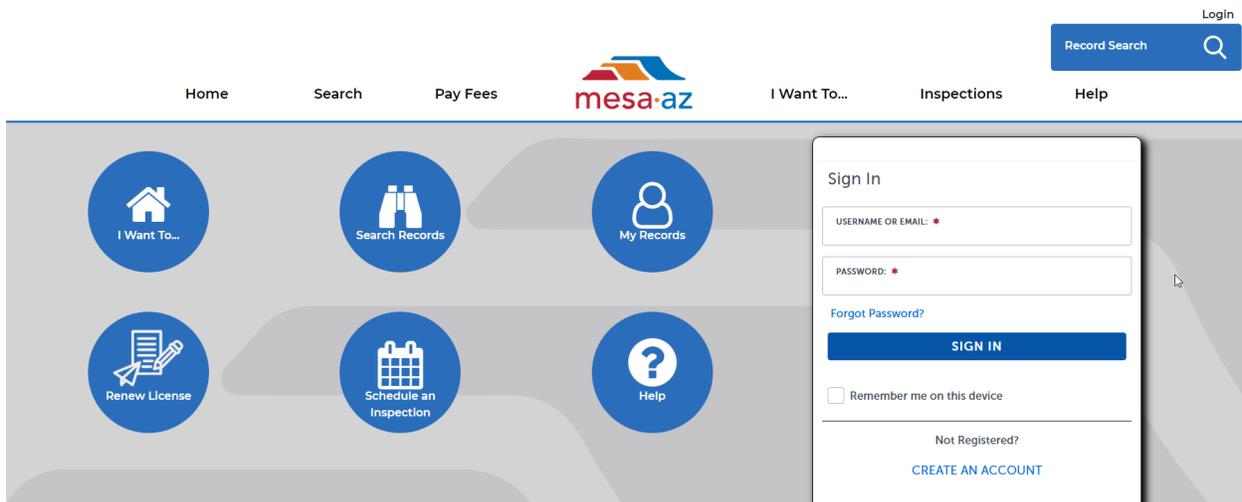


Accessing the ACA Site

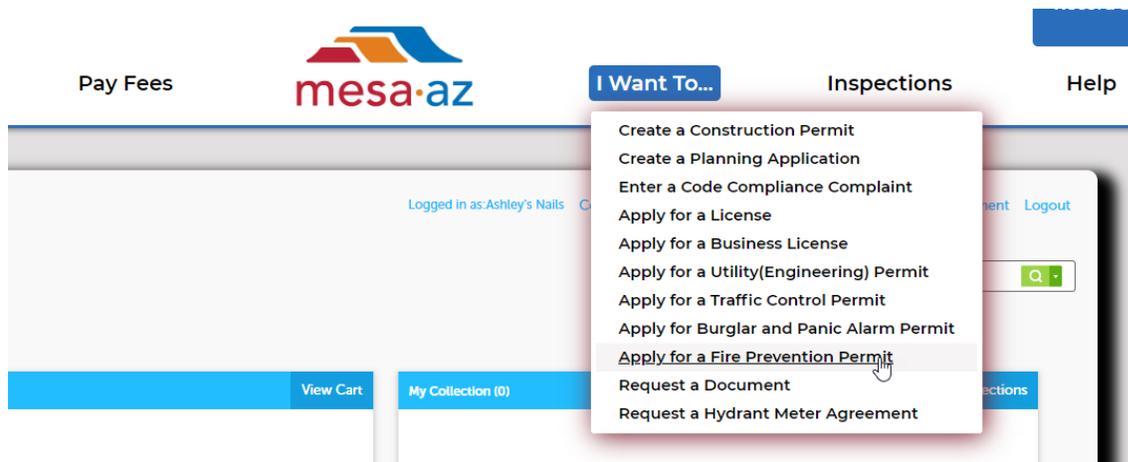
To access the site copy and paste the link into your web browser.

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

Begin by logging in with username and password, or create an account.



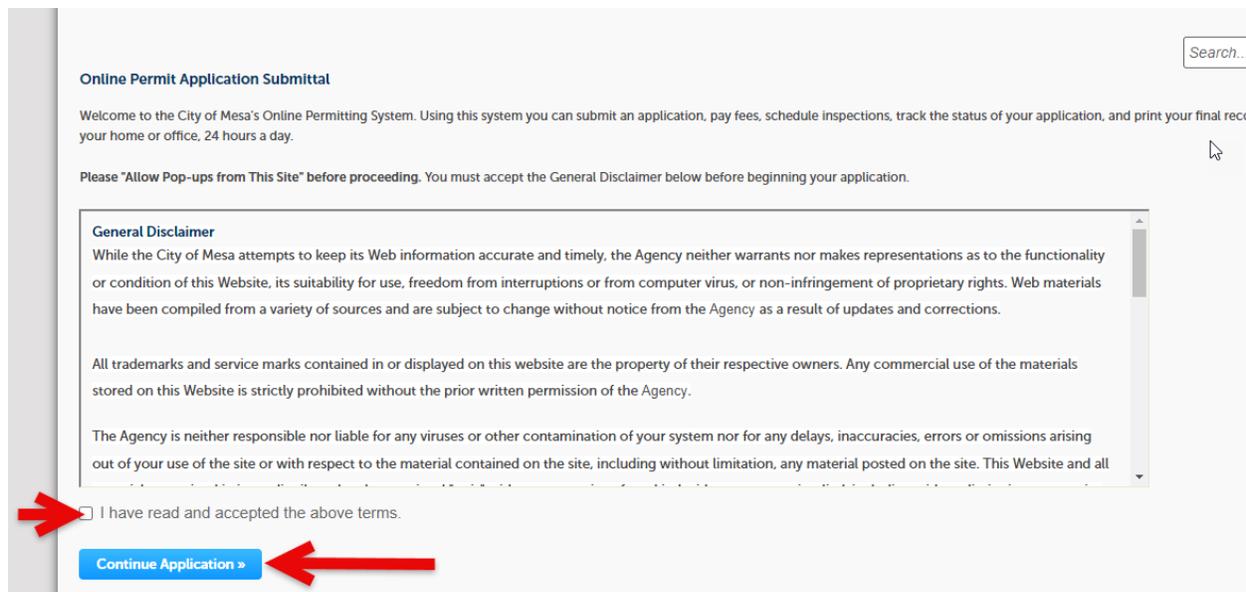
You can access Fire permits by selecting Apply for a Fire Prevention Permit



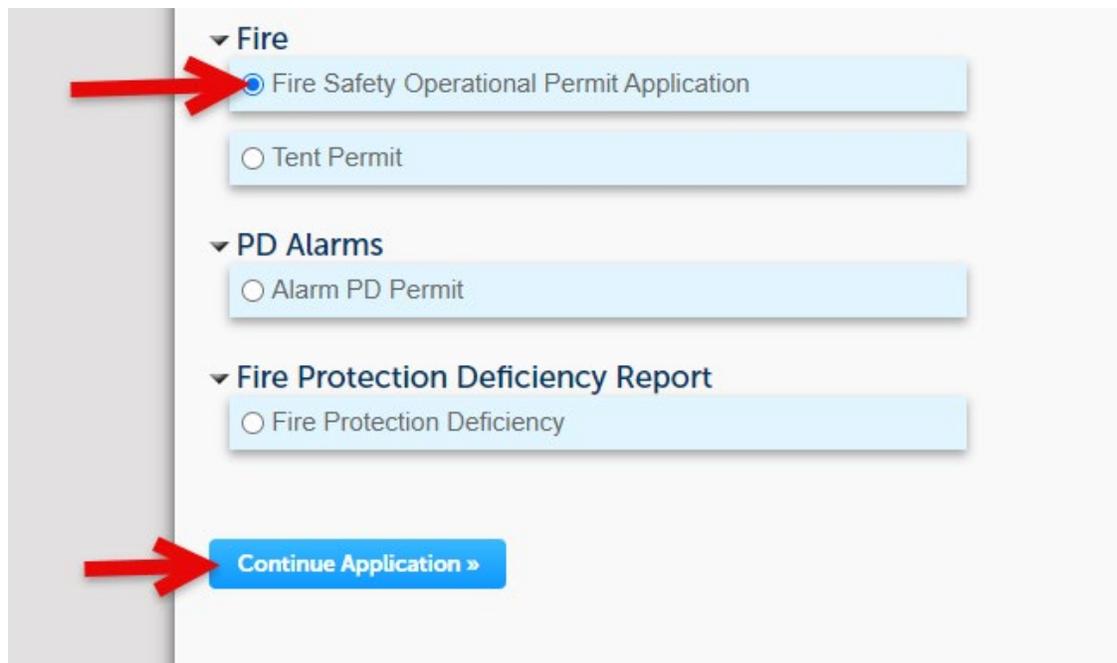
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The online application page opens. Select the checkbox to accept the General Disclaimer and select the continue application button



Select "Fire Safety Operational Permit Application" and click on the continue application button



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1. Application: Type in the physical address information or search for the address after typing in the street number and direction for the address of the location by selecting search.

Fire Safety Operational Permit Application

1 Location & Contacts 2 Occupant Information 3 Review 4 Pa

Step 1: Location & Contacts > Location

Show Map

Address

*Street No.: 20 Direction: E *Street Name: Main Street Type: --Select--

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

City: State: --Select-- Zip:

Search Clear

Select the appropriate address and click on the select button

Address Search Result List

Addresses

Showing 1-5 of 5

Address	City	State	Zip
<input type="radio"/> 20 E MAIN ST BRTS BU1 MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 20 E MAIN ST FHYD FH1 MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 20 E MAIN ST FHYD FH2 MESA, AZ 85201	MESA	AZ	85201
<input checked="" type="radio"/> 20 E MAIN ST MESA, AZ 85201	MESA	AZ	85201
<input type="radio"/> 20 E MAIN ST PPED TP1 MESA, AZ 85201	MESA	AZ	85201

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 13837003A	2	1022	MESA ARIZONA

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> MESA CITY OF	PO BOX 1466 MESA AZ 85211

Select Cancel

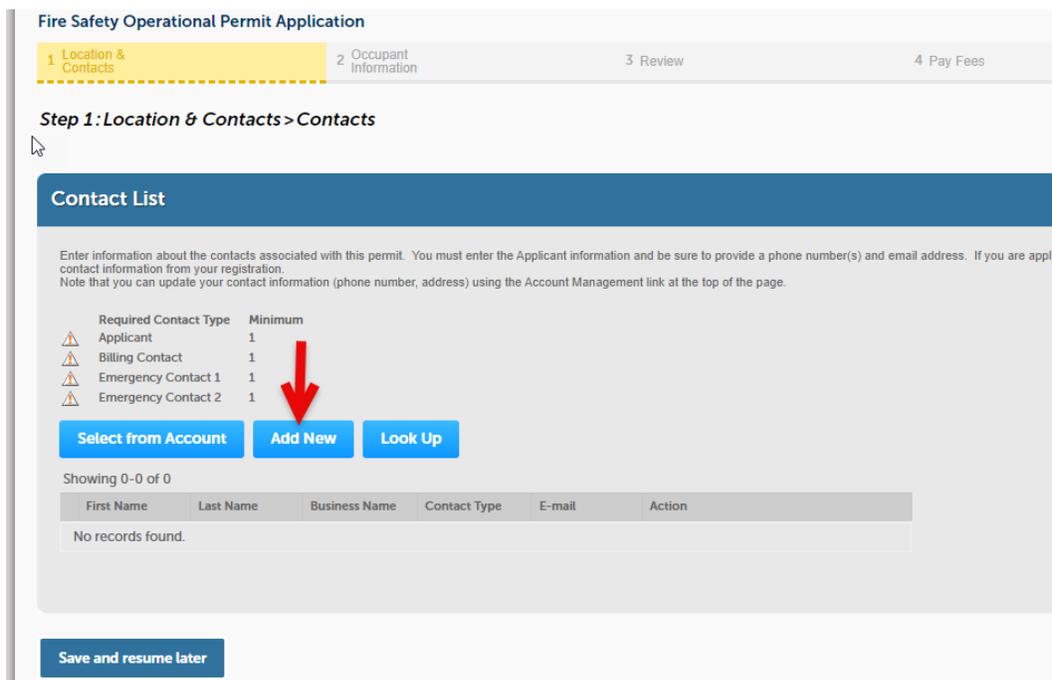
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The address information is now entered into the record press the continue application button



Select "Add New" to add a new contact or "Select from Account" to use information already saved to your account



For New Contacts:

Select contact type from the drop down box and select the continue button (A contact must be added for Applicant, Billing Contact, Emergency Contact 1, and Emergency Contact 2, if that person/organization is the same for all four contacts you can easily use the "Select from Account" option to add the contact to each selection)



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Enter all contact information as shown below

Contact Information

*** First:** **Middle:** *** Last:**

Name of Business:

*** Mobile Phone:** **Primary Phone** **Work Phone:**

*** E-mail:**

Add Contact Address

Click on "Add Contact Address"

Contact Information

*** First:** **Middle:** *** Last:**

Name of Business:

*** Mobile Phone:** **Primary Phone** **Work Phone:**

*** E-mail:**

▼ Contact Addresses

Add Contact Address

To edit a contact address use the Action link.

Select Address type and fill in all information

Contact Information

Contact Address Information

*** Address Type:**

*** Address Line 1:**

Address Line 2:

*** City:** *** State:** *** ZIP Code:**

Save and Close **Save and Add Another** **Clear** Discard Changes

Click on "Save and Close"

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The contact added successfully box is displayed select the “Continue” button

The screenshot shows a 'Contact Information' form with the following fields: First Name (Jane), Middle Name, Last Name (Doe), Name of Business, Mobile Phone (480-555-5555), Primary Phone (480-555-5555), Work Phone (480-555-5555), and E-mail (JANE.DOE@ABC.COM). Below the form is a section for 'Contact Addresses' with an 'Add Contact Address' button. A green success message 'Contact address added successfully.' is displayed in a red-bordered box. Below the message is a table with one row: Mailing, PO BOX 1, and Actions. At the bottom are 'Continue' and 'Clear' buttons, with a red arrow pointing to the 'Continue' button.

Once all contact types are added click on “Continue Application”

2. Occupant Information:

Enter all occupant information into the appropriate boxes.

The screenshot shows the 'Fire Safety Operational Permit Application' form, Step 2: Occupant Information. The form has a progress bar with six steps: 1 Location & Contacts, 2 Occupant Information (selected), 3 Attachments, 4 Review, 5 Pay Fees, and 6. Below the progress bar is the title 'Step 2: Occupant Information > Occupancy Description' and a note '* Indicates a required field.' The 'Custom Fields' section is titled 'OCCUPANCY DESCRIPTION' and contains the following fields: Occupancy Description (Business Office), Occupancy Name (Mesa Plaza), Total Square Footage (22000), Occupant Load (150), Sprinkler System (Yes), Fire Alarm (Yes), Spray Paint (No), Rack Storage of Combustibles (No), and Commercial Hood Suppression (No). At the bottom are 'Continue Application >' and 'Save and resume later' buttons.

Once all information is completed click on “Continue Application”

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3. Review: document page is displayed after reviewing the information and editing anything that needs corrected select the “Continue Application” button

Fire Safety Operational Permit Application

1 Location & Contacts 2 Occupant Information **3 Review** 4 Pay Fees 5 Record Issuance

Step 3: 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

Fire Safety Operational Permit Application

Address [Edit](#)

20 E MAIN ST MESA, AZ 85201

Parcel [Edit](#)

Parcel APN (No Dashes) 13837003A

Owner [Edit](#)

MESA CITY OF
PO BOX 1466
MESA AZ 85211

Contact List [Edit](#)

Required Contact Type	Minimum
✓ Applicant	1
✓ Billing Contact	1
✓ Emergency Contact 1	1
✓ Emergency Contact 2	1

Showing 1-4 of 4

First Name	Last Name	Business Name	Contact Type	E-mail	Action
Jane	Doe		Applicant	JANE.DOE@ABC.COM	Edit
		MESA CITY OF	Billing Contact	JANE.DOE@ABC.COM	Edit
Jane	Doe		Emergency Contact 1	JANE.DOE@ABC.COM	Edit
Jane	Doe		Emergency Contact 2	JANE.DOE@ABC.COM	Edit

Custom Fields [Edit](#)

OCCUPANCY DESCRIPTION

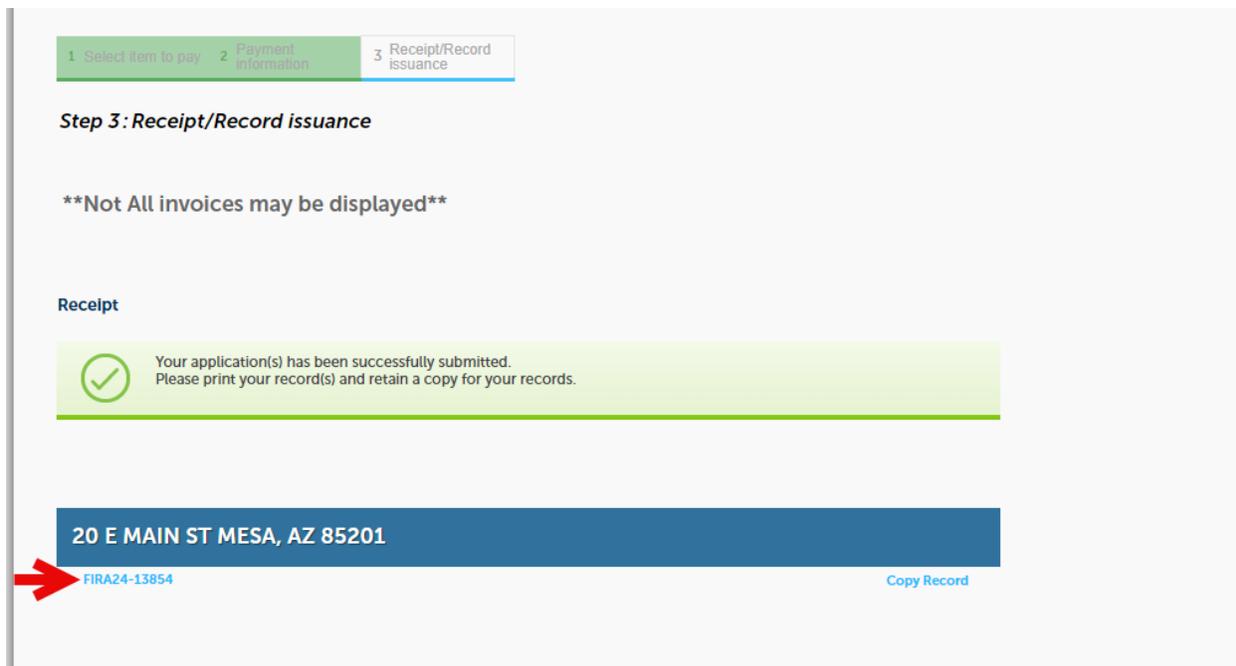
Occupancy Description:	Business Office
Occupancy Name:	Mesa Plaza
Total Square Footage:	22000
Occupant Load:	150
Sprinkler System:	Yes
Fire Alarm:	Yes
Spray Paint:	No
Rack Storage of Combustibles:	No
Commercial Hood Suppression:	No

[Save and resume later](#) [Continue Application »](#)

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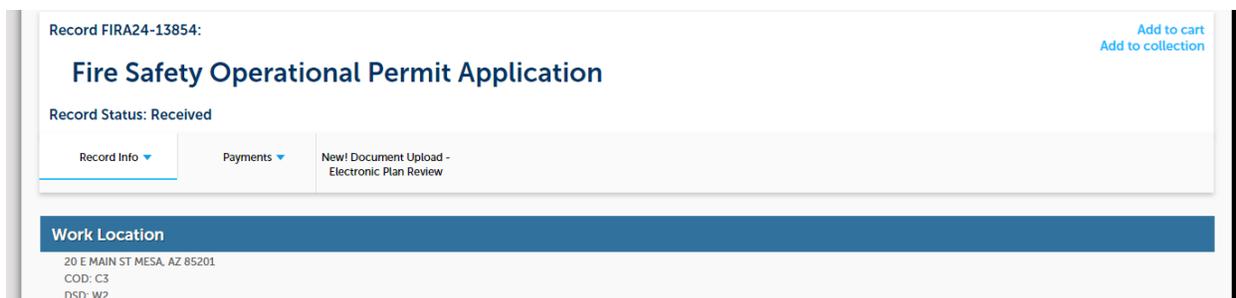
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The Application Submitted box is displayed and the new application record number is shown in blue example "FIRA17-00873"



Click on the "FIRAXX-XXXXX" number to view the record

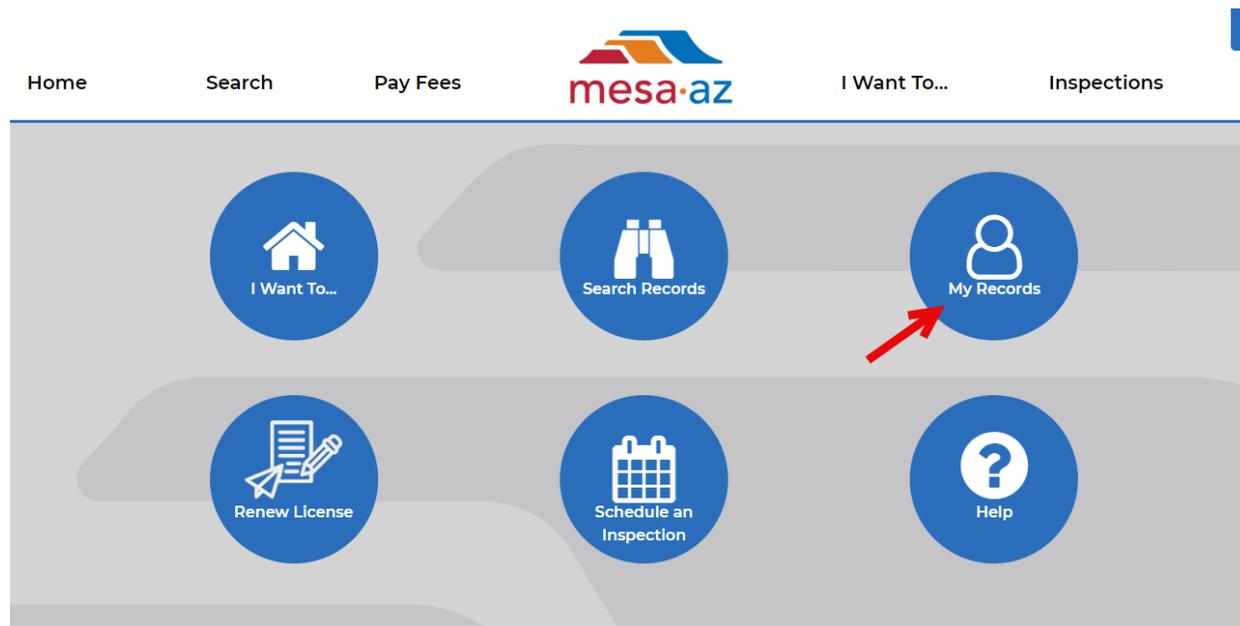
The record is displayed



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To view and track your permit application go back to the main page by clicking “Home” and click on “My Records”, any permits that you have applied for will be seen on this page. You can check the status and also pay fees from this section.



Permits								
Showing 1-2 of 2 Add to collection Add to cart Copy Record								
<input type="checkbox"/>	Date	Record Number	Status	Record Type	Project Name	Address	Action	Short Notes
<input type="checkbox"/>	08/01/2024	FIRA24-13854	Received	Fire Safety Operational Permit Application		20 E MAIN ST MESA, AZ 85201		1