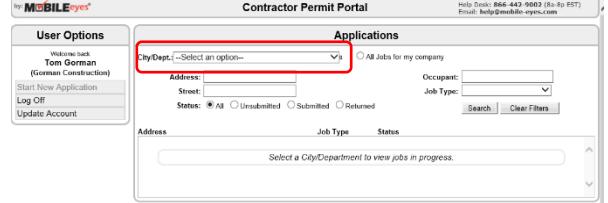
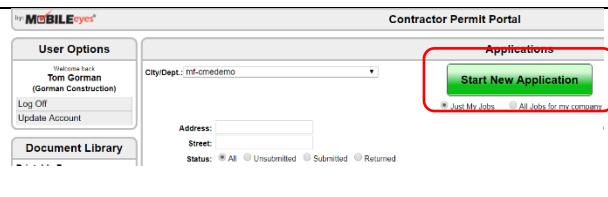
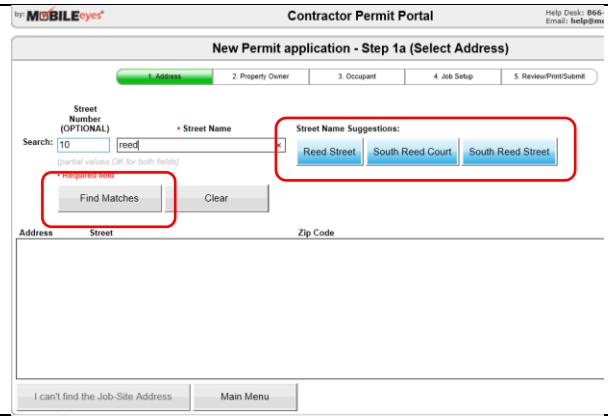
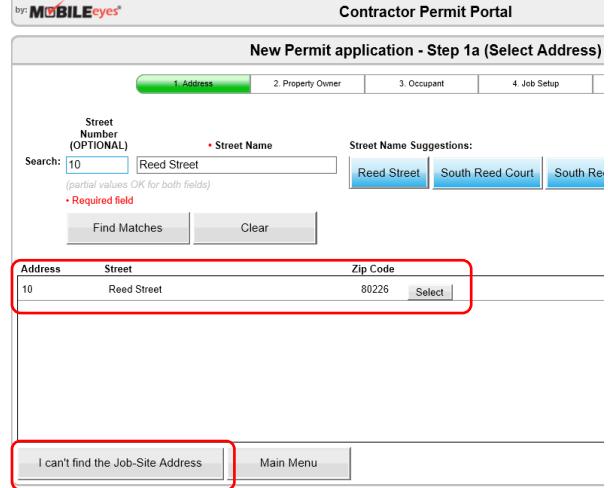
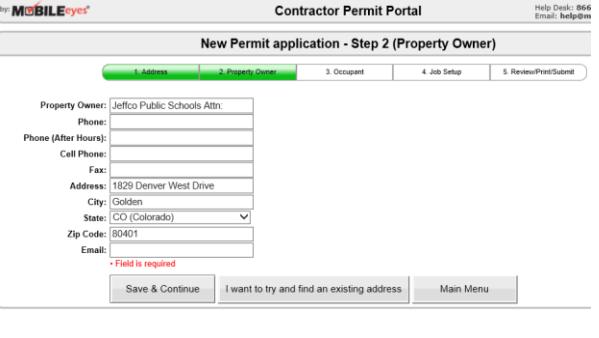
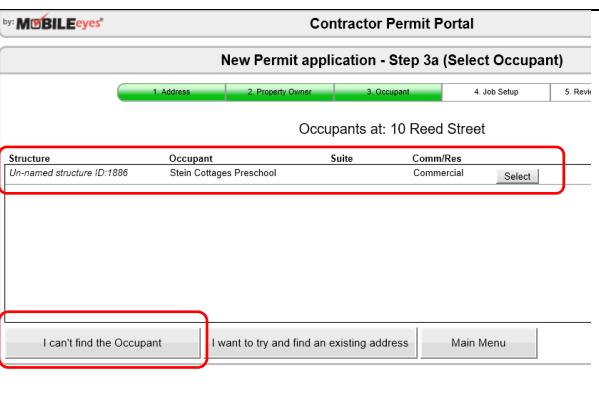
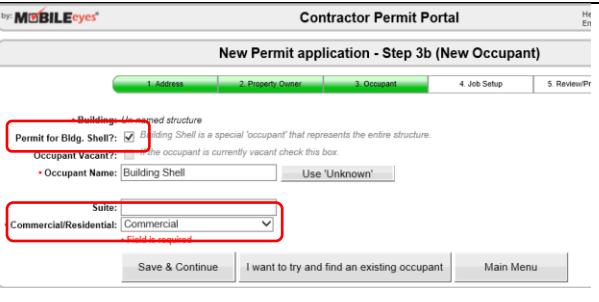
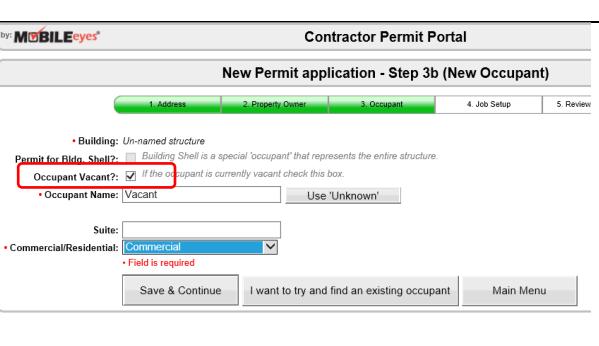


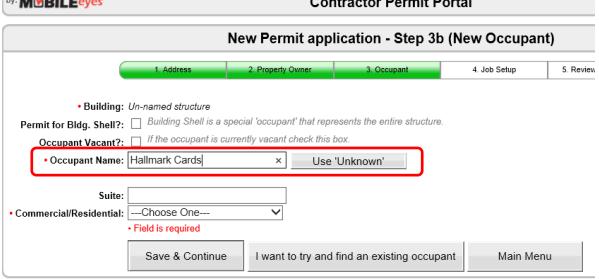
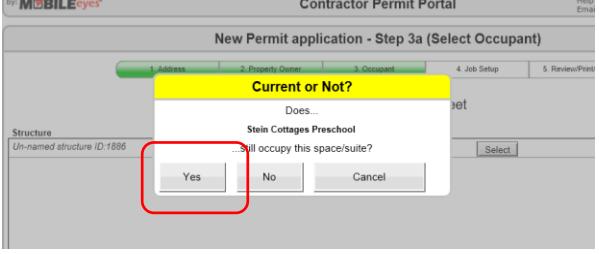
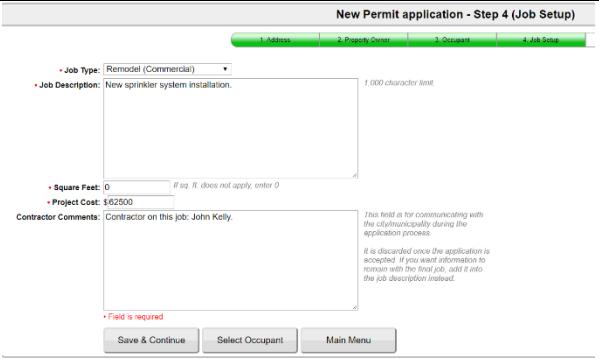
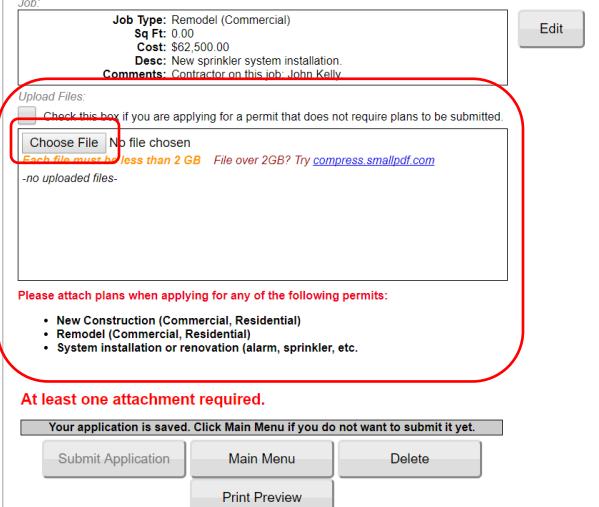
Process: Using the MobileEyes Permit Portal

Procedure: Submitting a permit application and plans.

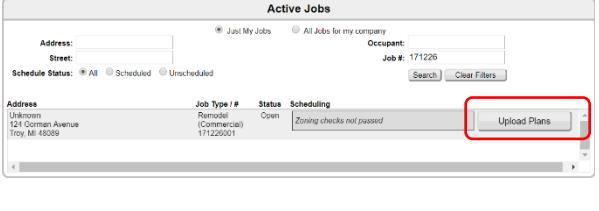
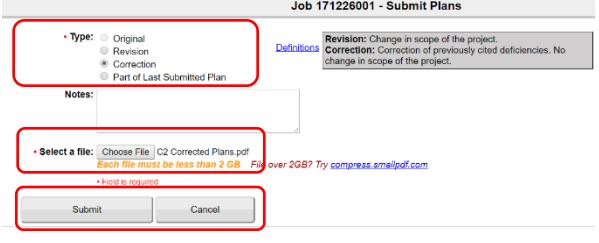
Date Last Updated: 05/18/20

1	<p>To submit a permit application, first select the City/Dept. that it will go to.</p>	
2	<p>Click Start New Application.</p>	
3	<p>Step 1 – Address Search for the address of the job. If you enter the street name, matching streets will pop up. Click a blue button to use that suggested street name. Or click <i>Find Matches</i>.</p>	
4	<p>Click Select if you find the address of your job in the database. If not, click <i>I can't find the Job-Site Address</i>.</p>	

5	<p>Step 2 – Property Owner If you know the property owner information, enter it.</p> <p>There may already be information in the database. Update it if necessary.</p> <p>Click <i>Save & Continue</i>.</p>	
6	<p>Step 3 – Occupant Select the occupant/tenant/suite where the work is being done.</p> <p>Or click <i>I can't find the Occupant</i>.</p>	
7	<p>Step 3b – New Occupant If you are working on the entire building, check the <i>Permit for Bldg. Shell</i> box.</p> <p>Then select the Commercial or Residential designation.</p>	
8	<p>If you are working on a particular suite or tenant space, but that suite or space is vacant, check the <i>Occupant Vacant</i> box.</p> <p>Then select either Commercial or Residential.</p>	

9	<p>If you are working on a particular suite or tenant space and you know who occupies the space, enter that name in the <i>Occupant Name</i> box.</p> <p>If you don't know the name of the occupant, click <i>Use Unknown</i>.</p> <p>Then select either Commercial or Residential.</p>	
10	<p>If you select an existing occupant / tenant, you will be asked if that occupant still occupies the space. If it does, click <i>Yes</i>.</p> <p>Clicking <i>No</i> will give you the options explained in steps 7-9 above.</p>	
11	<p>Step 4 – Job Setup Select the <i>Job Type</i> and enter a description of the work to be performed.</p> <p>Enter <i>Square Feet</i> and <i>Project Cost</i>. If <i>Square Feet</i> is not applicable, leave it at 0.</p> <p>Note: If the person filling out the application is not the contractor for the job, enter the contractor's name in the <i>Contractor Comments</i> box.</p> <p>Click <i>Save & Continue</i>.</p>	
12	<p>Step 5 – Review Review the content of your permit application.</p> <p>If the city requires you to submit plans electronically, you will see the <i>Upload Files</i> section. Click <i>Choose File</i>.</p> <p>Find the plans and attach them. To add more than one file, repeat the process.</p>	

13	<p>In this example, the permit applicant has attached plans and a separate application that the city requires.</p> <p>Since one of the two files is not plans, the applicant has unchecked the <i>Plans?</i> box.</p>	<p>Upload Files: <input type="checkbox"/> Check this box if you are applying for a permit that does not require plans to be submitted.</p> <p>Choose File: No file chosen <i>Each file must be less than 2 GB</i> File over 2GB? Try compress.smallpdf.com</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Plans?</th> <th>Upload Date</th> </tr> </thead> <tbody> <tr> <td>City Application.pdf</td> <td><input type="checkbox"/></td> <td>12/25/2017 7:22:11 AM 0.3 MB</td> </tr> <tr> <td>Plans.pdf</td> <td><input checked="" type="checkbox"/></td> <td>12/25/2017 7:19:34 AM 0.3 MB</td> </tr> </tbody> </table> <p>Please attach plans when applying for any of the following permits:</p> <ul style="list-style-type: none"> • New Construction (Commercial, Residential) • Remodel (Commercial, Residential) • System installation or renovation (alarm, sprinkler, etc.) <p>Your application is saved. Click Main Menu if you do not want to submit it yet.</p> <p>Submit Application Main Menu Delete Print Preview</p>	File Name	Plans?	Upload Date	City Application.pdf	<input type="checkbox"/>	12/25/2017 7:22:11 AM 0.3 MB	Plans.pdf	<input checked="" type="checkbox"/>	12/25/2017 7:19:34 AM 0.3 MB
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Plans.pdf	<input checked="" type="checkbox"/>	12/25/2017 7:19:34 AM 0.3 MB									
14	<p>If plans are not required for the permit you are applying for, check the box under <i>Upload Files</i>, then submit the application without attaching a file.</p>	<p>Upload Files: <input checked="" type="checkbox"/> Check this box if you are applying for a permit that does not require plans to be submitted.</p> <p>Choose File: No file chosen <i>Each file must be less than 2 GB</i> File over 2GB? Try compress.smallpdf.com</p> <p>-no uploaded files-</p> <p>Please attach plans when applying for any of the following permits:</p> <ul style="list-style-type: none"> • New Construction (Commercial, Residential) • Remodel (Commercial, Residential) • System installation or renovation (alarm, sprinkler, etc.) <p>Your application is saved. Click Main Menu if you do not want to submit it yet.</p> <p>Submit Application Main Menu Delete Print Preview</p>									
15	<p>Once submitted, the application will be listed in the <i>Applications</i> section of your portal main screen until the city reviews and accepts it.</p>	<p>Contractor Permit Portal</p> <p>User Options</p> <p>Welcome back Tom Gorman (General Construction) <input type="button"/> Start New Application <input type="button"/> Log Off <input type="button"/> Update Account</p> <p>Applications</p> <p>City Dept: West Metro Fire Protection District <input type="button"/> All Jobs for my company</p> <p>Address: <input type="text"/> Street: <input type="text"/> Status: <input checked="" type="radio"/> All <input type="radio"/> Unsubmitted <input type="radio"/> Submitted <input type="radio"/> Returned</p> <p>Occupant: <input type="text"/> Job Type: <input type="text"/></p> <p>Document Library</p> <p>Contractor Help</p> <p>Help Videos</p> <p>Help Videos</p> <p>Active Jobs</p> <p>Address: <input type="text"/> Street: <input type="text"/> Schedule Status: <input checked="" type="radio"/> All <input type="radio"/> Scheduled <input type="radio"/> Unscheduled Job #: <input type="text"/> Occupant: <input type="text"/> Status: <input type="radio"/> Just My Jobs <input type="radio"/> All Jobs for my company</p> <p>Help Videos</p> <p>Active Jobs</p> <p>Address: <input type="text"/> Street: <input type="text"/> Schedule Status: <input checked="" type="radio"/> All <input type="radio"/> Scheduled <input type="radio"/> Unscheduled Job #: <input type="text"/> Occupant: <input type="text"/> Status: <input type="radio"/> Just My Jobs <input type="radio"/> All Jobs for my company</p>									
16	<p>Once the application is accepted, the job will appear in the <i>Active Jobs</i> section of the portal main screen.</p> <p>Please watch the short <i>Help Videos</i> to learn more about getting status updates and requesting inspections for active jobs.</p>										

17	To resubmit corrections or revisions, find the job in the <i>Active Jobs</i> section, then click <i>Upload Plans</i> .	
18	Indicate the type of resubmittal. Click <i>Definitions</i> for help. (Definitions may vary from city to city.) Select the file. Click <i>Submit</i> .	

Please call or email the MobileEyes Help Desk if you have any questions.

Tel: 866-442-9002

Email: help@mobile-eyes.com