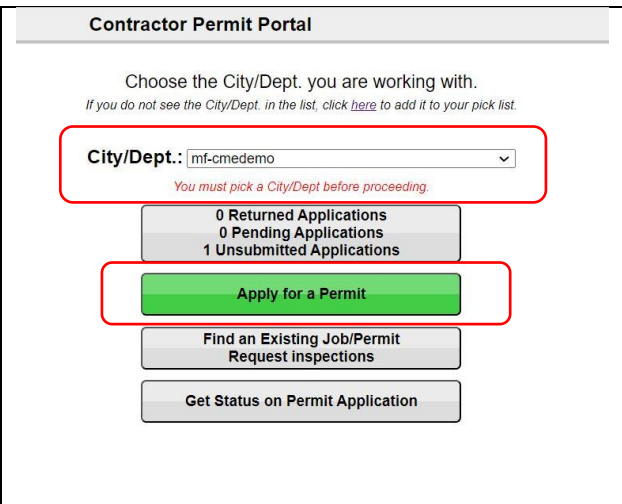
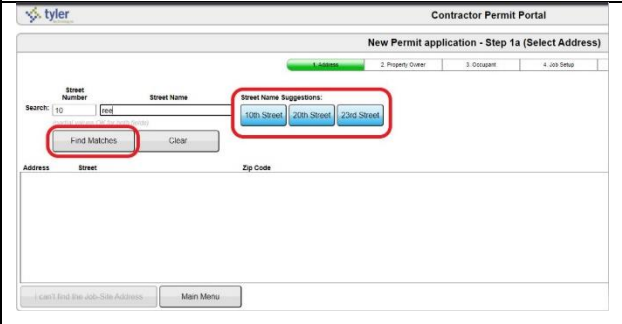
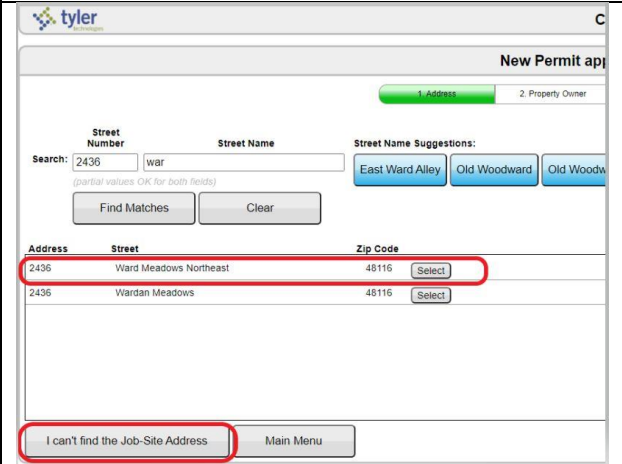
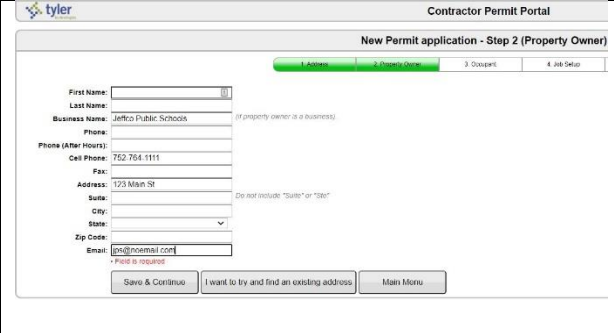
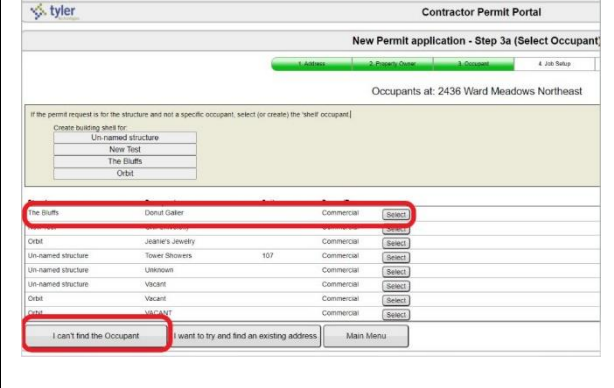
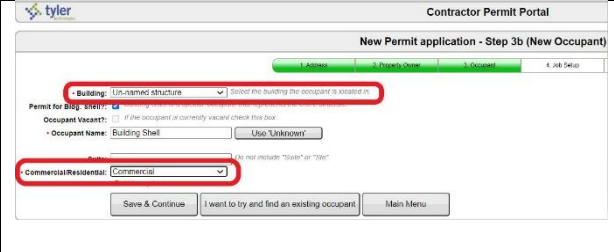
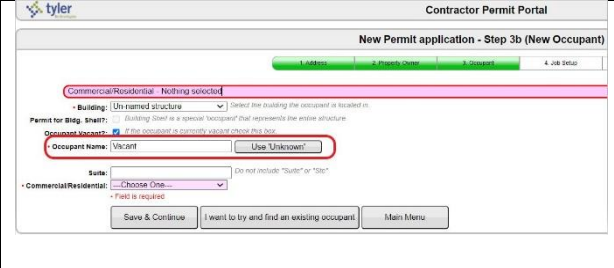


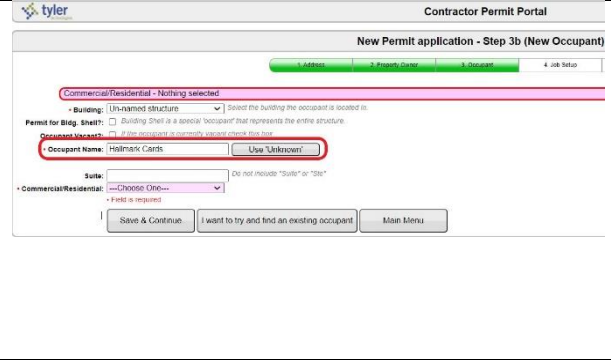
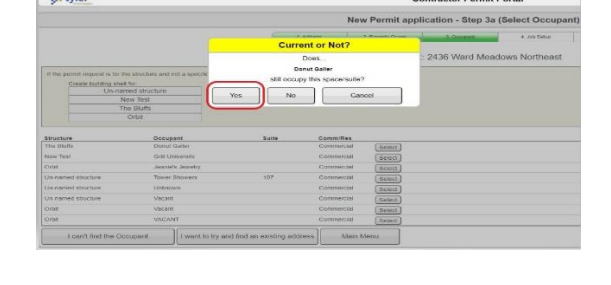
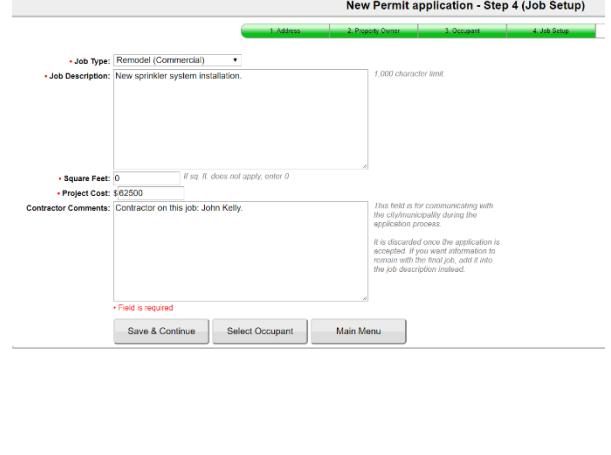
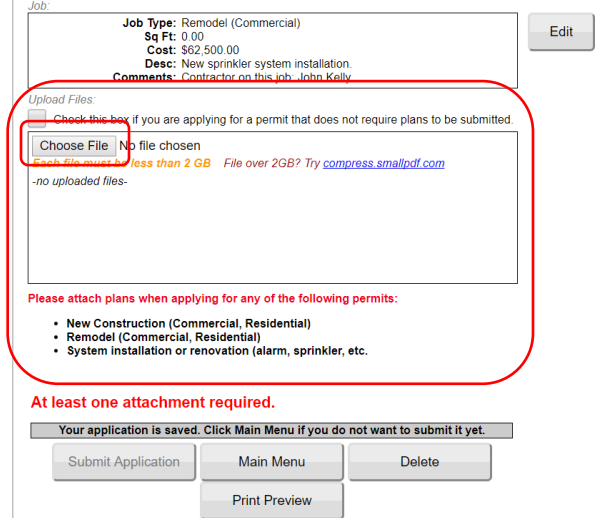
**Process: Using the Fire Prevention Mobile Permit Portal**

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

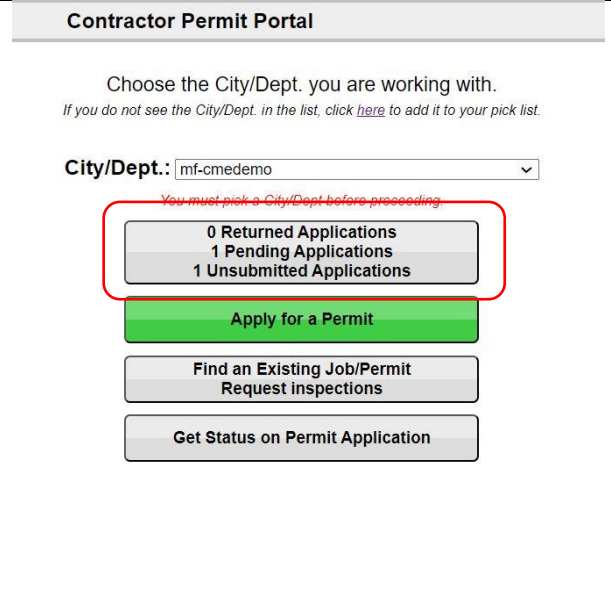
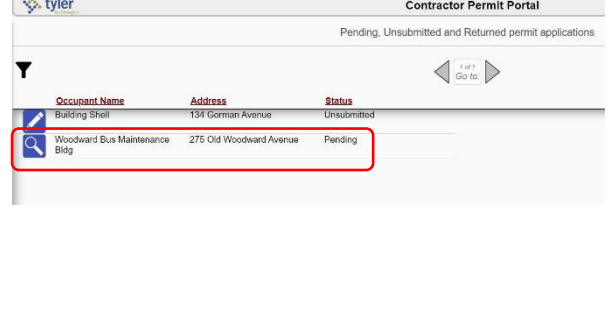
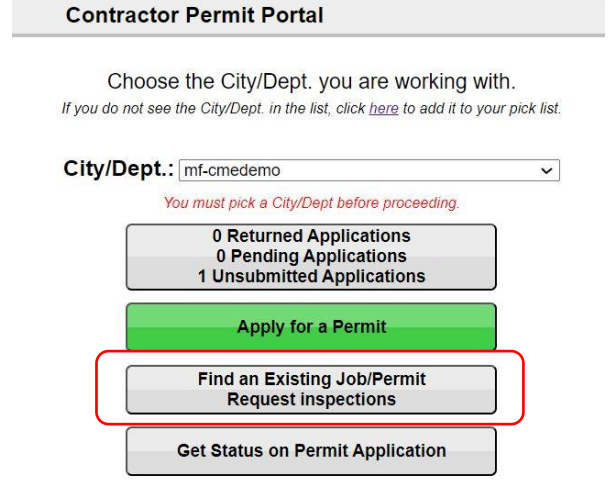
Date Last Updated: 07/07/23

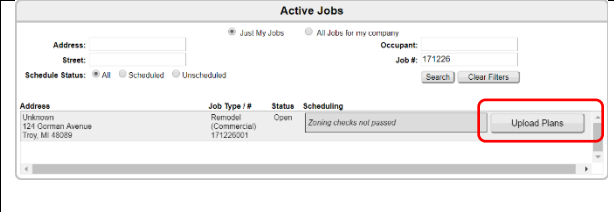
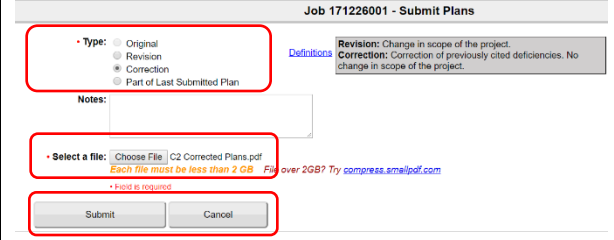
<p><b>1</b></p> <p>To submit a permit application, first select "Sacramento Metro Fire" for the <i>City/Dept.</i></p> <p>Then click <i>Apply for a Permit.</i></p> <p>(If your application was returned to you, then click on the <i>Returned Applications</i> tab to edit your submittal and resubmit the application.)</p>	 <p>The screenshot shows the 'Contractor Permit Portal' interface. At the top, it says 'Choose the City/Dept. you are working with.' Below this is a dropdown menu for 'City/Dept.' with 'mf-cmedemo' selected. A green button labeled 'Apply for a Permit' is highlighted with a red box. Other buttons include '0 Returned Applications', '0 Pending Applications', '1 Unsubmitted Applications', 'Find an Existing Job/Permit Request inspections', and 'Get Status on Permit Application'.</p>
<p><b>2</b></p> <p><b>Step 1 – Address</b></p> <p>Search for the address of the job by entering the street # and street name in the separate fields.</p> <p>Click a blue button to use that suggested street name or click <i>Find Matches.</i></p>	 <p>The screenshot shows the 'New Permit application - Step 1a (Select Address)' screen. It has search fields for 'Street Number' and 'Street Name'. Below these are 'Find Matches' and 'Clear' buttons. A 'Street Name Suggestions' box shows '10th Street', '20th Street', and '23rd Street'. A red box highlights the 'Find Matches' button and the suggestion box.</p>
<p><b>3</b></p> <p>Click <i>Select</i> if you find the address of your job in the database.</p> <p>If not, click <i>I can't find the Job-Site Address</i> to manually add the address.</p> <p>(For sprinkler master plans for subdivisions, enter "0 Master Plan Way" for the job address.)</p>	 <p>The screenshot shows the same search screen as in step 2, but with search results displayed. The 'Street Number' field contains '2436' and the 'Street Name' field contains 'war'. The search results table shows two entries: '2436 Ward Meadows Northeast 48116' and '2436 Warden Meadows 48116'. The 'Select' buttons for both entries are highlighted with a red box. At the bottom, the 'I can't find the Job-Site Address' button is also highlighted with a red box.</p>

<p>4</p>	<p><b>Step 2 – Property Owner</b>          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>5</p>	<p><b>Step 3 – Occupant</b>          Select the occupant/tenant/suite where the work is being done.</p> <p>Or click <i>I can't find the Occupant</i> to manually add the new occupant, tenant, or residence.</p> <p>(For sprinkler master plans, enter the "Subdivision Name/Plan #" in the <i>Occupant</i> field.)</p>	
<p>6</p>	<p><b>Step 3b – New Occupant</b>          If you are working on the entire building, check the <i>Permit for Bldg. Shell</i> box.</p> <p>Then select <i>Commercial</i>.</p>	
<p>7</p>	<p>If you are working on a particular suite or tenant space, but that suite or space is vacant and not for occupancy, then enter "Vanilla Shell" in the <i>Occupant Name</i> field.</p> <p>Then select <i>Commercial</i>.</p>	

<p>8</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>(For residential, enter "Residence" in the <i>Occupant Name</i> field.)</p> <p>Then select either <i>Commercial</i> or <i>Residential</i>.</p>	
<p>9</p>	<p>If you select an existing occupant / tenant, you will be asked if that occupant still occupies the space. Click <i>Yes</i>.</p> <p>(Clicking <i>No</i> will permanently retire all records associated with that occupant.)</p>	
<p>10</p>	<p><b>Step 4 – Job Setup</b></p> <p>Select the <i>Job Type</i> and enter the "permit type" in the <i>Job Description</i>. (Indicate if you would like an OTC 2 business day review for an additional fee if applicable.)</p> <p>Enter <i>Square Feet</i> for the area of work. Enter "0" for the <i>Project Cost</i>.</p> <p><b>Note:</b> Enter in the <i>Contractor Comments</i> box if paying by "check" only.</p> <p>Click <i>Save &amp; Continue</i>.</p>	
<p>11</p>	<p><b>Step 5 – Review</b></p> <p>Review the content of your permit application.</p> <p>Click <i>Choose File</i> to upload a PDF of the plans and supplemental info with your electronic submittal. (Files shall not exceed 100 MB.)</p> <p>To add more than one file, repeat the process.</p> <p><b>File naming format:</b> "Address-Plans or Supp-Plan Type-Date"</p>	

<p>12</p>	<p>Check the <i>Plans</i> box for all attachments, then click <i>Submit Application</i>.</p>	<p>Upload Files:  <input type="checkbox"/> Check this box if you are applying for a permit that does not require plans to be submitted.</p> <p>Choose File   No file chosen  <i>Each file must be less than 2 GB</i> <i>File over 2GB? Try compress.smallpdf.com</i></p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Plans?</th> <th>Upload Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>City Application.pdf</td> <td><input type="checkbox"/></td> <td>12/25/2017 7:22:11 AM 1.3 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 1.3 MB</td> <td>Delete</td> </tr> </tbody> </table> <p>Please attach plans when applying for any of the following permits:</p> <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> <p>Your application is saved. Click Main Menu if you do not want to submit it yet.</p> <p>Submit Application    Main Menu    Delete</p> <p>Print Preview</p>	File Name	Plans?	Upload Date		City Application.pdf	<input type="checkbox"/>	12/25/2017 7:22:11 AM 1.3 MB	Delete	Plans.pdf	<input checked="" type="checkbox"/>	12/25/2017 7:19:34 AM 1.3 MB	Delete
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<p>13</p>	<p>If you are plans are not required for the permit you are applying for, check the box under <i>Upload Files</i>, then submit the application without attaching a file.</p> <p>* This only applies to <i>Pre-Inspection</i> and <i>Will Serve Letter</i> requests. A completed PDF application is still required to be uploaded with these submittals.</p>	<p>Upload Files:  <input checked="" type="checkbox"/> Check this box if you are applying for a permit that does not require plans to be submitted.</p> <p>Choose File   No file chosen  <i>Each file must be less than 2 GB</i> <i>File over 2GB? Try compress.smallpdf.com</i></p> <p>-no uploaded files-</p> <p>Please attach plans when applying for any of the following permits:</p> <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> <p>Your application is saved. Click Main Menu if you do not want to submit it yet.</p> <p>Submit Application    Main Menu    Delete</p> <p>Print Preview</p>												
<p>14</p>	<p>You will get a confirmation message with the City/Dept. contact information in case you want to inquire about the status.</p>	<p style="text-align: center;"><b>Contractor Permit Portal</b></p> <p>Your permit application for:  <b>275 Old Woodward Avenue - Woodward Bus Maintenance Bldg</b>      Has been submitted to:  <b>mf-cmedemo</b>      Along with the following files:      •Sprinkler Plans.JPG      •Troy Building Permit Application.pdf</p> <p>For a status on your application, please contact mf-cmedemo at:  <b>866-974-1117 Ext. 1011</b>      or  <b>fireprevention@cityoftroy.com</b></p> <p>Main Menu</p>												

<p>15</p>	<p>You can find your submitted application in the <i>Pending Inspections</i> area. This area will also have any applications you have started, but not yet submitted and any applications that have been returned by the City/Dept. for rework.</p>	 <p><b>Contractor Permit Portal</b></p> <p>Choose the City/Dept. you are working with. <i>If you do not see the City/Dept. in the list, click <a href="#">here</a> to add it to your pick list.</i></p> <p>City/Dept.: mf-cmedemo</p> <p><i>You must pick a City/Dept before proceeding.</i></p> <p>0 Returned Applications 1 Pending Applications 1 Unsubmitted Applications</p> <p>Apply for a Permit</p> <p>Find an Existing Job/Permit Request inspections</p> <p>Get Status on Permit Application</p>									
<p>16</p>	<p>To view your submitted application, click the magnifying glass.</p> <p>To edit and submit an unsubmitted application, click the pencil.</p> <p>To return to the main menu, click the button in the lower right (not shown here).</p>	 <p><b>Contractor Permit Portal</b></p> <p>Pending, Unsubmitted and Returned permit applications</p> <p>Go to: &lt; &gt;</p> <table border="1"> <thead> <tr> <th>Occupant Name</th> <th>Address</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Building Shell</td> <td>154 Gorman Avenue</td> <td>Unsubmitted</td> </tr> <tr> <td>Woodward Bus Maintenance Bldg</td> <td>275 Old Woodward Avenue</td> <td>Pending</td> </tr> </tbody> </table>	Occupant Name	Address	Status	Building Shell	154 Gorman Avenue	Unsubmitted	Woodward Bus Maintenance Bldg	275 Old Woodward Avenue	Pending
Occupant Name	Address	Status									
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Woodward Bus Maintenance Bldg	275 Old Woodward Avenue	Pending									
<p>17</p>	<p>Once the application is accepted, click <i>Find an Existing Job/Permit</i> to view your job or to request inspections once the permit is issued.</p> <p>Please watch the short Help Videos to learn more about getting status updates and requesting inspections for active jobs.</p>	 <p><b>Contractor Permit Portal</b></p> <p>Choose the City/Dept. you are working with. <i>If you do not see the City/Dept. in the list, click <a href="#">here</a> to add it to your pick list.</i></p> <p>City/Dept.: mf-cmedemo</p> <p><i>You must pick a City/Dept before proceeding.</i></p> <p>0 Returned Applications 0 Pending Applications 1 Unsubmitted Applications</p> <p>Apply for a Permit</p> <p>Find an Existing Job/Permit Request inspections</p> <p>Get Status on Permit Application</p>									

<p>18</p>	<p>To resubmit corrections or revisions, find the job in the <i>Active Jobs</i> section, then click <i>Upload Plans</i>.</p>	
<p>19</p>	<p>Indicate the type of resubmittal. Select <i>Correction</i> if previous plans were disapproved or select <i>Revision</i> for resubmittal after approval.</p> <p>Select the file, then click <i>Submit</i>.</p>	

Please call or email the Fire Prevention Mobile (MobileEyes) Help Desk if you have any questions.

Tel: 866-442-9002

Email: help@mobile-eyes.com