

# Electronic Plan Review

## Submittal Process

March 17, 2021

### GRAND JUNCTION FIRE DEPARTMENT

#### DIVISION OF FIRE PREVENTION



If you have any questions or comments regarding the information contained within, or if you need assistance interpreting these requirements, please contact:

625 Ute Avenue  
Grand Junction, Colorado 81501  
Tel: (970) 549-5800  
Website: [gjcity.org/FirePrevention.aspx](http://gjcity.org/FirePrevention.aspx)  
Email: [fire@gjcity.org](mailto:fire@gjcity.org)

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## Scope

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All electronic plan review and permit applications must be completed through Grand Junction Fire Department's electronic permitting software, MobileEyes.

This guidance document provides contractors, architects, engineers, design professionals, business owners and other citizens with requirements and processes related to the electronic plan submittal and review for permits within the jurisdiction.

Customers will be able to submit plans, receive invoices, request inspections and manage other important features through an online customer portal account.

## General Process Information

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**New Users.** New users will need to register and create an account with MobileEyes. One does not need to be a contractor to create an account. New users are encouraged to watch the helpful video tutorials supplied within the customer portal.

**Turnaround Time.** Review turnaround times for permit issuance may take up to 10 business days. Times may be longer depending on current case load(s) and project size(s).

**Application Form.** All submitted plans, specification sheets, calculations and required supplemental information will need to be accompanied by a GJFD application specific to the work being performed. Please see Appendix A for more information. All available PDF application forms have been uploaded into the portal's document library and will be available for use/download by the customer. The plan review will be returned to the customer if the applicable application form has not been completed.

**Contact Person.** A single contact person must be designated for each project. MobileEyes does not allow for multiple contacts. This person will receive all plan review submittal correspondence, inspection information, and other important web-based links. If initial submittal is made by an architect or engineer, they must notify the general contractor once selected so the project can be re-assigned to them for field inspection scheduling (contractor must set up a new user account in portal prior to transfer).

**PDF.** All electronic plans and associated documents must be submitted in PDF format only. GJFD is unable to download and process other formats for review.

**Approval Stamps.** All PDF's must be in an unlocked or unsecured state for review as some documents may receive GJFD acceptance stamps upon return to the customer (i.e. fire protection system plans).

**Completeness.** The submitted documents will be reviewed for accuracy and completeness prior to assignment to a GJFD's plan reviewer. The project contact person will be contacted if the plan and associated documents are deemed incomplete and not ready for review.

**Resubmittals.** Resubmittals, corrections and/or revised plans must be submitted in the same PDF format via MobileEyes and be a complete set where the corrections/changes have been clouded or highlighted distinguishing the set from the original. A written response from the design professional, etc. should be included clarifying corrections.

**Project Queue.** Original plans are submitted to the project queue as they are received. Every effort will be made by GJFD for prompt review turnarounds. Resubmittals, corrections and/or revised plans will be placed back in the queue in the order they were received and will not be provided preference over newly submitted projects unless time allows. Additional fees may apply to resubmittals where applicable.

**Disposition.** All applications, plans and associated documents will be reviewed for conformance with applicable codes and standards. Each review will result in one of two outcomes: Approved with Conditions and Not Approved.

**Invoice and Payment.** The MobileEyes software will send an invoice to the project's contact person indicating fees and payment options once the permit is issued. Payment must be received upon receipt and prior to the release of GJFD permit and conducting field inspections. Three options for payment exist:

**Online - Mobile Eyes "Tyler Payments"**

(Credit Card – See your permit invoice received via email)

**Telephone**

(Credit Card - Visa, Mastercard, & Discover): Contact GJFD at 970-549-5800

**Mail**

(Check): Grand Junction Fire Department, 625 Ute Avenue, Grand Junction, Colorado 81501

**In-Person**

(Credit Card, Check or Cash): 625 Ute Avenue, Grand Junction, Colorado 81501

**Note your invoice # on all transactions for tracking purposes to include telephonic communications with GJFD.**

## **On-Site Requirements for Digital Documents**

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A paper copy of the permit and GJFD Plan Review Comments sheet shall always be maintained on-site during the project. GJFD does not require a stamped paper copy of approved plans on site. However, approved plans shall be made available to the fire code official through electronic means and provided by the contractor upon request. A paper hard copy of the approved plans is required to be maintained on site when the contractor does not have access to approved/stamped electronic plans.

# **Appendix A: Permit Form Types**

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Each submittal must contain a completed GJFD application form. A list of application forms is contained and underlined below. The applicant should utilize the “General Installation and Operational Permit” form if your application is not specified. **More information in the form of guidance documents can be found online at [www.gjcity.org](http://www.gjcity.org) (Fire Department – Codes and Permits) which will help with additional and specific project submittal requirements.**

## Building Permit Clearance

- New
- Tenant Finish
- Additions
- Foundation

## HVAC Duct Detectors

## Fire Sprinkler System

- New
- Modifications

## Fire Alarm System

- New
- Modifications

## Underground Fire Line Installation

- New, Modifications and Repairs

## General Installation and Operational Permits

- Commercial Kitchen Hood Extinguising System
- Alternative Fire Protection Systems
- Emergency Responder Radio Systems (ERRC)
- Medical Gas Installations
- LPG Installations (including Retail Tank Exchanges)
- Hazardous Materials Projects
- Flammable and Combustible Liquids
- Above-ground (AST) and Underground Storage Tanks (UST)
- High-Piled Combustible Storage
- Special Amusement Buildings (Haunted House, Circus Tents, etc.)
- Tent Permits
- Other Misc./Unspecified Projects

## CO2 Declaration and Requirements

### Public Fireworks Display

### Retail Sales of Fireworks

### Indoor Flame Effects

### Above-ground Storage Tank Removal

### Underground Storage Tank Removal