

Plan Review Submittal Process Information Page

All permit application requests must be made through our permitting software, Mobile Eyes. The online submittal form, West Metro Fire permit applications, and plan upload is located within your contractor portal. Along with the online submittal form, we've uploaded West Metro Fire specific application forms in the portal. An application specific to the work being performed will need to be completed and submitted with the form and plans. If an online submittal form is sent without the completed application and plans, the request will be returned.

- **New users will need to register for an account with Mobile Eyes. You do not need to be a contractor to create an account.**
- **After logging in to Mobile Eyes, you will need to select the jurisdiction you wish to access and Applications, Active Jobs, and Completed/Cancelled Jobs will automatically populate all your projects for that jurisdiction.**
- **To start a new project, click the Start New Application option at the top of the page. You can return to the Plan Review Submittal Process page to access the instructions for submitting a permit application if needed.**
- **Your home screen will look similar to this after logging in and selecting your jurisdiction:**

The screenshot displays the Mobile Eyes Contractor Permit Portal interface. The top navigation bar includes the Mobile Eyes logo, the text "Contractor Permit Portal", and a "Need Help?" button. The left sidebar contains "User Options" (Welcome back, Log Off, Update Account, Tyler Privacy Policy), "Document Library" (links to various application types like Access Control, Carbon Dioxide, Fire Alarm, etc.), "Procedures", "Contractor Help" (Expedited Review Information), and "Help Videos" (links to account overview, finding jobs, requesting inspections, etc.).

The main content area is divided into three sections:

- Applications:** Features a "Start New Application" button, filters for "City/Dept." (West Metro Fire Protection District), "Address" (Street), "Occupant", and "Job Type". It includes radio buttons for "Just My Jobs" and "All Jobs for my company", and a table with columns for Address, Job Type, and Status (Unsubmitted).
- Active Jobs:** Features filters for "Address" (Street), "Occupant", and "Job #". It includes radio buttons for "Just My Jobs" and "All Jobs for my company", and a table with columns for Address, Job Type / #, Status (Open), and Scheduling (Solar Photovoltaic System, Request Inspection, Upload Plans).
- Completed/Cancelled Jobs:** Features filters for "Address" (Street), "Occupant", and "Job #". It includes radio buttons for "Just My Jobs" and "All Jobs for my company", and a table with columns for Address, Job Type / #, and Status (Canceled).

- **A single contact person for a project shall be designated. Mobile Eyes does not allow multiple contacts on a project. This contact will receive all plan review submittal correspondence, requesting inspections, link to the approved plans, and inspection**

correspondence, as well as access to upload revised or corrected plans. If submitted by an architect or engineer, it is requested that they notify the general contractor once selected so that the project can be moved to the contractor (a contractor portal will need to be set up prior to requesting this). This will be needed to request final inspection(s).

- **Submit all electronic plans in PDF format only. We are unable to download any other format to perform the review.**
- **Submit all PDF files in an unlocked and unsecured state for review. The submittal request will be returned if they are locked as we would be unable to place our stamps on the plan pages.**
- **Resubmittals must be made in the same format as the initial submittal, through the Mobile Eyes Contractor Portal. The contact listed on the permit will be the individual who has access to perform this and upload corrected or revised plans. To upload plans for an existing job, click the Upload Plans button next to the project you need to submit for.**
- **Resubmitted plans need to include a complete set of plans with “clouding” or some other way of verifying the corrections or revisions from the original plans submitted.**
- **Both Corrected Plans and Revised Plans that are submitted for further review shall be placed back in the queue in the order they were received. They will no longer be given preference over newly submitted projects. Corrected and Revised plans could also be subject to additional fees.**