Plan Review and Permitting Process APPLICATION SUBMITTAL www.westmetrofire.org Our process is now fully electronic. You can submit an application by creating/logging in to your Mobile **Application Approved Application Denied** Eyes Contractor Portal. You can find how-to documents for creating a contractor portal and application submittal on our website www.westmetrofire.org, under the Life Safety tab and clicking on the Plan Review Submittal Process. You do not need to be a contractor to set up a contractor portal. SUBMITTAL APPROVAL An approval notice will be sent from <u>noreply@mobile-eyes.com</u> confirming the application has been accepted and the anticipated timeframe for review. You'll also receive notices if SUBMITTAL REJECTION A rejection notice will be sent from noreply@mobile-eyes.com letting you know what items need to be your permit number is being updated or if you've requested a special review. The job is then corrected/submitted prior to resubmittal. Please note that West Metro Fire has a separate permit added to our review queue. The reviewer self-assigns themselves to a project. **If you see a application that is required in addition to the Mobile Eyes. Once corrections are made, you can click on note saying "Zone Checks Not Passed", this is just a way to keep inspections from being requested prior to issuing a permit and receiving payment. ** the application within your contractor portal and make changes, and then resubmit. **PLAN APPROVAL REJECTION OF SUBMITTAL** An approval notice will be sent by the reviewer to the applicant once they have completed the If the submittal is rejected, a rejection notice will be sent to the applicant with comments regarding review. The notice will include payment processing details and a link to pay the fee electronically the items/corrections needed to proceed with review. This may also include a resubmittal fee that is through Heartland Payment Services. Once payment is completed, send a copy of the confirmation due prior to resubmitting. The email will have instructions regarding this. of payment to the email address provided in the approval email. **CORRECTION RESUBMITTAL** LINK TO APPROVED PLANS Once the payment confirmation has been received by our office, a link will be emailed, also coming Once corrections are made, you can log back in to your contractor portal and click the Upload Plans from noreply@mobile-eyes.com, with instructions for printing. The email and stamped plans button next to the job in the Active Jobs section. If fees are due, an email will be sent to the applicant (including Page 2 with the permit card and inspection record) will both include information that will letting them know that the fee is due prior to acceptance of any corrected plan. Most corrections are put pertain to your project. Please be sure to read both. back into the review queue in the order received and will be given the current review time when submitted. A small project review or expedited review can be requested for resubmittals. **INSPECTIONS AND PERMIT CLOSE OUT **REVISION RESUBMITTAL**** Contractors are now able to self-schedule their inspections by logging in to your contractor portal Log in to your contractor portal, click the Upload Plans button next to the job you are needing to send and clicking the Schedule Inspections option next to the active job. Contractors may need to have a revised plans for, and follow the instructions. You'll also need a completed Revised Permit project moved to their company if a third party submitted the request prior to selecting the Application. You can find all our applications on the Main Menu of your contractor portal under the contractor. Once inspection(s) are completed, the inspector will close out the job and you'll find it Documents Library section on the left of the page. Once the review is completed, the reviewer will in the Completed/Canceled Jobs section of your contractor portal. Approved plans and permit are notify the applicant with any instruction for payment (if required).

West Metro Fire Protection District

**Tenant Improvement projects will need to be submitted prior to deferred (sub) submittals. Work done without permit may be subject to double permit fees. We do offer different review types. Please see the Plans Review Submittal Process page on our website for turnaround times, applications with checklist items (not all inclusive), how-to instructions for our permitting program, Mobile Eyes, and review types and eligibility information. **

required to be on site for final inspections.