

## Inspection Information Page

All construction related inspections will need to be requested through the Mobile Eyes contractor portal. Below is a screen shot of the main page of the portal. You will find the job needing inspection the Active Jobs Section and clicking the Request Inspection (in blue writing). Be sure to read the required information for the inspection type. All requests will require an on site contact, and device count (if applicable). Add all comments to one note. Adding an additional note will add an additional request to our queue and the duplicate request will be rejected.

- **The job will only be accessible to the contact listed. Please send a written request to [planreview@westmetrofire.org](mailto:planreview@westmetrofire.org) to request the project be moved to your company if originally submitted by an architect or engineer.**
- **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.**
- **At this time, we are unable to guarantee a next day inspection due to the high volume of requests our office is receiving. While we will do our best to perform next day construction inspections, time and date options are based on availability in Mobile Eyes. If a time slot is not available on a specific date, it will be grayed out and you will be unable to select that option. This may include a number of days if all time slots have been filled by other permit holders. In that case, you will need to continue to the next business date to see the availability times for inspections.**
- **After Hour inspections will need to be selected form the “Blackout Date and Times” option, and a comment in the Notes box will need to include how the \$240.00 fee will be paid. A check on site, or prepay with a credit card. If prepaying with a card, an email invoice will be sent to the contact listed that would need to be paid by our cut off time of 12:00 PM (noon) the day prior.**
- **Holidays are excluded**
- **An email will be sent to the email address associated with the contractor portal of the confirmation of inspection date and anticipated arrival time. We do not do call aheads. The person listed receiving the correspondence will need to pass the confirmation information along to the on site contact.**
- **While you are able to request a time when requesting your inspection, this is not guaranteed. The inspector routes his schedule after the 12:00 PM (noon) cut-off time and selects times based on their full schedule and all locations of inspection requests. You may leave a note in the comments box if a certain time is required, and the inspectors will do their best to accommodate.**
- **Due to the high volume of inspection requests, once the inspection is confirmed and assigned by the inspector, and you cancel the inspection, you may be assessed a re-inspection fee of \$300.00. Please be sure you’ve read the approval comments on the approved plans so that your location is ready for inspection.**
- **The \$300.00 re-inspection fee will also apply to no-show inspections. Be sure you have [inspector-noreply@mobile-eyes.org](mailto:inspector-noreply@mobile-eyes.org) listed in your safe sender list so that the contact does not miss the confirmation emails.**

- General contractor of the tenant improvement/new building projects are required to request all final inspections for their project. Final requests from the sub contractors will not be accepted when their work is part of a larger scope project. If you are the GC receiving the inspections confirmations, you will need to pass this information along to your sub contractors. Mobile Eyes does not allow for more than one correspondence contact. **THIS IS FOR FINAL INSPECTION REQUESTS ONLY.**
- Your home screen will look similar to this after logging in and selecting your jurisdiction:

**Contractor Permit Portal**

**Applications**

City/Dept.: West Metro Fire Protection District

[Start New Application](#)

Just My Jobs  All Jobs for my company

Address:   
Street:

Status:  All  Unsubmitted  Submitted  Returned

Occupant:   
Job Type:

[Search](#) [Clear Filters](#)

Address	Job Type	Status
West Metro Fire Rescue - HQ 433 South Allison Parkway Lakewood, CO 80226		Unsubmitted

**Active Jobs**

Just My Jobs  All Jobs for my company

Address:   
Street:

Schedule Status:  All  Scheduled  Unscheduled

Occupant:   
Job #:

[Search](#) [Clear Filters](#)

Address	Job Type / #	Status	Scheduling
Building Shell SITE Test 99991 South Keith Avenue Lakewood, CO 80226	7 Solar/ Photovoltaic Systems 170927011-PV	Open	<a href="#">Solar Photovoltaic System Request Inspection</a> <a href="#">Upload Plans</a>

**Completed/Canceled Jobs**

Just My Jobs  All Jobs for my company

Address:   
Street:

Status:  All  Completed  Canceled

Occupant:   
Job #:

[Search](#) [Clear Filters](#)

Address	Job Type / #	Status
West Metro Fire Rescue - HQ 433 South Allison Parkway Lakewood, CO 80226	8 Other 180815002	Canceled
West Metro Fire Rescue - HQ 433 South Allison Parkway Lakewood, CO 80226	3 Fire Detection & Canceled Suppression Systems 200122005	

- **PLEASE NOTE:** 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).