

Accessing the EMS Notifications

Objective: Ability to create a work notification and show proficiency in accessing the ACA site.

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

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

New users will be required to register for an account. “New Users: Select Register for an account”.

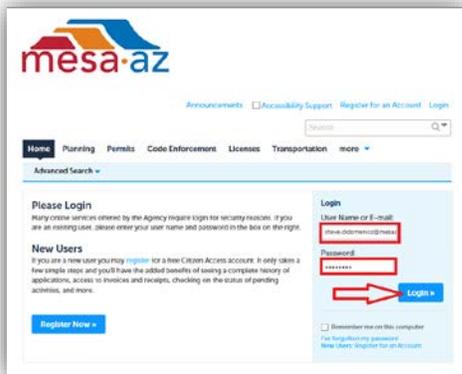
You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Users with an account:

Apply for Construction Notice Step 1:

Login to your DIMES Account.



You can access the Engineering site by selecting “create” and clicking on “Apply for an (Engineering) Utility Permit or Construction Notice”.



Introduction to Dimes for Engineering

EMS Construction Notifications for Utility (UTL) Permits

The online application page opens. Select the checkbox to accept the General Disclaimer and select the “Continue Application” button.

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 Web site, 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.

I have read and accepted the above terms.

[Continue Application »](#)

Select the type of Construction Notice required – Use “Emergency” - “Minor Work and Maintenance” for annual permit types only using this type for a standard permit will cause an error and the notice will not be accepted. “Standard or Small Wireless Facility” After verifying the correct notice type click on the “Continue Application” button.

mesa·az

Home Search Create Schedule

Announcements Logged in as: COMDIMESTEST Collections (0) Cart (0) Account Manage

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please c

Search

- Construction Notice – Emergency Work *Use for a construction notice associated with an annual permit*
- Construction Notice – Minor Work and Maintenance
- Construction Notice - Standard and Small Wireless Facility *Use for construction notice associated with a standard permit type*
- Utilities Permit – Annual
- Utilities Permit – Small Wireless Facility
- Utilities Permit – Standard *Do not use for construction notice only used to submit a new permit applkication*

[Continue Application »](#)

Introduction to Dimes for Engineering

EMS Construction Notifications for Utility (UTL) Permits

1. Application: Manually Type in the address or use the search button after typing in the street number, direction and City for the address of your work location.

Non-City Utilities Permit - Standard

1 Application	2 Project Information	3 Documents	4 Review	5 Pay Fees	6
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Step 1: Application > Location * indicates a required field.

Address

Country: United States [Use map to select work location](#)

*Street No.: 20 Direction: E

*Street Name: Street Type: --Select--

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

City: State: --Select-- *Zip:

[Search](#) [Clear](#)

If using the search, select the appropriate address and scroll down to click on the “select” button.

Introduction to Dimes for Engineering

EMS Construction Notifications for Utility (UTL) Permits

Non-City Utilities Permit - Standard

Address Search Result List

- 20 E MAIN St, MESA Maricopa AZ 85201, 20 E MAIN ST, 20211 MESA AZ 85201
- 20 E MAIN St, PPEd TP1, MESA Maricopa AZ 85201, 20 E MAIN ST TP1, 315984 MESA AZ 85201
- 20 E MCLELLAN Rd, MESA Maricopa AZ 85201, 20 E MCLELLAN RD, 17919 MESA AZ 85201
- 20 E NOLANA PL, SAN TAN VALLEY AREA Maricopa AZ 85243, 20 E NOLANA PL, 168230 SAN TAN VALLEY AREA AZ 85243
- 20 E SOUTHERN Ave, MESA Maricopa AZ 85210, 20 E SOUTHERN AVE, 21890 MESA AZ 85210

Associated Parcels

Showing 1-1 of 1

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

Associated Owners

Showing 1-1 of 1

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

The address information is now entered into the record press the “Continue Application” button

Non-City Utilities Permit - Standard

1 Application | 2 Project Information | 3 Documents | 4 Review | 5 Pay Fees | 6

Step 1: Application > Location

* indicates a required field.

Address

Use map to select work location

Country: United States

*Street No.: 20 Direction: E

*Street Name: MAIN Street Type: St

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

City: MESA State: AZ *Zip: 85201

Introduction to Dimes for Engineering

EMS Construction Notifications for Utility (UTL) Permits

Search from account to add a new contact. Contact list is a required field.

The screenshot shows the Mesa.AZ application interface. At the top, there is a navigation bar with 'Home', 'Search', 'Create', and 'Schedule'. Below this, there are links for 'Announcements', 'Logged in as City of Mesa Test Account', 'Collections (0)', 'Cart (0)', 'Account Management', and 'Logout'. A search bar is present. The main content area is titled 'Construction Notice - Emergency Work' and shows a progress bar with steps 1 through 6. The current step is 'Step 1: Step 1 > Contacts'. Below this, there is a 'Contact List' section with a note: '* Indicates a required field'. A message states: 'To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.' There are three buttons: 'Select from Account', 'Add New', and 'Look Up'. The 'Select from Account' button is highlighted with a red arrow. Below the buttons is a table with columns: 'Full Name', 'Business Name', 'Contact Type', 'Work Phone', 'Fax', 'E-mail', and 'Action'. The table is currently empty, showing 'Showing 0 of 0' and 'No records found.' At the bottom, there are two buttons: 'Continue Application >' and 'Save and resume later'.

Select Applicant and check the appropriate mailing address check box and select the company.

The screenshot shows the 'Select Contact from Account' dialog box. At the top, there is a navigation bar with 'Home', 'Search', 'Create', and 'Schedule'. Below this, there are links for 'Announcements', 'Logged in as City of Mesa Test Account', and 'Collecti'. The main content area is titled 'Select Contact from Account'. Below this, there is a section for 'City of Mesa Test Account' with a 'Type:' dropdown menu set to 'Applicant'. A message states: 'Select contact addresses for this contact to attach to the record.' Below this, there is a table with columns: 'Address Type', 'Recipient', and 'Address'. The table shows one record: 'Mailing' (checked) with the address '20 E Main Street, Suite 500'. At the bottom, there are two buttons: 'Continue' and 'Discard Changes'. The 'Continue' button is highlighted with a red arrow.

The company is added to the record. Repeat the steps to and add the contractors contact information.

Introduction to Dimes for Engineering

EMS Construction Notifications for Utility (UTL) Permits

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Home Search Create Schedule

Announcements Logged in as City of Mesa Test Account

Select Contact from Account

City of Mesa Test Account

* Type: Contact

Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		20 E Main Street, Suite 500

[Continue](#) [Discard Changes](#)

The company and construction contacts have been entered on the notice select “Continue”.

Step 1: Step 1 > Contacts

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

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

✔ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
City of Mesa Test Account	City of Mesa Test Account	Applicant	555-555-5555		steve.didomenico@mesaaz.gov	Edit Delete
City of Mesa Test Account	City of Mesa Test Account	Contact	555-555-5555		steve.didomenico@mesaaz.gov	Edit Delete

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

2. Project Information:

Enter all project notice information into the appropriate boxes.

EMS Construction Notifications for Utility (UTL) Permits

Step 2: Step 2 > Project Details

Detail Information

*Application Name: 0456 Emergency Vault Repair

*General Description: T123456 Emergency Vault Repair

*Detailed Description: T123456 Emergency Vault Repair

Custom Fields

UTILITY PROVIDER INFORMATION

*Utility Provider: City of Mesa

*Utility Provider Project No.: COM-123456

*Utility Permit Number: UTL18-00114

GENERAL

*Do you have a Temporary Traffic Control Permit?: Yes No

Temporary Traffic Control Permit No.: TTC18-01456

*Type of Work: Emergency Work

Special Requirements:

*Inspection Area: 1

Scroll down to access the information in the next section and type in the appropriate information as required and select “Continue Application”.

Introduction to Dimes for Engineering

EMS Construction Notifications for Utility (UTL) Permits

* Directional Drilling: Yes No

Direction Drilling Feet:

* AZ 811 #:

* Trench: Yes No

Trench Feet:

DATES

* Scheduled Start Date:

* Scheduled End Date:

[Continue Application >](#)

3. Documents: Select “Add” button to add a document with a maximum size of no crater than 160 MB.

Non-City Utilities Permit - Standard

1 Application 2 Project Information **3 Documents** 4 Review 5 Pay Fees 6

Step 3: Documents > Documents * indicates a required field.

Documents

The maximum file size allowed is 160 MB.
html,htm,mhtml,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.
Plans

Name	Type	Size	Latest Update	Action
No records found.				

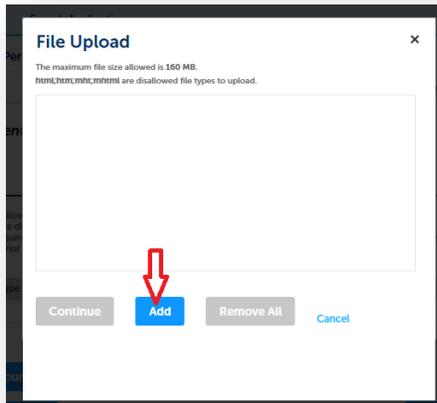
[Select from Account](#) [Add](#)

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

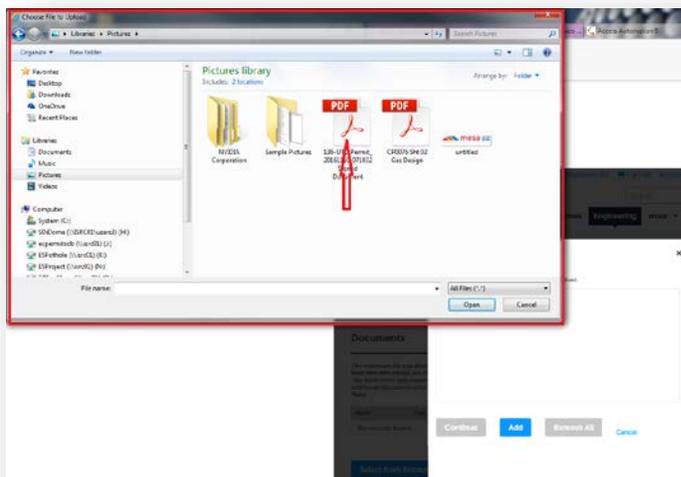
Introduction to Dimes for Engineering

EMS Construction Notifications for Utility (UTL) Permits

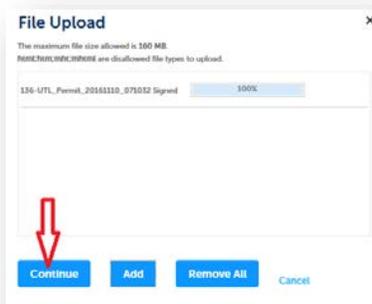
The file upload box opens now select “Add”.



The file selection box opens navigate to the file you want to upload and select it by double clicking.



The file upload box opens select the “Continue” button.



Introduction to Dimes for Engineering

EMS Construction Notifications for Utility (UTL) Permits

Select the file type “Plans” and type in a describe the file you are uploading. Select 1st submittal for the original file to be uploaded and select the “Save” button.

Documents

The maximum file size allowed is 160 MB.
html;htm;htmz;nhiml 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.
Plans

Name	Type	Size	Latest Update	Action
No records found.				

Type: Plans

File: CPO076 SHI 02 Gas Design.pdf
100%

Description: T123456 Camping World Fiber Feed

Virtual Folders:
 1st Submittal
 2nd Submittal
 3rd Submittal
 4th Submittal
 5th+ Submittal
 Approved
 WaterTest

Also Attach To: --Select--

Save Select from Account Add Remove All

Continue Application Save and resume later

Select “Continue Application” and the attachment will successfully upload to the record.

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

Non-City Utilities Permit - Standard

1 Application	2 Project Information	3 Documents	4 Review	5 Pay Fees	6
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Step 3: Documents > Documents

* indicates a required field.

Documents

The maximum file size allowed is 160 MB.
html;htm;htmz;nhiml 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.
Plans

Name	Type	Size	Latest Update	Action
136-UTL_Permit_20161110_071032 Signed Document.pdf	Plans	67.59 KB	11/29/2016	Actions

Select from Account Add

Continue Application Save and resume later

Introduction to Dimes for Engineering

EMS Construction Notifications for Utility (UTL) Permits

4. Review: The document page is displayed please review the information. Edit fields that need to be corrected. Select the check box after reading the certification and select the “Continue Application” button.

Trench: Yes
Trench Feet: 25

EDIT

DATES
Scheduled Start Date: 01/21/2019
Scheduled End Date: 01/24/2019

Attachment EDIT

PLEASE READ
If you are attaching anything related to a Resubmittal or Corrections Needed, you must attach those in the Attachments section of the record itself.

In your record list:

1. Click on the record number
2. Then click Record Info > Attachments
3. Under the attachments list, there will be a blue Add button.

Anything attached in the Account Management > Attachments section is NOT automatically attached to a record.

Document Submittal Requirements

The maximum file size allowed is 1000 MB.
The following file types are NOT allowed: html,htm,mhtml,mhtml
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.
Plans:

Name	Type	Size	Latest Update	Action
EMS Drawing Example.jpg	Plans	532.75 KB	01/03/2019	Actions

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 01/03/2019

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

The fees detail will be displayed do not pay or enter fees. Select the “Checkout” button to continue.

Announcements Logged in as Fiber 1 of Arizona Collections (0) Cart (0) Account Management Logout

Home Planning Permits Code Enforcement Licenses **Engineering** more

Apply for a Permit Search Applications

Non-City Utilities Permit - Standard

1 Project Information 2 Documents 4 Review 5 **Pay Fees** 6 Record Issuance

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or required. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty	Amount
Pavement Restoration - Age One Year	0	\$0.00
Pavement Restoration - Age Two Years	0	\$0.00
Pavement Restoration - Age Three Years	0	\$0.00
Pavement Restoration - Age Four and Five Years	0	\$0.00

TOTAL FEES: \$0.00
Note: This does not include additional inspection fees which may be assessed later.

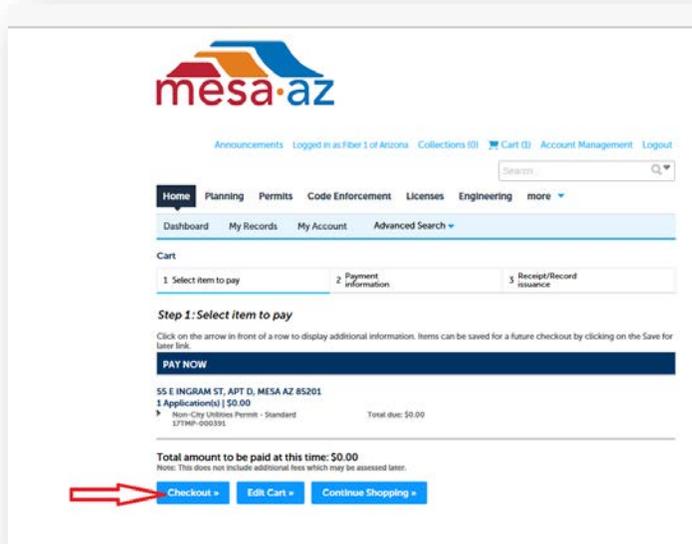
[Recalculate](#)

[Check Out](#)

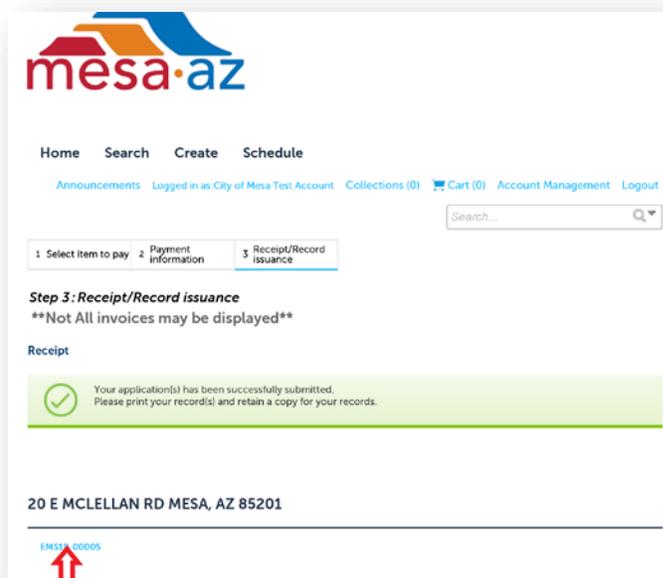
Introduction to Dimes for Engineering

EMS Construction Notifications for Utility (UTL) Permits

The fees will show a zero select the checkout button to continue. Note if for any reason fees from other permits are due you can select the edit cart and remove the fee that's due and continue without paying fees at this time.



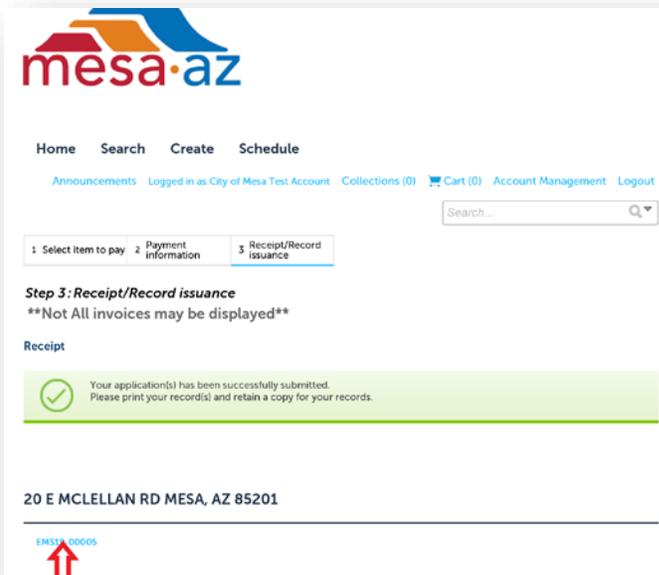
The Application Submitted box is displayed and the new notification number is shown in blue example “EMS19-00005”.



Introduction to Dimes for Engineering

EMS Construction Notifications for Utility (UTL) Permits

Click on the “EMS19-00005” number to view the record.



The record notice is displayed.

