

# Mesquite Fire Department Emergency Contact Information



## I. PURPOSE

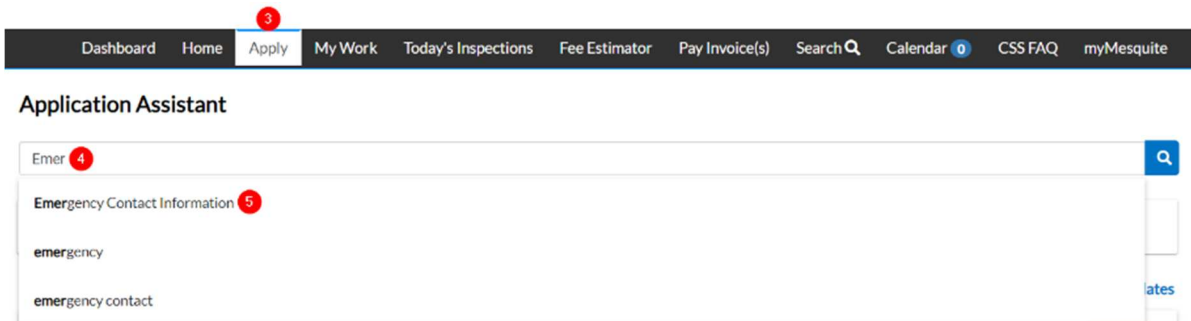
Having good emergency contact data on file is essential to communicating with the owner/occupants for various reasons such as emergencies, inspections, notifications, etc... In an effort to communicate with you in a timely manner please follow these instructions to update your information.

## II. STEP BY STEP

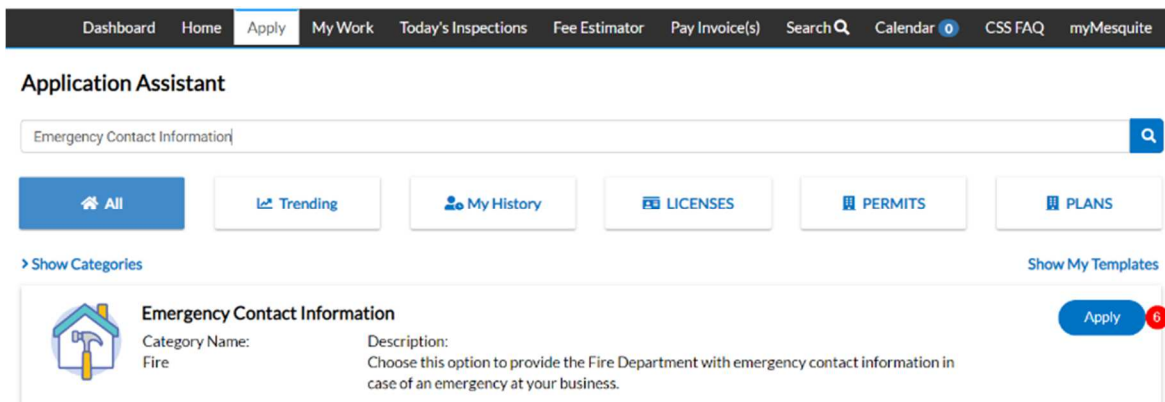
- A. Visit <https://energov.cityofmesquite.com>
- B. *Log On* if you already have an account; or *Register* if you do not have an account.



- C. Select *Apply* on the navigation bar. Then start typing *Emergency Contact Information* and it should appear in the drop down, select.



- D. Select the *Apply* button.



E. Select *Add Location*.

Apply for Permit - Emergency Contact Information

\*REQUIRED



LOCATIONS

A blue modal box for adding a location. It features a dropdown menu at the top labeled "Location". Below the menu is the text "Add Location" and a large white plus sign icon with a red notification bubble containing the number "7". At the bottom of the modal, the word "REQUIRED" is displayed in white capital letters.

F. Start typing address. No periods after street pre-direction. Select from auto-populated drop-down list then select the magnify (search) button.

[← Back to Application](#)

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search 1515 N 9

- 1515 N GALLOWAY AVE 9
- 1515 N TOWN EAST BLVD
- 1515 N TOWN EAST BLVD 100
- 1515 N TOWN EAST BLVD 102
- 1515 N TOWN EAST BLVD 104

G. If the address is correct, select *Add*.

[Back to Application](#)

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search 1515 N GALLOWAY AVE

Address	Action
1515 N GALLOWAY AVE	<a href="#">Add</a>

Results per page 10 1 - 1 of 1 << < 1 > >>

H. The address will be added. Then select *Next*.

Apply for Permit - Emergency Contact Information

\*REQUIRED



LOCATIONS

Type: Location  
1515 N GALLOWAY AVE

Main Address

Parcel Number  
38130570010010000

Main Parcel

[Remove](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

I. No permit details are needed here. Select *Next*.

Apply for Permit - Emergency Contact Information \*REQUIRED

Progress: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, 6. Review and Submit

PERMIT DETAILS

\* Permit Type: Emergency Contact Information

Description:

Buttons: Back, Create Template, Save Draft, Next (13)

J. Additional contacts are not added here. Select *Next*.

Apply for Permit - Emergency Contact Information \*REQUIRED

Progress: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More Info, 5. Attachments, 6. Review and Submit

CONTACTS

Provide at least three emergency contacts for your location.

Applicant: Darrel L. Evans (You)  
1321 CLEAR CREEK,  
MESQUITE, TX, 75181

Apartment Lender

Add Contact (+)

Buttons: Back, Create Template, Save Draft, Next (14)

K. Complete the required information.

Apply for Permit - Emergency Contact Information \*REQUIRED

Progress: Locations (✓) | Type (✓) | Contacts (✓) | **More Info (4)** | Attachments (5) | Review and Submit (6)

**MORE INFO**  
Enter all required fields before submitting the emergency contact information application.

**General Info** [Next Section](#) | [Top](#) | [Main Menu](#)

\*Business Name   
Business Name is required.

\*Business Phone   
Business Phone is required.

**Contact #1** [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

\*Emergency Contact #1 Name   
Emergency Contact #1 Name is required.

\*Emergency Contact #1 Title   
Emergency Contact #1 Title is required.

L. Once all required information is completed select *Next*.

[Back](#) [Create Template](#) [Save Draft](#) [Next](#) 16

M. Attachments are not needed. Select *Next*.

Apply for Permit - Emergency Contact Information \*REQUIRED

Progress: Locations (✓) | Type (✓) | Contacts (✓) | More Info (✓) | **Attachments (5)** | Review and Submit (6)

**Attachments**

click or drag files

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .tiff

[Back](#) [Create Template](#) [Save Draft](#) [Next](#) 17

N. Review all information then select *Submit*.

Apply for Permit - Emergency Contact Information \*REQUIRED

Progress: Locations (✓) | Type (✓) | Contacts (✓) | More Info (✓) | Attachments (✓) | **Review and Submit (6)**

[Submit](#) 18

Thank you!