
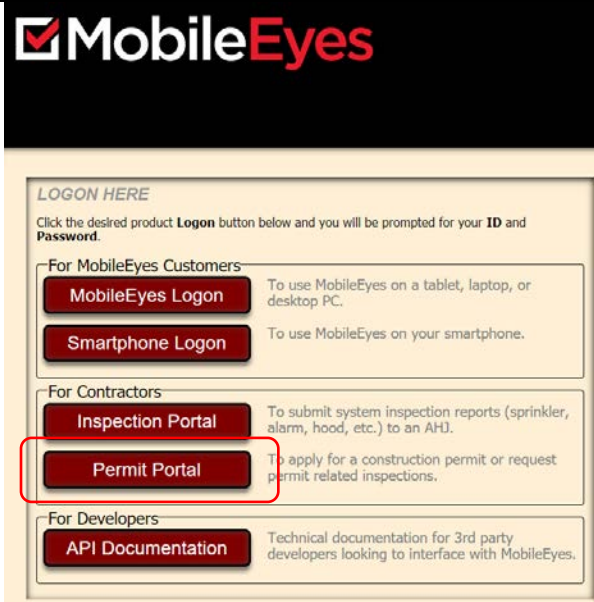
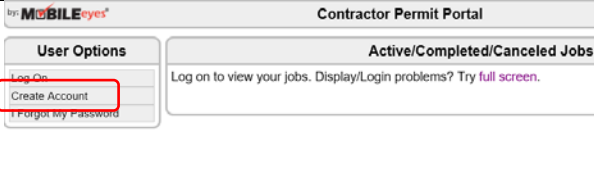


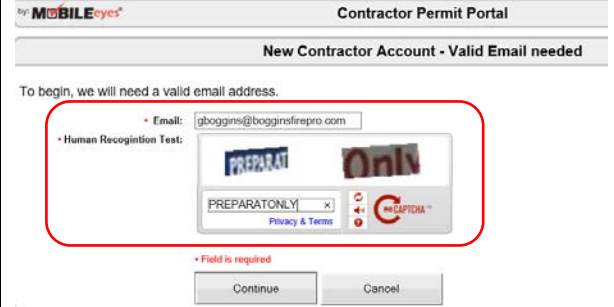
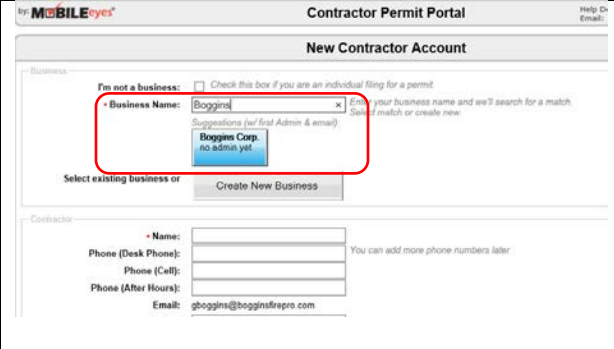
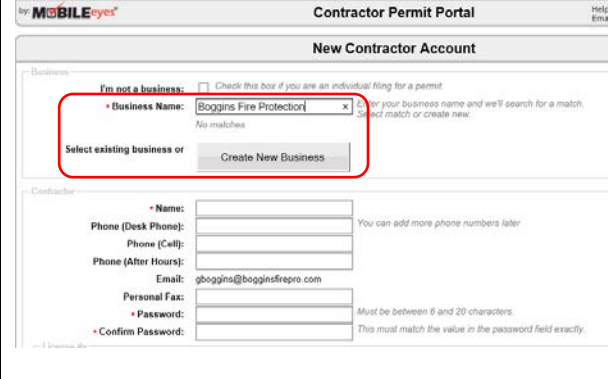
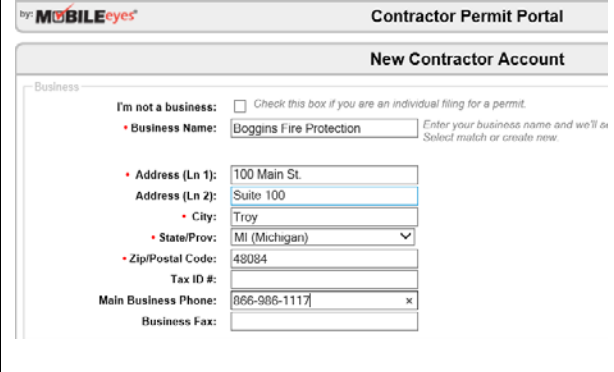
**Beginning March 1, 2019 electronic plan submittal through the Mobile Eyes Permit Portal will be mandatory. Paper plan sets will no longer be accepted. However, plans which were previously submitted on paper cannot be resubmitted electronically. As a result, ONLY this type of resubmittal may be completed with paper plan sets.**

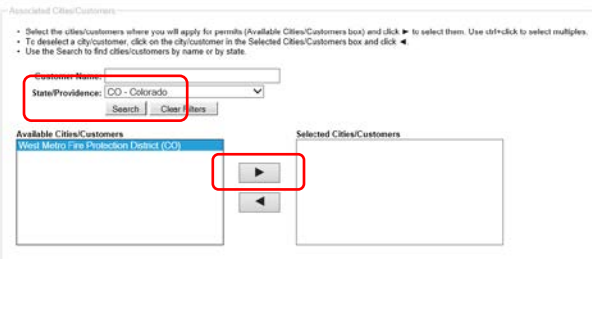
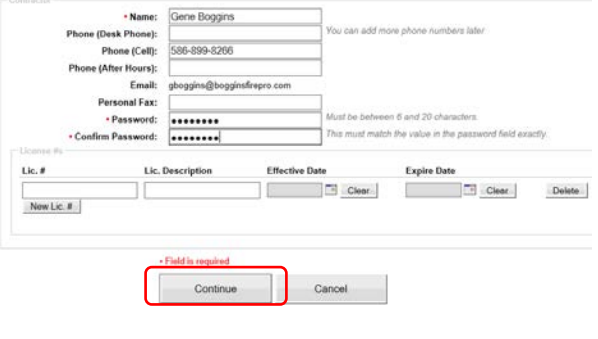
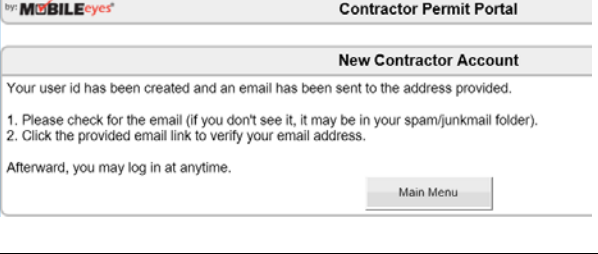
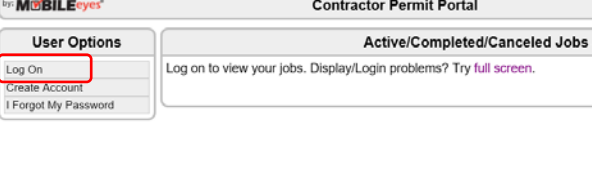
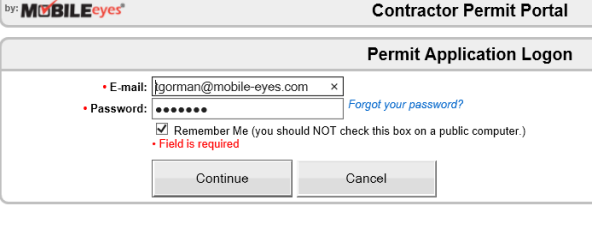
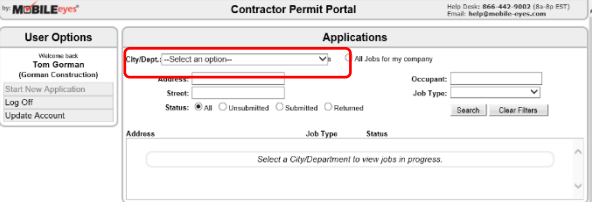
Process: Using the MobileEyes Permit Portal

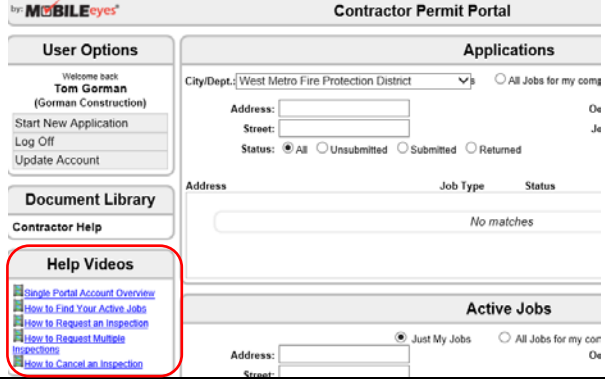
Procedure: Creating a portal account.

Date Created/Updated: 10/11/18

<p>1</p>	<p>Go to <a href="http://www.mobile-eyes.com">www.mobile-eyes.com</a>.</p> <p>Click <i>Login</i>.</p>	
<p>2</p>	<p>Click <i>Permit Portal</i>.</p>	
<p>3</p>	<p>Click <i>Create Account</i>.</p>	

<p>4</p>	<p>Enter your email address.</p> <p>Enter the Human Recognition Test.</p> <p>Click <i>Continue</i>.</p>	
<p>5</p>	<p>Enter your business name. As you type, existing businesses will appear as blue buttons. These are businesses linked to accounts that have already been created by others at your company.</p> <p>If you see your company's name, click on it. This will link you to your company.</p>	
<p>6</p>	<p>If not, enter your business name and click <i>Create New Business</i>.</p>	
<p>7</p>	<p>Enter your business information. Fields with red asterisks are required.</p>	

<p>8</p>	<p>Scroll down and find the communities / AHJs that you will be working with.</p> <p>Use the state filter to find all communities / AHJs in your state that use the permit portal.</p> <p>Click on one or more communities / AHJs and click the arrow to select them.</p>	
<p>9</p>	<p>Scroll down further and enter your personal contact information. Create a password.</p> <p>Enter your license information.</p> <p>Click <i>Continue</i>.</p>	
<p>10</p>	<p>MobileEyes will send you a verification email.</p> <p>Go to your email and click on the link to verify your email address.</p>	
<p>11</p>	<p>Once you have verified your email address, return to the permit portal and click <i>Log On</i>.</p>	
<p>12</p>	<p>Enter your email and password.</p> <p>If you are using your own computer, check the <i>Remember Me</i> box.</p> <p>Click <i>Continue</i>.</p>	
<p>13</p>	<p>On the permit portal home screen, select the community / AHJ that you will be working with.</p>	

<p>14</p>	<p>Then watch the short help videos.</p>	
	<p><b>Please note:</b> All additional directions for plan submittal requirements and how to submit a permit application can be found in the document library in the permit portal.</p>	