

Process: Using the MobileEyes Permit Portal Procedure: Submitting a permit application and plans.

Date Last Updated: 08/18/22

| | - 1 10 10 10 10 10 10 10 10 10 10 10 10 1 | ** MOBILE eyes* Contractor Permit Portal Help Doxi: 865-443-9603 (8):40 EST) |
|---|--|---|
| 1 | To submit a permit application, first select | User Options Applications |
| - | the <i>City/Dept</i> . that it will go to. | User Options Applications Veloce back DbyDeptSelect an option |
| | 0 | (Gorman Construction) Address: Occupant: |
| | | Log Off Stature: 0.48 Ollawahad ORdenad |
| | | Update Account Search User Inters Address Job Type States |
| | | Select a City/Department to view jobs in progress. |
| | | |
| | | |
| | | |
| 2 | Click Start New Application | Pr MeBILE eyes Contractor Permit Portal |
| 2 | Click Start New Application. | User Options Applications |
| | | Weicome beck City/Deart Information |
| | | (Gorman Construction) |
| | | Log Off # Just My Jobs Al Jobs for my company Update Account |
| | | Address: Document Library Street: |
| | | Status: |
| | | |
| 3 | Step 1 – Address | br: MCBILE cycs' Contractor Permit Portal Help Desk: 866- Email: help@ms |
| 5 | Search for the address of the job. Enter | New Permit application - Step 1a (Select Address) |
| | | Address 2. Property Owner 3. Occupant 4. Job Setup 5. Review/PrintSubmit |
| | the street number first. Then add the | Street |
| | main portion of the street name. Do not | Number (OPTIONAL) • Street Name Street Name Suggestions: Search: 10 [reed] × |
| | add the prefix or suffix. Click <i>Find</i> | Search: 10 reed x Reed Street South Reed Court South Reed Street |
| | • | * Kedniko zelo |
| | Matches.(DO NOT USE THE BLUE | Find Matches Clear |
| | BOXES) | Address Street Zip Code |
| | BOXES | |
| | | |
| | | |
| | | |
| | | |
| | | I can't find the Job-Site Address Main Menu |
| | | |
| 4 | Click Select if you find the address of your | by: MUBILE eyes' Contractor Permit Portal |
| - | job in the database. | New Permit application - Step 1a (Select Address) |
| | | 1. Address 2. Property Owner 3. Occupant 4. Job Setup |
| | If not alight any the ind the lab Cite | Street |
| | If not, click I can't find the Job-Site | Number (OPTIONAL) + Street Name Street Name Suggestions: |
| | Address. | Search: 10 Reed Street Reed Street South Reed Court South Ree |
| | | (partial values OK for both fields) • Required field |
| | | |
| | | Find Matches Clear |
| | | Address Street Zip Code |
| | | 10 Reed Street 80226 Select |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | I can't find the Job-Site Address Main Menu |
| | | |



| 5 | Step 2 – Property Owner | by: MCBILE eyes* Contractor Permit Portal Help Dusk: 866 Email: help Dus |
|---|--|---|
| 5 | If you know the property owner | New Permit application - Step 2 (Property Owner) |
| | information, enter it. | 1. Address 2. Property Duriner 3. Occupant 4. Job Setup 5. Review/Print/Submit |
| | | Property Owner: Jeffco Public Schools Attn: Phone: |
| | There may already be information in the | Phone (After Hours): Cell Phone: |
| | database. Update it if necessary. | Fax: Address: 1829 Deriver West Drive |
| | uatabase. Opuate it il necessary. | City: Golden State: CC (Colorado) |
| | Click Cours & Constinue | Zip Code: 80401 Enail: Field is required Field is required |
| | Click Save & Continue. | Save & Continue I want to try and find an existing address Main Menu |
| | | |
| 6 | Step 3 – Occupant | by MCBILEcycs' Contractor Permit Portal |
| U | Select the occupant/tenant/suite where | New Permit application - Step 3a (Select Occupant) |
| | the work is being done. | 1 Address 2. Preperty Diviner 3. Occupant 4. Job Setup 5. Reviv |
| | 5 | Occupants at: 10 Reed Street |
| | Or click I can't find the Occupant. | Structure Occupant Suite Comm/Res Un-named structure ID:1886 Stein Cottages Preschool Commercial Select |
| | · · · · · · · · · · · · · · · · · · · | |
| | | |
| | | |
| | | |
| | | I can't find the Occupant I want to try and find an existing address Main Menu |
| | | |
| 7 | Step 3b – New Occupant | by: MUBILE cycs* Contractor Permit Portal He |
| / | If you are working on the entire building, | New Permit application - Step 3b (New Occupant) |
| | check the <i>Permit for Bldg. Shell</i> box. | 1 Address 2. Property Owner 3. Occupant 4. Job Setup 5. Review/Pr |
| | | Building: Un exped structure Report for Black study 2. Blacking Shell is a special 'occupant' that represents the entire structure. |
| | Then select the Commercial or Residential | Occupant Vacant?: The occupant is currently vacant check this box. |
| | designation. | Occupant Name: Building Shell Use 'Unknown' |
| | | CommercialResidential Commercial |
| | | Save & Continue I want to try and find an existing occupant Main Menu |
| | | |
| 8 | If you are working on a particular suite | MUBILE cycs Contractor Permit Portal |
| 0 | or tenant space. Do not check the | New Permit application - Step 3b (New Occupant) |
| | Occupant Vacant box even if the suite is | 1. Address 2. Property Owner 3. Occupant 4. Job Setup 5. Review |
| | vacant. | Building: Un-named structure |
| | vacant. | Permit for Bido. Shaft?: Building Sheft is a special 'occupant' that represents the entire structure. Occupant Vacant?: If the occupant is currently vacant check this box. |
| | Make sure to enter the current business | Occupant Name: Vacant Use 'Unknown' |
| | name in the occupant name field. | Suite: • Commercial/Residential: Commercial |
| | name in the occupant name new. | Field is required Save & Continue I want to try and find an existing occupant Main Menu |
| | Then select either Commercial or | a y and mit on childing occupant mail mellu |
| | | |
| | Residential. | |
| | | |



| 9 | If you are working on a particular suite or | by: MUBILE eyes* Contractor Permit Portal |
|------------|---|--|
|) | tenant space and you know who occupies | New Permit application - Step 3b (New Occupant) |
| | the space, enter that name in the | 1 Address 2 Property Owner 3 Occupant 4 Job Setup 5 Review |
| | Occupant Name box. | Building: Un-named structure Permit for Bidg. Shell?: |
| | | Occupant Vacant?: If the occupant is currently vacant check this box. |
| | If you don't know the name of the | Occupant Name: Hallmark Cards × Use 'Unknown' |
| | occupant, click Use Unknown. | Suite: • Commercial/Residential:Choose One V |
| | occupant, chek osc onknown. | Field is required Save & Continue I want to try and find an existing occupant Main Menu |
| | Then select either Commercial or | |
| | Residential. | |
| 1.0 | | Provide Contractor Permit Portal Here's |
| 10 | If you select an existing occupant / tenant, | New Permit application - Step 3a (Select Occupant) |
| | you will be asked if that occupant still | 1. Judress 2. Property Durser 3. Occupant 4. Job Setup 5. Review/Pred |
| | occupies the space. If it does, click Yes. | Current or Not? |
| | | Structure Stein Cottages Preschool |
| | Clicking <i>No</i> will give you the options | Un-named structure ID:1886 |
| | explained in steps 7-9 above. | |
| | | |
| | | |
| 11 | Step 4 – Job Setup | New Permit application - Step 4 (Job Setup) |
| - - | Select the Job Type and enter a | Job Type: Remodel (Commercial) |
| | description of the work to be performed. | Job Description: New sprinkler system installation. 1,000 character limit. |
| | If you are in Unincorporated Cobb make | |
| | sure to add your application number. | |
| | | Square Peet: O If sq. ft. does not apply, onter 0 Project Cost: \$62500 |
| | Enter Square Feet and Project Cost. If | Contractor Comments: Contractor on this job: John Kelly. This field is for communicating with the clyninaricapity for the clyning flue grade of the |
| | Square Feet is not applicable, leave it at | It is discarded on concern the experiments in accepted of lyou want industriation in normana with the form (ph., and fi lates the ph description maintead. |
| | 0. | - Field is required |
| | | Save & Continue Select Occupant Main Menu |
| | Note: If the person filling out the | |
| | application is not the contractor for the | |
| | job, enter the contractor's name in the | |
| | Contractor Comments box. | |
| | | |
| | Click Save & Continue. | |
| 12 | Step 5 – Review | Job: Job Type: Remodel (Commercial) Sen Et: 0.00 |
| 12 | Review the content of your permit | Cost: \$62,500.00 Desc: New sprinkler system installation. |
| | application. | Comments: Contractor on this job: John Kelly. Upload Files: |
| | | Choose File No file chosen |
| | You must submit the plans, scope of | Each file must be less than 2 GB File over 2GB? Try <u>compress smallpdf.com</u> - no uploaded file s- |
| | work letter and if applicable the checklist electronically with your initial | |
| | application in pdf format only. You will | |
| | see the Upload Files section. Click | Please attach plans when applying for any of the following permits: |
| | Choose File. | New Construction (Commercial, Residential) Remodel (Commercial, Residential) System installation or renovation (alarm, sprinkler, etc. |
| | Find the plane and attack there. To | |
| | Find the plans and attach them. To add more than one file, repeat the | At least one attachment required. Your application is saved. Click Main Menu if you do not want to submit it yet. |
| | process. | Submit Application Mein Menu Delete |
| | L | Print Preview |
| | | |



| 13 | In this example, the permit applicant has attached plans and a separate application that the city requires. Since one of the two files is not plans, the applicant has unchecked the <i>Plans?</i> box. | Upload Files: Check this box if you are applying for a permit that does not require plans to be submitted. Choose File No file chosen Each file must be less than 2 GB File over 2GB? Try compress smallpdf.com File Name Plans? Upload Date 12/25/2017 7:22:11 AM Delete 12/25/2017 7:19:34 AM Plans.pdf 12/25/2017 7:19:34 AM Delete 12/36/2017 7:19:34 AM Please attach plans when applying for any of the following permits: • New Construction (Commercial, Residential) • Remodel (Commercial, Residential) • System installation or renovation (alarm, sprinkler, etc. Your application is saved. Click Main Menu if you do not want to submit it yet. Submit Application Main Menu Print Preview Print Preview |
|----|---|---|
| 14 | Once submitted, the application will be listed in the Applications section of your portal main screen until the city reviews and accepts it. | Document Library Contractor Permit Portal Index Hot-Report (Mid-Rep-Report (Jindo CAR)) Document Library Contractor Permit Portal Concursor Report Model Account Contractor Permit Portal Concursor Report Model Account Contractor Permit Portal Concursor Report Materia Contractor Permit Portal Concursor Report Materia Contractor Report Concursor Report Materia State Report Concursor Report Mellowing Contractor Report Contractor Report Help Videos Materia Contractor Report |
| 15 | Once the application is accepted, the job will appear in the Active Jobs section of the portal main screen. Please watch the short Help Videos to learn more about getting status updates and requesting inspections for active jobs. | Help Videos Branc Instant Advance Advance Branc Instant Branch Branch Branch Instant Branch Branch Branch Instant Branch Branch Branch Instant Branch </th |
| 16 | To resubmit corrections or revisions, find the job in the Active Jobs section, then click Upload Plans. | Active Jobs Address: |
| 17 | Indicate the type of resubmittal. Click Definitions for help. (Definitions may vary from city to city.) Select the file. Click Submit. | Job 171226001 - Submit Plans Type: Original Plavaian Plavaian Plavaian Port of Last Submitted Plan Datations Part of Last Submitted Plan Port of Pla |

Please call or email the MobileEyes Help Desk if you have any questions. Tel: 866-442-9002 Email: help@mobile-eyes.com