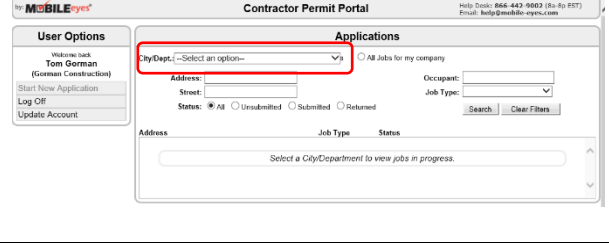
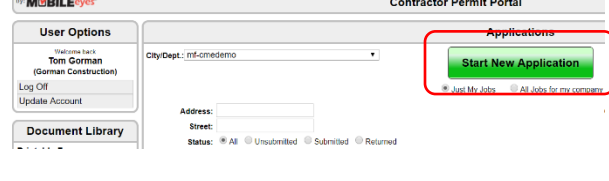
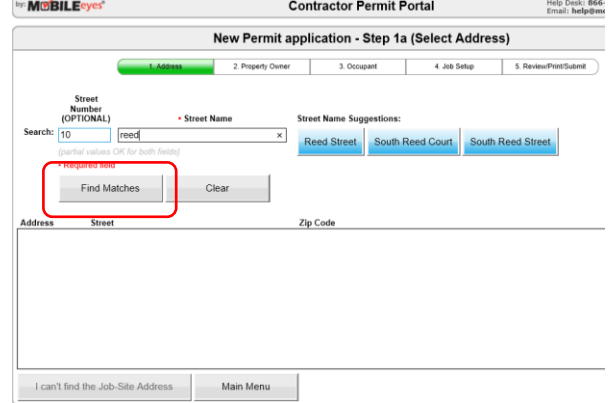
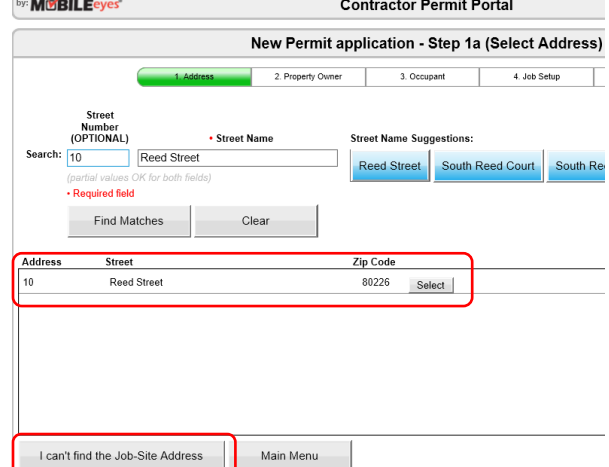
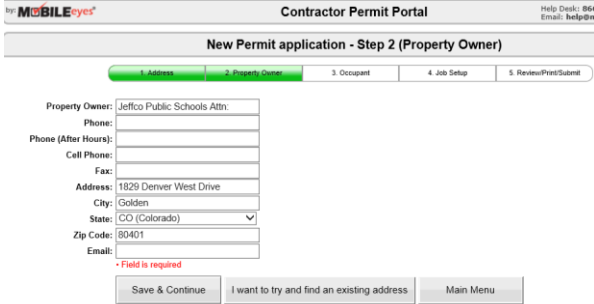
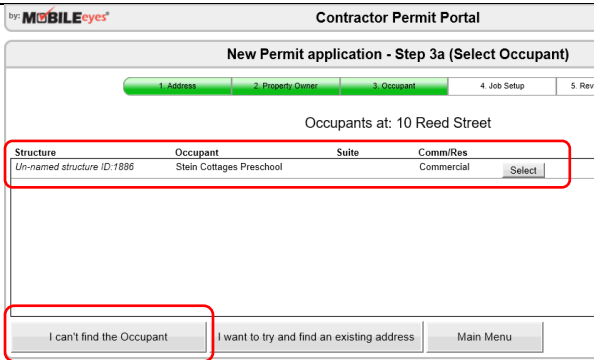
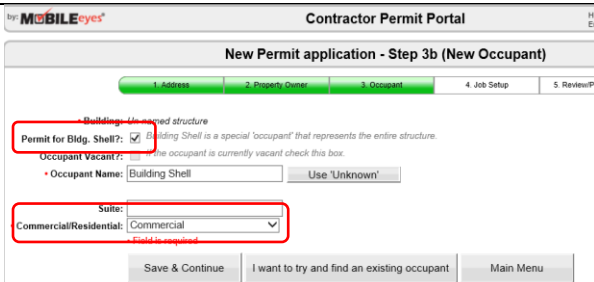
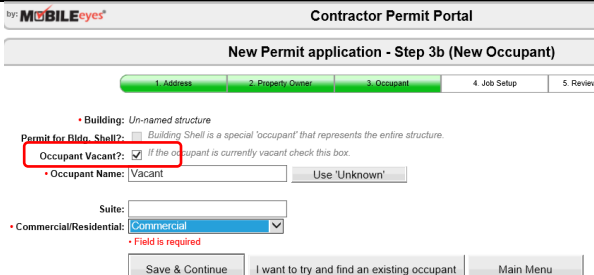


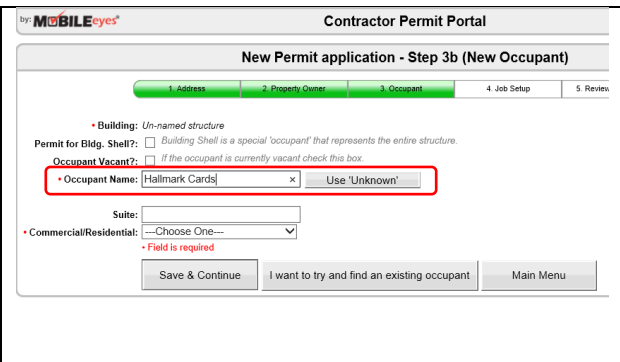
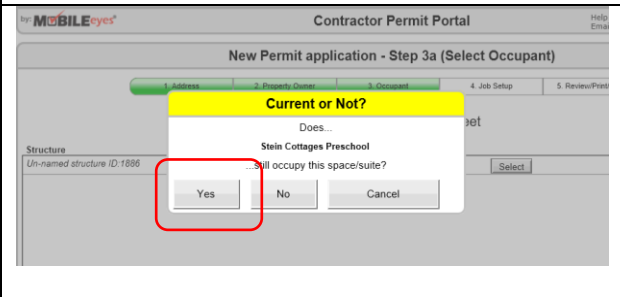
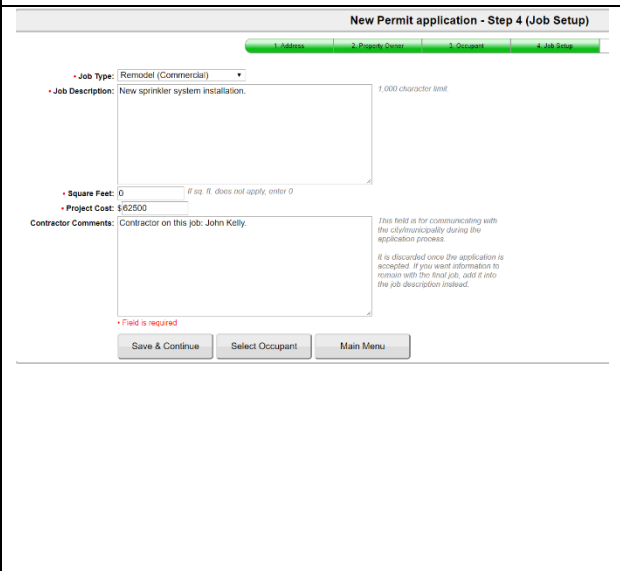
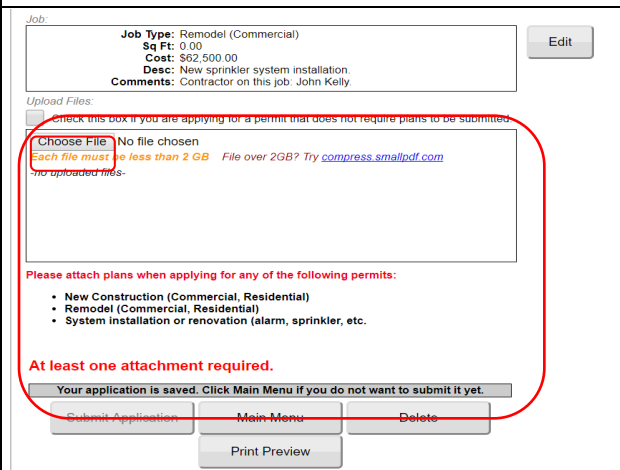
## Process: Using the MobileEyes Permit Portal

### Procedure: Submitting a permit application and plans.

Date Last Updated: 08/18/22

1	To submit a permit application, first select the <i>City/Dept.</i> that it will go to.	
2	Click <i>Start New Application</i> .	
3	<b>Step 1 – Address</b> Search for the address of the job. Enter the street number first. Then add the main portion of the street name. Do not add the prefix or suffix. Click <i>Find Matches</i> .(DO NOT USE THE BLUE BOXES)	
4	Click <i>Select</i> 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>	<p><b>Step 2 – Property Owner</b></p> <p>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 &amp; Continue</i>.</p>	
<p>6</p>	<p><b>Step 3 – Occupant</b></p> <p>Select the occupant/tenant/suite where the work is being done.</p> <p>Or click <i>I can't find the Occupant</i>.</p>	
<p>7</p>	<p><b>Step 3b – New Occupant</b></p> <p>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>	
<p>8</p>	<p>If you are working on a particular suite or tenant space. Do not check the <i>Occupant Vacant</i> box even if the suite is vacant.</p> <p>Make sure to enter the current business name in the occupant name field.</p> <p>Then select either Commercial or Residential.</p>	

<p>9</p>	<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>	
<p>10</p>	<p>If you select an existing occupant / tenant, you will be asked if that occupant still occupies the space. If it does, click Yes.</p> <p>Clicking No will give you the options explained in steps 7-9 above.</p>	
<p>11</p>	<p><b>Step 4 – Job Setup</b></p> <p>Select the <i>Job Type</i> and enter a description of the work to be performed. If you are in Unincorporated Cobb make sure to add your application number.</p> <p>Enter <i>Square Feet</i> and <i>Project Cost</i>. If Square Feet is not applicable, leave it at 0.</p> <p><b>Note:</b> 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 &amp; Continue</i>.</p>	
<p>12</p>	<p><b>Step 5 – Review</b></p> <p>Review the content of your permit application.</p> <p>You must submit the plans, scope of work letter and if applicable the checklist electronically with your initial application in pdf format only. 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>	<div><div>Upload Files:</div><div><input type="checkbox"/> Check this box if you are applying for a permit that does not require plans to be submitted.</div><div><div>Choose File</div><div>No file chosen</div><div>Each file must be less than 2 GB</div><div>File over 2GB? Try <a href="#">compress smallpdf.com</a></div></div><div><table><tr><th>File Name</th><th>Plans?</th><th>Upload Date</th><th></th></tr><tr><td>City Application.pdf</td><td><input type="checkbox"/></td><td>12/25/2017 7:22:11 AM 0.3 MB</td><td>Delete</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><td>Delete</td></tr></table></div><div>Please attach plans when applying for any of the following permits:</div><div><ul style="list-style-type: none"><li>• New Construction (Commercial, Residential)</li><li>• Remodel (Commercial, Residential)</li><li>• System installation or renovation (alarm, sprinkler, etc.)</li></ul></div><div><div>Your application is saved. Click Main Menu if you do not want to submit it yet.</div><div><div>Submit Application</div><div>Main Menu</div><div>Delete</div><div>Print Preview</div></div></div></div>	File Name	Plans?	Upload Date		City Application.pdf	<input type="checkbox"/>	12/25/2017 7:22:11 AM 0.3 MB	Delete	Plans.pdf	<input checked="" type="checkbox"/>	12/25/2017 7:19:34 AM 0.3 MB	Delete
File Name	Plans?	Upload Date												
City Application.pdf	<input type="checkbox"/>	12/25/2017 7:22:11 AM 0.3 MB	Delete											
Plans.pdf	<input checked="" type="checkbox"/>	12/25/2017 7:19:34 AM 0.3 MB	Delete											
14	<p>Once submitted, the application will be listed in the Applications section of your portal main screen until the city reviews and accepts it.</p>	<div><div><div>MY MOBILEeyes</div><div>Contractor Permit Portal</div><div>Help Desk: 866-642-6992 (toll-free EST) Email: <a href="#">help@mobile-eyes.com</a></div></div><div><div><div>User Options</div><div>Welcome back Tom Gorman (Gorman Construction)</div><div>Start New Application</div><div>Log Off</div><div>Update Account</div></div><div><div>Document Library</div><div>Contractor Help</div><div>Help Videos</div></div></div><div><div><div>City/Dept.: West Metro Fire Protection District</div><div>All Jobs for my company</div><div>Address: Street: Occupant: Job Type:</div><div>Status: All Unsubmitted Submitted Returned</div><div>Search Clear Filters</div></div><div><table><tr><th>Address</th><th>Job Type</th><th>Status</th></tr><tr><td>Stain Cottages Preschool 10 Reed Street Lakewood, CO 80226</td><td>2 Existing Building Tenant Improvement</td><td>Submitted 6/20/17 3:47:39 AM</td></tr></table></div></div></div>	Address	Job Type	Status	Stain Cottages Preschool 10 Reed Street Lakewood, CO 80226	2 Existing Building Tenant Improvement	Submitted 6/20/17 3:47:39 AM						
Address	Job Type	Status												
Stain Cottages Preschool 10 Reed Street Lakewood, CO 80226	2 Existing Building Tenant Improvement	Submitted 6/20/17 3:47:39 AM												
15	<p>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.</p>	<div><div><div>Help Videos</div><div><ul style="list-style-type: none"><li>Single Portal Account Overview</li><li>How to Find Your Active Jobs</li><li>How to Request an Inspection</li><li>How to Request Multiple Inspections</li><li>How to Cancel an Inspection</li></ul></div></div><div><div><div>Active Jobs</div><div>Address: Street: Occupant: Job #: 170908</div><div>Schedule Status: All Scheduled Unscheduled</div><div>Search Clear Filters</div></div><div><table><tr><th>Address</th><th>Job Type / #</th><th>Status</th><th>Scheduling</th></tr><tr><td>Stain Cottages Preschool 10 Reed Street Lakewood, CO 80226</td><td>2 Existing Building Tenant Improvement 170908001</td><td>Open</td><td>No Permit Yet</td></tr></table></div></div></div>	Address	Job Type / #	Status	Scheduling	Stain Cottages Preschool 10 Reed Street Lakewood, CO 80226	2 Existing Building Tenant Improvement 170908001	Open	No Permit Yet				
Address	Job Type / #	Status	Scheduling											
Stain Cottages Preschool 10 Reed Street Lakewood, CO 80226	2 Existing Building Tenant Improvement 170908001	Open	No Permit Yet											
16	<p>To resubmit corrections or revisions, find the job in the Active Jobs section, then click Upload Plans.</p>	<div><div><div>Active Jobs</div><div>Address: Street: Occupant: Job #: 171226</div><div>Schedule Status: All Scheduled Unscheduled</div><div>Search Clear Filters</div></div><div><table><tr><th>Address</th><th>Job Type / #</th><th>Status</th><th>Scheduling</th></tr><tr><td>Unknown 124 Gorman Avenue Troy, MI 48069</td><td>Remodel (Commercial) 171226001</td><td>Open</td><td>Zoning checks not passed</td></tr></table></div><div>Upload Plans</div></div>	Address	Job Type / #	Status	Scheduling	Unknown 124 Gorman Avenue Troy, MI 48069	Remodel (Commercial) 171226001	Open	Zoning checks not passed				
Address	Job Type / #	Status	Scheduling											
Unknown 124 Gorman Avenue Troy, MI 48069	Remodel (Commercial) 171226001	Open	Zoning checks not passed											
17	<p>Indicate the type of resubmittal. Click Definitions for help. (Definitions may vary from city to city.)</p> <p>Select the file.</p> <p>Click Submit.</p>	<div><div><div>Job 171226001 - Submit Plans</div><div><div>Type: Original Revision Correction Part of Last Submitted Plan</div><div>Notes:</div><div>Select a file: Choose File   C2 Corrected Plans.pdf</div><div>Each file must be less than 2 GB</div><div>File over 2GB? Try <a href="#">compress smallpdf.com</a></div><div>Submit Cancel</div></div><div><div>Definitions</div><div>Revision: Change in scope of the project. Correction: Correction of previously cited deficiencies. No change in scope of the project.</div></div></div></div>												

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)