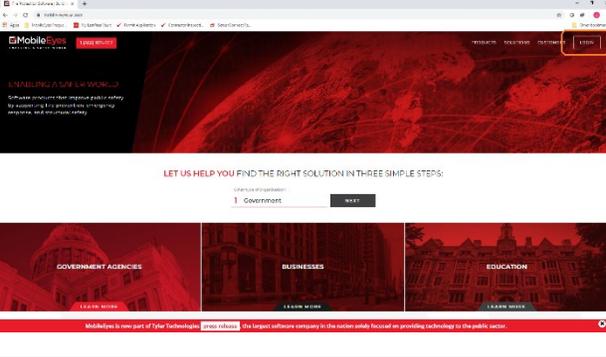
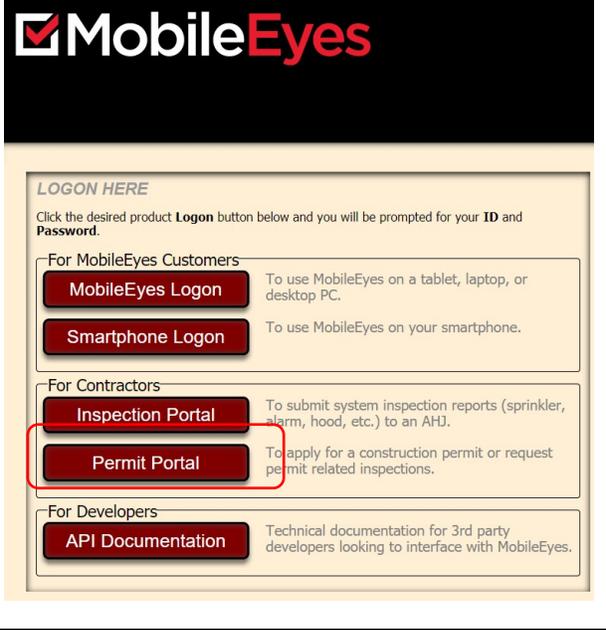
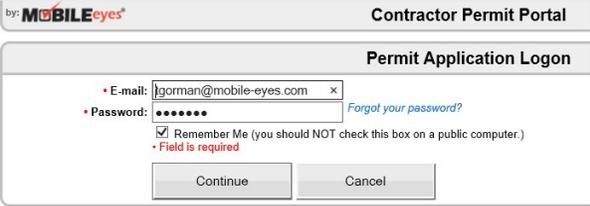
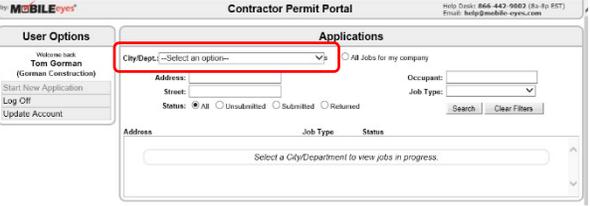
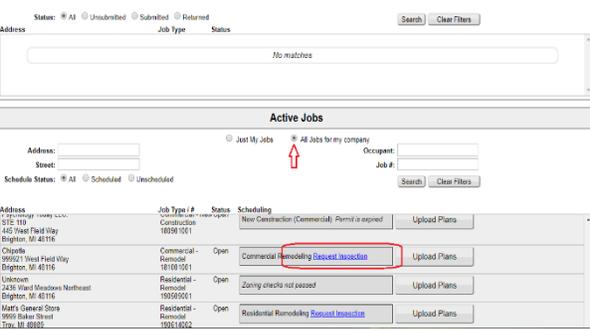
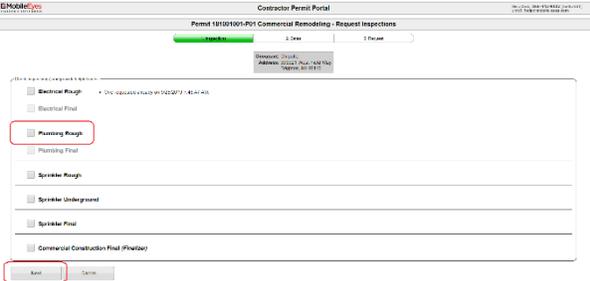


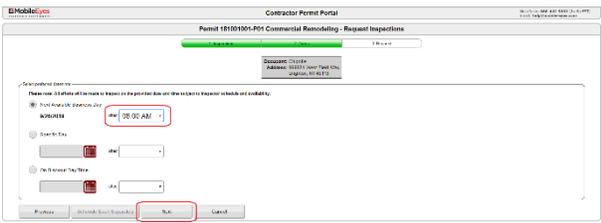
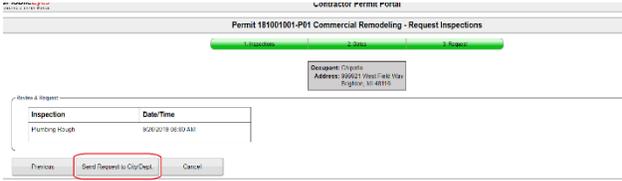
Process: Using the MobileEyes Permit Portal

Procedure: Requesting an inspection

Date Created/Updated: 09/25/19

<p>1</p>	<p>Go to <a href="http://www.mobile-eyes.com">www.mobile-eyes.com</a>.</p> <p>Click <i>Login Here</i>.</p>	
<p>2</p>	<p>Click <i>Permit Portal</i>.</p>	
<p>3</p>	<p>Click <i>Log On</i>.</p>	

<p>4</p> <p>Enter your email and password.</p> <p>If you are using your own computer, check the <i>Remember Me</i> box.</p> <p>Click <i>Continue</i>.</p>	
<p>5</p> <p>On the permit portal home screen, select the community / AHJ that you will be working with.</p>	
<p>6</p> <p>Scroll down the page to the <i>Active Jobs</i> section.</p> <p>Use the filters to find the current project and select <i>Request Inspection</i>.</p> <p>If you're cannot find the job, click clear filters and search again. Change the selection at the top to <i>All Jobs for my company</i> to search projects submitted by others in your company.</p>	
<p>7</p> <p>Check the box for each inspection you want to request.</p> <p>Add notes on each request as needed. Click <i>New</i> to request multiples of the same inspection.</p> <p>Click <i>Next</i>.</p>	

<p>8</p>	<p>Click the <i>After</i> drop-down to choose an inspection time for <i>Next Available Business Day</i>.</p> <p>To choose another date and time, select the calendar icon and after drop down for <i>Specific Day</i> or <i>Blackout Time/Day</i>.</p> <p>Click <i>Next</i>.</p>	
<p>9</p>	<p>Click <i>Send Request to City/Dept.</i> to finalize your request.</p> <p>You will receive a status email when your request if accepted or returned.</p>	

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

Tel: 866-442-9002

Email: [help@mobile-eyes.com](mailto:help@mobile-eyes.com)