Before reading these steps, make sure you have a registered account.

**STEP 1**

After going to [EnerGov.CityofMesquite.com](EnerGov.CityofMesquite.com), click “Login or Register” button as highlighted by the red square.
STEP 2

- After clicking the “Login or Register” button, you will need to type the username and password you created when registering.

- Once you have entered your username and password, click the blue “Log In” button.

TIP:
If you have forgotten your password, username, or need to register a new account, use the links under the “Log In” button as highlighted by the red square.
STEP 3

- After clicking the blue Log In button, you will be redirected to the main screen as shown in the image to the right.

- To apply for an application, click the “Apply” button as highlighted by the red square.

TIP:
There is more than one way to click apply. You may click the Apply button on the top navigation bar between Home and Map, or click the Apply button as highlighted by the red square.
STEP 4

- After clicking the Apply square, you will be redirected to the page Application Assistant page as shown on the image above.

- For Planning and Zoning Application, click on the “Plans” button as highlighted by the red square.

TIP:
There is more than one way to locate the application you are applying for. You may also search for an application by using the search bar as highlighted by the purple rectangle.
**STEP 5**

- After clicking the “Plans” button, you should see all applications for the Planning and Zoning Division.

- To start an application, click the blue “Apply” button as highlighted by the red squares.
STEP 6

- After clicking the blue “Apply” button, the application will load and ask for a location to be added to the application.

- To add a location, click the plus sign as highlighted by the red square.
STEP 7

- After clicking the Add Location button, you will be asked to search for the address associated with the application.

- To search for an address, begin typing the address into the search bar as highlighted by the red square.

- After you finish typing the address into the search bar, click the blue magnifying glass as highlighted by the purple square.

- After searching for an address, results should appear, as shown on the image to the right.

- To add the correct address, click the blue “Add” button as highlighted by the red square.

**TIP:**

If you are unsure of the spelling, you may type in the street number followed by the first letter of the street name. For example, if an individual was unsure how to spell “Galloway,” but knew the street number was 1515, type “1515 G” into the search bar.
STEP 8

- After clicking the Add button, the location will be successfully added to the application.

- Now press the blue “Next” button as highlighted in the red square.

- If you need to add more than one address, another “Add Location” button should appear, similar to the one highlighted by the red square on Step 6.

- If you need to add another address, and there is no button for you to add, please contact the Planning and Zoning Division at 972-216-6216.
STEP 9

- On this page, you will need to enter a description of why you are applying for this application in the space highlighted by the red square.

- Do not change the Plan Type, highlighted by the purple square. Doing so will change the application you are applying for.

TIP:

If for some reason the Plan Type is not correct, you may select a different one by clicking the drop-down box as highlighted by the purple square and selecting the correct plan type.
STEP 10

- On this page, you will notice your contact information is automatically added to the application as the “Applicant.”

- To add another contact for this application, click “Add Contact” as highlighted by the red square.

- You may change the contact type (owner, architect, developer, engineer, etc.) by clicking the dropdown box as highlighted by the purple square.

- After clicking “Add Contact” you may search for a contact by name, enter a contact manually, or select a contact you have saved as a favorite.

- To add a contact, click the “Add” button as highlighted by the red square.
**STEP 11**

- On this page, you will need to answer all required questions as well as any questions pertaining to your request.
- Once you have answered all questions, click the blue “Next” button.
- If you forget to answer a required question, a display message will appear after clicking “Next.”
STEP 12

- On this page, you will submit the plans required for the application you are applying for.

- To add a document, click “Add Attachment” as highlighted by the red square.

- All attachments are required to be formatted as a PDF.

- After clicking “Add Attachment,” you will be prompted to find the attachment.

- Once you find the attachment you are looking for click the “Open” button.

- After adding all the required or additional documents, click the blue “Next” button.

HELP

If you need help saving a document as a PDF, click the links below for solutions.


**STEP 13**

- On this page, you will sign the application prior to submitting.

- Type your name in the area highlighted by the red square.

- To sign your name, you may either draw the signature in the space labeled “Draw Signature Here,” or click the “Enable Type Signature” button as highlighted by the purple square.

- If you click the “Enable Type Signature” button, a new box will appear asking you to type your name in.

- After you complete this page, click the blue “Next” button.

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**HELP**

If the “Next” button does not work, this may mean your drawn signature is not long enough.
STEP 14

- On this page, you will need to confirm all the information you provided is correct.

- If you notice something is incorrect, scroll to the bottom of the screen and click the blue “Back” button. You may need to click this button more than once.

- Once you are ready to submit the application, click the blue “Submit” button as highlighted by the red square.

- After clicking the “Submit” button, you may apply for suggested applications, if available, or click the blue “Continue to Plan” button.
MORE HOW TO’S

REGISTERING
• Click here if you need help registering for a new account.

APPLY ONLINE
• Click here if you need help applying for an application with the Planning and Zoning Division.

REVIEW & RESUBMIT
• Click here if you need help reviewing Staff comments or need to resubmit an updated document.

CITY OF MESQUITE
PLANNING OFFICE

Mailing Address: P.O. Box 850137
Mesquite, TX 75185-0137

Physical Address: 1515 N. Galloway Ave.
Mesquite, TX 75149-2300

Phone: (972) 216-6216
Fax: (972) 216-8109

Website: www.cityofmesquite.com
Citizen Self Service (CSS): https://energov.cityofmesquite.com