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

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.
4. 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.

5. 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.

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

6. 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.

7. **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.
8. Click on Amendment to open the Master Plan you will be cloning.

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.

   ![Select an Amendment Type](image)

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

   ![Address](image)
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.
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

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Business Name</th>
<th>Contact Type</th>
<th>Email</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather</td>
<td>Basford</td>
<td></td>
<td>Applicant</td>
<td><a href="mailto:NOREPLY@MESAAZ.GOV">NOREPLY@MESAAZ.GOV</a></td>
<td>Edit Delete</td>
</tr>
<tr>
<td>MARI</td>
<td>VAZQUEZ</td>
<td></td>
<td>Contact</td>
<td><a href="mailto:marisol.vazquez@mesaa.gov">marisol.vazquez@mesaa.gov</a></td>
<td>Edit Delete</td>
</tr>
</tbody>
</table>

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:  Enter NSFR
  
* Description of Work:  Enter NSFR

* indicates a required field.

16. Additional Information

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

* Job Value($):
  
0

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: CITY OF MESA #5528

Model Number: 5528
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.

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.

<table>
<thead>
<tr>
<th>Selection</th>
<th>Options</th>
<th>Livable SqFt</th>
<th>Non-Livable SqFt</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>RESIDENCE SINGLE STORY</td>
<td>2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>3 CAR GARAGE</td>
<td>1000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>COVERED FRONT ENTRY</td>
<td>200</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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"

   Click on Submit.

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

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.
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.

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.

**Step 3: Documents > Attachments**

* indicates a required field.
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 »**

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**

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.