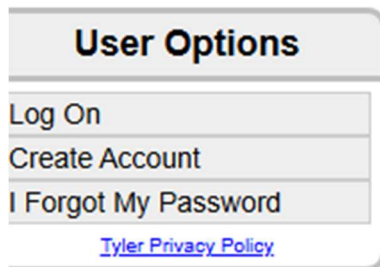


Nevada State Fire Marshal Engineering Portal

Submitting a Project Application

1. Click on the link https://www.mobile-eyes.com/PA_Index.asp
2. If you are new, click on “Create Account” if you already have an account click “Log On”



A screenshot of a web application's 'User Options' menu. The menu is a vertical list of links: 'Log On', 'Create Account', and 'I Forgot My Password'. Below these links is a blue underlined link for 'Tyler Privacy Policy'. The entire menu is enclosed in a light gray border with rounded corners.

User Options
Log On
Create Account
I Forgot My Password
Tyler Privacy Policy



3. Once you are logged on, select “Nevada State Fire Marshal Engineering Division” for City/Dept

Choose the City/Dept. you are working with.
If you do not see the City/Dept. in the list, click [here](#) to add it to your pick list.

City/Dept.: Nevada State Fire Marshal Engineering Division ▼

You must pick a City/Dept before proceeding.

0 Returned Applications
0 Pending Applications
0 Unsubmitted Applications

Apply for a Permit

Find an Existing Job/Permit
Request inspections

Get Status on Permit Application



4. Then click on “Apply for a Permit”

City/Dept.: Nevada State Fire Marshal Engineering Division ▼

You must pick a City/Dept before proceeding.

0 Returned Applications
0 Pending Applications
0 Unsubmitted Applications

Apply for a Permit

Find an Existing Job/Permit
Request inspections

Get Status on Permit Application



5. Fill in the address of the project, click “Find Matches” The address will appear below the find matches button



New Permit application - Step 1a (Select Address)

1. Address 2. Property Owner 3. Occupant 4. Job Setup 5. Review/Print/Submit

Street Number Street Name Street Name Suggestions:

Search: 99999 Williamson Street Williamson Williamson Street

(partial values OK for both fields)

Find Matches Clear

Address Street Zip Code

99999 Williamson Street 89701 Select

I can't find the Job-Site Address Main Menu

6. If there are no matches, click “I Can’t Find the Job-Site Address” A new screen will appear and fill out the job-site address. Once completed click “Save & Continue”

New Permit application - Step 1b (New Address)

1. Address 2. Property Owner 3. Occupant 4. Job Setup 5. Review/Print/Submit

• Address: 99999

• Street: Williamson Street

• City: ---Choose One---

• State: NV (Nevada)

• Zip Code: ---Choose One--- (Zip Code not found)

• Field is required

Save & Continue I want to try and find an existing address Main Menu

7. Next you will enter in the property owner information, then click “Save & Continue”

8. Fill in the occupant information:
- Click the box Permit for Bldg. Shell? (if occupant is occupying the entire building) (Ex: Home Depot is the only business in the entire building)
 - Fill in “Occupant Name” (Business Name)
 - Fill in “Suite” only if there is a suite number
 - Select either “Commercial or Residential”
 - When done click “Save & Continue”

New Permit application - Step 3b (New Occupant)

1. Address
2. Property Owner
3. Occupant
4. Job Setup
5. Review/Print/Submit

• Building: Unnamed Structure

Permit for Bldg. Shell?: ☐ *Building Shell is a special 'occupant' that represents the entire structure.*

• Occupant Name: Use 'Unknown'

Suite: Do not include "Suite" or "Ste"

Commercial/Residential: ---Choose One---

• Field is required

Save & Continue
I want to try and find an existing occupant
Main Menu

9. Job Setup

- a. Job Type, select from the drop down
- b. Provide a detailed description of your scope of work
- c. Enter square footage of your project scope of work
- d. Enter the project cost
- e. When done click “Save & Continue”

New Permit application - Step 4 (Job Setup)

1. Address
2. Property Owner
3. Occupant
4. Job Setup
5. Review/Print/Submit

• Job Type: ---Choose One---

• Job Description: Characters: 0

• Square Feet: If sq. ft. does not apply, enter 0

• Project Cost: \$

Contractor Comments: This field is for communicating with the city/municipality during the application process.
It is discarded once the application is accepted. If you want information to remain with the final job, add it into the job description instead.

• Field is required

Save & Continue
Edit Occupant
Main Menu

10. Save Permit Application: Review all information regarding your permit. If you need to make a correction, click on the “Edit” button next to the section.

Saved Permit Application - Step 5 (Review)

Address:

Addr/Street: 99998 Ruiz Way
City/State: CARSON CITY NV
Zip Code: 89701

Edit

Property Owner:

First Name: Jenny
Last Name: Williamson
Business Name: Jenny's Coffee Hut
Phone: 775-684-7527
Phone AH:
Cell Phone:
Fax:
Addr: 99998 Ruiz Way
Suite:
City/State: Carson City NV
Zip Code: 89701
Email: aeriattler@gmail.com

Edit



Occupant:

Building: un-named structure
Occupant: Jenny's Coffee Hut
Suite:
Property Use Type: Commercial

Edit

Job:

Job Type: Commercial Tenant Improvement
Sq Ft: 1,000.00
Cost: \$20,000.00
Desc: Remodeling an exiting space for a new coffee bar
Comments:

Edit

11. Upload your project files: Click "Choose File" (please note: each file must be less than 2 GB).



Choose File No file chosen

Each file must be less than 2 GB File over 2GB? Try compress.smallpdf.com

-no uploaded files-

Required attachments:

A complete set of plans
Completed application

Permit applications and lists of requirements are available in the Document Library on the main menu of this permit portal. Save the completed application to your computer. Then attach it with your plans before you submit. If your project does not require plans to be submitted, check the box above the Choose File button (above) to submit without plans.

At least one attachment required.

Your application is saved. Click Finished if you do not want to submit it yet.

Submit Application

Finished

Delete

Print Preview

12. Once you see your file(s) have uploaded, click “Submit Application” if you are ready to submit.



Choose File No file chosen			
<i>Each file must be less than 2 GB File over 2GB? Try compress.smallpdf.com</i>			
File Name	Plans?	Upload Date	
IFMA 2024 FPAN Chapter Report.pdf	☒	7/31/2025 11:04:28 AM 0.6 MB	Delete

Required attachments:

A complete set of plans
Completed application

Permit applications and lists of requirements are available in the Document Library on the main menu of this permit portal. Save the completed application to your computer. Then attach it with your plans before you submit. If your project does not require plans to be submitted, check the box above the Choose File button (above) to submit without plans.

Your application is saved. Click Finished if you do not want to submit it yet.		
Submit Application	Finished	Delete
	Print Preview	



13. Once you submit your Permit Application, the NSFM Engineering division will review your application: If everything is in order and all documentation has been provided we will approve your application. If anything is missing, we will return your application with an explanation.

- a. An email will be sent to you letting you know your application has been approved or returned.