* indicates a required field

Digital Projects Submission

Submission Package

Files

Comments

Approved Plans / Documents

Status: NOSTATUS

View Submission Standards

Upload Files

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

Save and resume later

Continue Application >

If you are requesting a Zoning Verification Letter, attach your Zoning Request Letter here, otherwise, you may “Continue Application”. **Note:** *If attaching a Zoning Request Letter, please include mailing address of your company and full name of contact.*

**Document Submittal Requirements – Please read before submitting plans.**

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

**Review the application for accuracy and completeness:**

Document Retrieval

1

2 Location and Contact

3 Documents

4 Review

5 Pay Fees

6 Record Issuance

Step 4: Review

Save and resume later

Continue Application »

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

Document Retrieval

Please Choose From This List

REQUESTED DOCUMENT(S)

Aerial Maps - Full Size:

No

Aerial Maps - Half Size:

No

Buy-In:

No

Certificate of Occupancy:

No

Engineering Drawings - Full Size:

No

Engineering Drawings - Half Size:

No

Historical Construction Documents:

No

Master Plan:

No

Permit/Inspections:

No

Quarter Section - Full Size:

No

Quarter Section - Half Size:

No

Replacement Plan Set:

No

Site (Plot) Plan:

No

Soil/Drainage Report:

No

Zoning Verification Letter - One Parcel Request:

Yes

Planning Case Request:

No

Other:

No

Edit

Application Information

Project Name: Test

Description of Work: Instructions

Edit

Request Information

GENERAL

Request Description:

Instructions

Request Microfilm:

No

Construction Type:

Residential

QS # or A #:

Approximate Year Built:

Planning Case Number:

Building Permit Number:

Edit

Address

2163 N MAPLE MESA, AZ 85215

Edit

Parcel

Parcel APN (No Dashes) 141280988

Edit

Owner

MATERA ANTHONY  
2163 N MAPLE  
MESA AZ 85215

Edit

Contact List

Required Contact Type

Minimum

Applicant

1

Showing 1-1 of 1

First Name

Last Name

Business Name

Contact Type

E-mail

Action

Deanna

Grogan

City of Mesa

Applicant

deanna.grogan@mesaaz.gov

Edit

The City will provide these record drawings for informational purposes only. The City makes no claims or representations about the accuracy of the information and assumes no liability resulting from its use. Those relying on the City's record drawing information are responsible for making field verifications of its accuracy before applying it for any purpose.

Request is submitted but fees may be still due before staff conducts the research. Watch your email for invoice information.

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The document # will appear under the address as shown below (i.e. DOC25-01632).

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.

55 N CENTER ST MESA, AZ 85201

DOC25-01632



The record was LOCKED on 01/29/2025.  
Condition: Historical District   Severity: Lock  
Total Conditions: 1 (Lock: 1)

[View additional details](#)