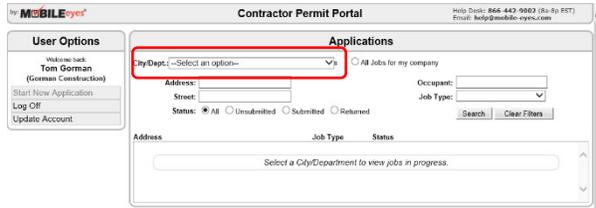
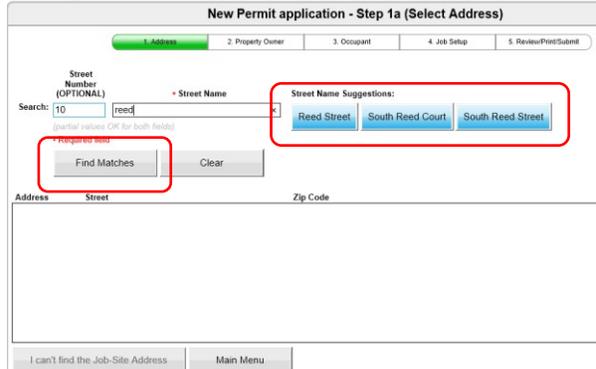
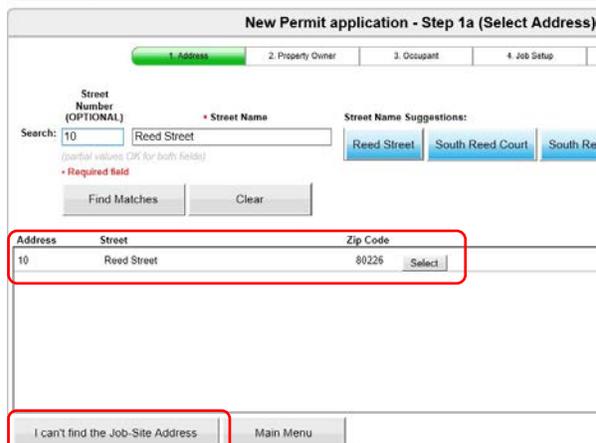
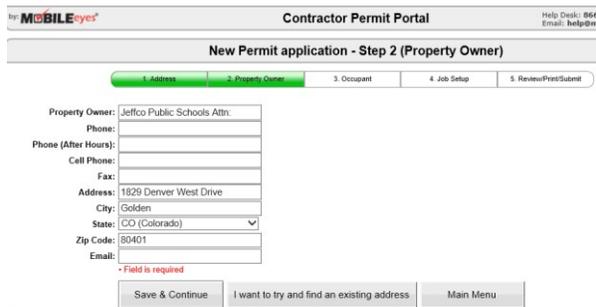
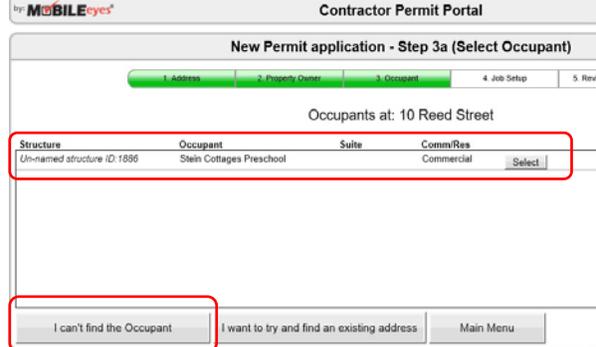
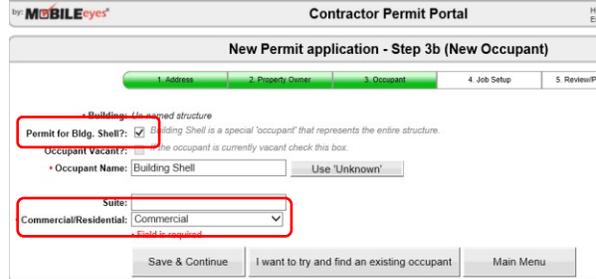
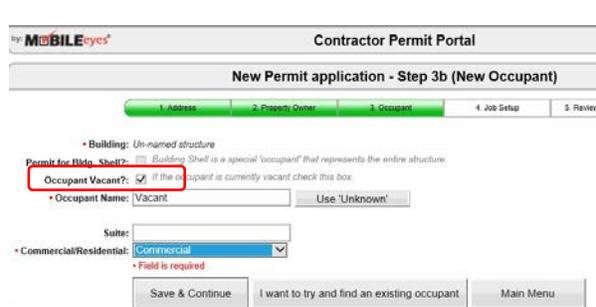


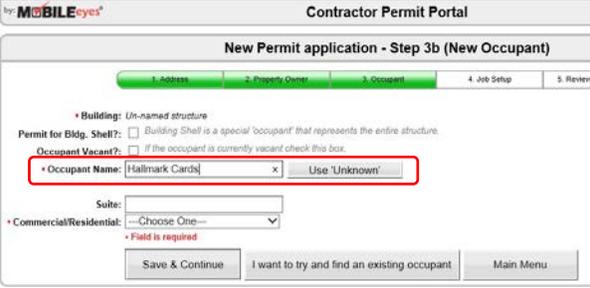
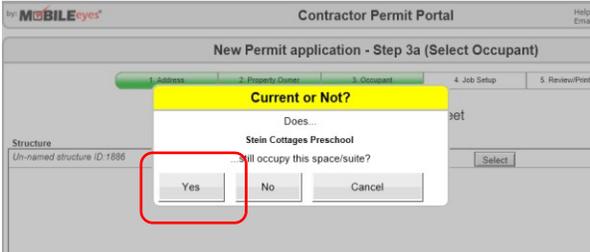
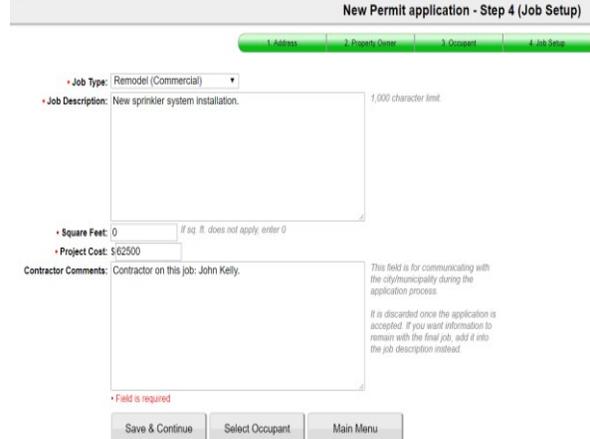
Process: Using the MobileEyes Permit Portal

Procedure: Submitting a permit application and plans.

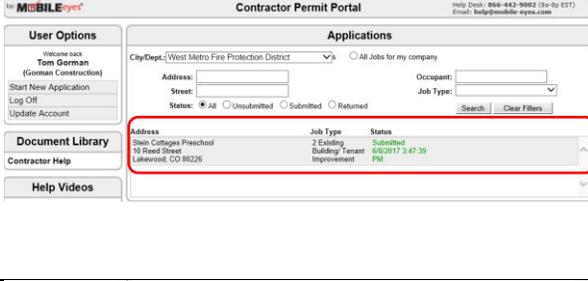
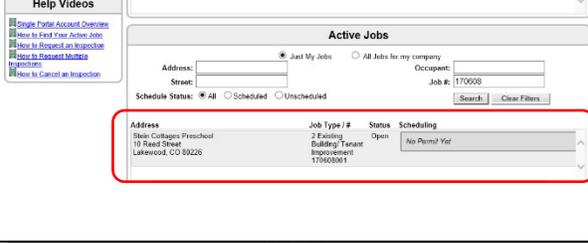
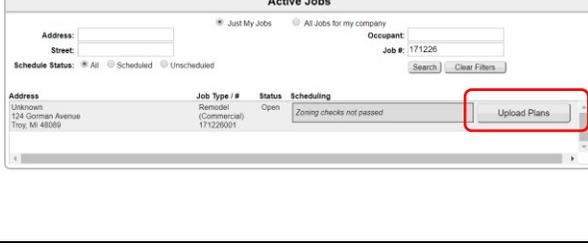
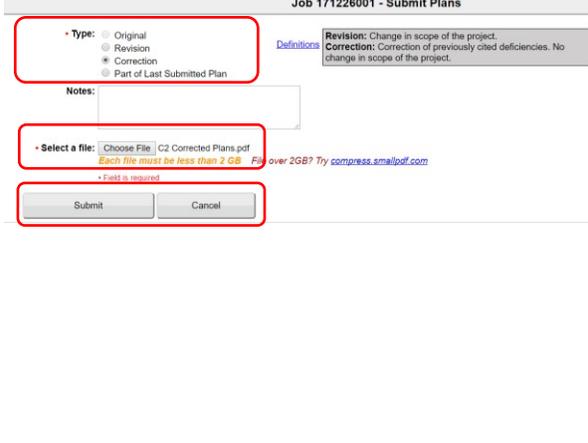
Date Last Updated: 10/9/18

<p>1</p>	<p>To submit a permit application, first select the City/Dept. that it will go to.*</p> <p>*To verify that you have the correct job description, refer to the Fee Schedule in the Document Library, located on the Main Screen.</p>	
<p>2</p>	<p>Click Start New Application.</p>	
<p>3</p>	<p>Step 1 – Address</p> <p>Search for the address of the job. If you enter the street name, matching streets will pop up.</p> <p>Click a blue button to use that suggested street name.</p> <p>Or click Find Matches.</p>	
<p>4</p>	<p>Click Select if you find the address of your job in the database.</p> <p>If not, click I can't find the Job-Site Address.</p>	

<p>5</p>	<p>Step 2 – Property Owner If you know the property owner information, enter it. (This information is not required.)</p> <p>There may already be information in the database. Update it if necessary.</p> <p>Click Save & Continue.</p>	
<p>6</p>	<p>Step 3 – Existing Occupant Select the occupant/tenant/suite where the work is being done.</p> <p>Or click I can't find the Occupant.</p>	
<p>7</p>	<p>Step 3a – New Occupant If you are working on the entire building, check the Permit for Bldg. Shell box.* (Not applicable for residential submittals.)</p> <p>Then select the Commercial or Residential designation.</p> <p>*If not working on a shell, skip to step 9.</p>	
<p>8</p>	<p>If you are working on a particular suite or tenant space, but that suite or space is vacant, check the Occupant Vacant box.*</p> <p>Then select either Commercial or Residential.</p> <p>*If not working on a vacant space, skip to step 9.</p>	

<p>9</p>	<p>If you are working on a particular suite or tenant space, enter that name in the Occupant Name box.*</p> <p>Then select either Commercial or Residential.</p> <p>*For subdivision residential sprinklers only: Occupant name should be listed as: subdivision name -- plan # with the lot # listed as the suite, i.e. ABC Village – Plan 1250, Lot 5 ('lot' written out where it says 'suite').</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>Step 4 – Job Setup</p> <p>Select the Job Type and enter a description of the work to be performed. i.e. “Fire Sprinkler Subdivision Production Home”. (Refer to Fee Schedule on Main Screen for job descriptions.)</p> <p>Enter Square Feet and Project Cost.*</p> <p>*Project cost and square feet can be listed as 0 as that information is not required for our review.</p> <p>Click Save & Continue.</p>	

<p>12</p>	<p>Step 5 – Review Review the content of your permit application.</p> <p>If submitting plans electronically, you will see the Upload Files section. Click Choose File. (Plans and supporting documentation, ie: calc sheets, should be submitted as one file. Credit card authorizations must be submitted as a separate file).</p> <p>Find the plans and attach them. To add more than one file, repeat the process.</p>	<p>Job: Job Type: Remodel (Commercial) Sq Ft: 0.00 Cost: \$62,500.00 Desc: New sprinkler system installation. Comments: Contractor on this job: John Kelly</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 Each file must be less than 2 GB File over 2GB? Try compress.smallpdf.com</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"> New Construction (Commercial, Residential) Remodel (Commercial, Residential) System installation or renovation (alarm, sprinkler, etc.) <p>At least one attachment required.</p> <p>Your application is saved. Click Main Menu if you do not want to submit it yet.</p> <p>Submit Application Main Menu Delete Print Preview</p>												
<p>13</p>	<p>In this example, the permit applicant has attached plans and a separate application that the department requires.</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 Each file must be less than 2 GB File over 2GB? Try compress.smallpdf.com</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</td> <td>Delete</td> </tr> <tr> <td>Plans.pdf</td> <td><input checked="" type="checkbox"/></td> <td>12/25/2017 7:19:34 AM</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"> New Construction (Commercial, Residential) Remodel (Commercial, Residential) System installation or renovation (alarm, sprinkler, etc.) <p>Your application is saved. Click Main Menu if you do not want to submit it yet.</p> <p>Submit Application Main Menu Delete Print Preview</p>	File Name	Plans?	Upload Date		City Application.pdf	<input type="checkbox"/>	12/25/2017 7:22:11 AM	Delete	Plans.pdf	<input checked="" type="checkbox"/>	12/25/2017 7:19:34 AM	Delete
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Plans.pdf	<input checked="" type="checkbox"/>	12/25/2017 7:19:34 AM	Delete											
<p>14</p>	<p>If plans are not required for the permit you are applying for, check the box under Upload Files, then submit the application without attaching a file. *</p> <p>*Plans are always required for submittals with the Sacramento Metropolitan Fire District.</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 Each file must be less than 2 GB File over 2GB? Try compress.smallpdf.com</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"> New Construction (Commercial, Residential) Remodel (Commercial, Residential) System installation or renovation (alarm, sprinkler, etc.) <p>Your application is saved. Click Main Menu if you do not want to submit it yet.</p> <p>Submit Application Main Menu Delete Print Preview</p>												

<p>15</p>	<p>Once submitted, the application will be listed in the <i>Applications</i> section of your portal main screen until the department reviews and accepts it.</p>	
<p>16</p>	<p>Once the application is accepted, the job will appear in the <i>Active Jobs</i> section of the portal main screen.</p> <p>Please watch the short <i>Help Videos</i> to learn more about getting status updates and requesting inspections for active jobs.</p>	
<p>17</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>18</p>	<p>Indicate the type of resubmittal. Click <i>Definitions</i> for help. (Definitions may vary from department to department.)</p> <p>Select the file and please note for resubmittals, only one file can be uploaded per submittal. Please combine plans and submittal documents together before uploading as one file. If payment is required, please upload as a second attachment.</p> <p>Click Submit.</p>	

Please call the Sacramento Metropolitan Fire District if you have any questions at 916-859-4330 or email us at crrdstaff@metrofire.ca.gov.