

Mesquite Fire Department

Fire Alarm Operational Permit Application Instructions



I. PURPOSE

City Ordinance 4500 requires all locations operating a fire alarm system to register and maintain current information in the event that the Mesquite Fire Department needs to make contact in the event of an emergency and/or other related issues concerning your system.

II. STEP ONE

A. Visit <https://energov.cityofmesquite.com>

B. *Log On* if you already have an account; or *Register* if you do not have an account. ❶

NOTE: If you register for an account you will have to wait for a confirmation email before you will be allowed to log into the system.



III. STEP TWO

A. Select *Permits* ❷

B. Select *Apply* ❸



IV. STEP THREE

A. Permit Fields

- 1. Type (drop-down) = Fire Permits **4**
- 2. Work Class (drop-down) = Alarm Registration/Renewal **5**

Permit Fields

Type: Fire Permit **4** Description:

Work Class: Alarm Registration/Renewal **5**

B. Input Additional Info

- 1. General Information
- 2. Fire Alarm Representatives
- 3. Business Entity
- 4. Permit Holder

C. Address to use / Address Search / Address Matches

- 1. Select *New Search* **6**

Address to use

Address	Type	Main
No records to display.		

Displaying items 0 - 0 of 0 **6**

New Search **Manual Entry**

2. Input *Street Number*, *Street Name*, and *Suite/Unit* (if applicable). **7**
3. Select *Search*. **8**

4. Select address that matches your location. **9**

5. Address Type (drop-down) = *Location*. **10**
6. Select *Save*. **11**

7. If multiple addresses are present (i.e. apartment complex), then repeat steps C.1 – C.6 until all address locations are entered. Indicate the office as the “main” address/
8. Select *Submit*. **12**

D. Further instruction regarding the need for additional information and/or permit fee payment will be communicated you during the process.

Thank you!