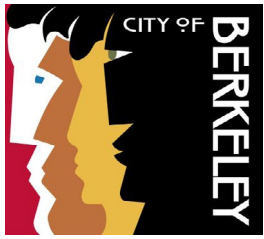


# ONLINE BUILDING PERMITS GUIDE 2018



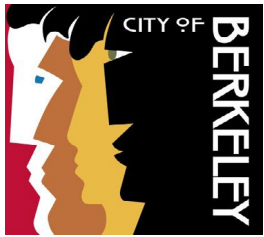
Building and Safety  
Permit Service Center

# Online Building Permits Guide

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Building and Safety  
Permit Service Center

# Register for an Account / Logging In

How to sign up for an account, log in, or reset your password.

**Welcome**  
The City of Berkeley is pleased to offer online permit applications, research and inspection scheduling 24 hours a day, 7 days a week.

**Getting Started:**  
The Public may view details of zoning and building permits and schedule an inspection without registering for an account. To do a basic search, click on "Property Information" or any "Search" link below.  
If you would like to apply for a zoning certificate, register for an account first and login.  
For more information about permits, visit the [Permit Service Center website](#). If additional information is needed, please contact 311 or email [311@cityofberkeley.info](mailto:311@cityofberkeley.info).

The City of Berkeley is now reviewing construction documents electronically. Plans and supporting documents may be submitted in flattened PDF format via USB flash drive at the Permit Service Center for [electronic plan check](#). Resubmittals may be submitted using this online portal.

**What would you like to do today?**  
To get started, select one of the services listed below:

<b>General Information</b>	<b>Building Permits</b>
<a href="#">Property Information</a>	<a href="#">Search Applications</a>
<b>Zoning</b>	<b>Fire Permits</b>
<a href="#">Search Applications</a>	<a href="#">Search Applications</a>
<b>Public Works</b>	
<a href="#">Search Applications</a>	

**Login**

User Name:

Password:

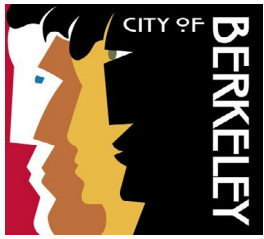
Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

If you already have an account, sign in using the same User Name and password with which you signed up. The email address you use for your account must match the email you provided on your permit application

If you cannot remember your User Name or password, select "I've forgotten my password," enter your email and answer your security question.

If this is your first time accessing the Online Services Center, click on the "New Users" link to create an account.



Building and Safety  
Permit Service Center

# Looking Up Permits

**Home** **Building Permits** Zoning Fire Permits Public Works

Advanced Search ▾

Welcome [User Name] [Login](#)

**General Search**

For permits prior to 2016, search using only the last four digits of the Permit Number and “%” as a placeholder for the rest. Example: For the Building Permit 14-3744, enter %3744. You may expand the date settings if the permit was issued more than two years ago.

Street No.:  From - To  Street Name:  Street Type: --Select-- ▾

Parcel No.:

Permit Number:  Start Date: 10/04/2014  End Date: 10/03/2016

Project Name:

**Search** **Clear**

**General Information**  
Property Information  
Zoning  
Search Applications

**Callouts:**

- To search without logging in, click “**Building Permits**” then enter the Permit Number using the format B2016-09717.
- Be sure to expand the date range if the permit was issued more than two years ago.
- You can also search by street address or Parcel No. It is best to search with the minimum information (just the permit number or just the street address), because the system will not retrieve the permit unless all the information provided matches what is in the system.

**Home** **Building Permits** Zoning Fire Permits Public Works

Dashboard My Records My Account Advanced Search ▾

Welcome [User Name]  
You are now logged in.

**What service can we help you with today?**  
You view information on properties and permits, apply for permits, and schedule a Building Permit related inspection.

To continue, simply click a the link below

**General Information**  
Property Information  
Zoning  
Apply for a business-related zoning certificates  
Search Applications  
Public Works  
Search Applications

**Building Permits**  
Search Applications

**Fire Permits**  
Search Applications

**Search Applications**

**Records**

Showing 1-1 of 1 | [Add to collection](#)

Date	Permit Number	Project Name	Status	Address	Description
12/14/2015	B2015-06041	Building Electrical Mechanical Plumbing Permit	Issued	2120 MILVIA St, BERKELEY CA 94704	Commercial   Alteration   4

**What would you like to do today?**

The City of Berkeley performs electronic plan review. Initial submittal of plans and other construction documents, in PDF format, must be completed in person at the Permit Service Center. Plans and supporting documents in response to plan review comments may be submitted through this online portal.

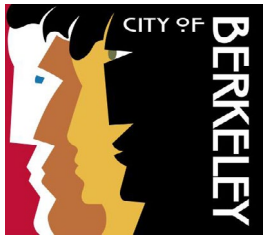
To find out today's Scheduled Inspections  
• [Click Here](#)

To Schedule an Inspection  
• Search for a Permit using the form below  
• Click on the Permit Number to view the Permit Information page

If you require additional information or assistance regarding inspections, please contact Building and Safety at (510)981-7500.

**Callouts:**

- If you have logged in, click on the building permit number of the permit you would like to view.



# Check Permit Status

Building and Safety  
Permit Service Center

Home **Building Permits** Zoning Fire Permits Public Works

Search Applications

Record B2015-06041: [Add to collection](#)

Permit  
Record Status: Issued

Record Info ▼ Conditions 3

Record Details

**Processing Status**

Related Records

Attachments

Inspections

94704

---

**Record Details**

**Applicant:**  
Test Permit  
Test Permit 2015  
2120 Milvia St  
Berkeley, CA, 94704  
Home Phone:(510)981-7441  
Work Phone:(510)981-7441  
Mobile Phone:(510)447-9740  
dalarch@sbcglobal.net

**Project Description:**  
Test Permit 2015 - Tenant Improvement to create a laboratory/manufacturing facility within an existing 5,775 s.f. "warehouse" shell with supporting office space and associated loading/shipping space.

To view the status of your Building Permit first you must [look up your permit](#).

After selecting your permit, please click "Record Info" then "Processing Status".

A check-mark indicates that this step in the process is completed.

**Processing Status**

- Application Submittal
- Resubmittal-Revision
- Plan Distribution
- Building and Safety Review
- Zoning Review
- Fire Review
- Environmental Health Review
- Public Works Review
- Toxics Review
- Landmarks Review
- Energy Review
- Traffic Review
- Design Review
- PSC Review
- Consolidated Comments
- Issuance
- Inspection
- Certificate of Occupancy

An hour-glass icon indicates that this step is still in process.

**Processing Status**

- Application Submittal
- Resubmittal-Revision
- Plan Distribution
- Building and Safety Review
- Zoning Review
- Fire Review
- Environmental Health Review
- Public Works Review
- Toxics Review
- Landmarks Review
- Energy Review
- Traffic Review
- Design Review
- PSC Review
- Consolidated Comments
- Issuance
- Inspection
- Certificate of Occupancy

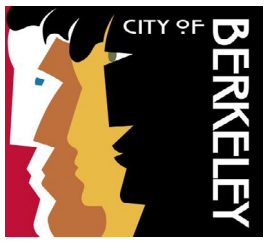
**Application Submittal**

Due on 01/26/2016, assigned to TBD

Marked as Plan Distribution on 12/17/2015 by McKenzie Helvick

To see additional information, please click the arrow.

This is an estimated due date. During busy periods there may be delays.



**Building and Safety  
Permit Service Center**

# View and Upload Documents

How to view and upload documents associated with your permit(s), such as correction letters or plan check responses.

The screenshot shows the 'Record B2015-06041' page. On the left, a navigation menu includes 'Record Info', 'Record Details', 'Processing Status', 'Related Records', 'Attachments', and 'Inspections'. The 'Attachments' menu item is highlighted. The main content area shows 'Conditions 3' with a 'View Condition' button. Below this, the address '2120 MILVIA St 94704' is listed. The 'Record Details' section includes 'Applicant' information (Test Permit 2015, 2120 Milvia St, Berkeley, CA, 94704) and 'Project Description' (Test Permit 2015 - Tenant Improvement to create a laboratory/manufacturing facility within an existing 5,775 s.f. "warehouse" shell with supporting office space and associated loading/shipping space).

To add documents to your building permit first you must look up your permit. After selecting your permit, please click "Record Info" then "Attachments" to view the permit documents.

**NOTE:** Please do not upload revised documents until you have received comments from all reviewing agencies.

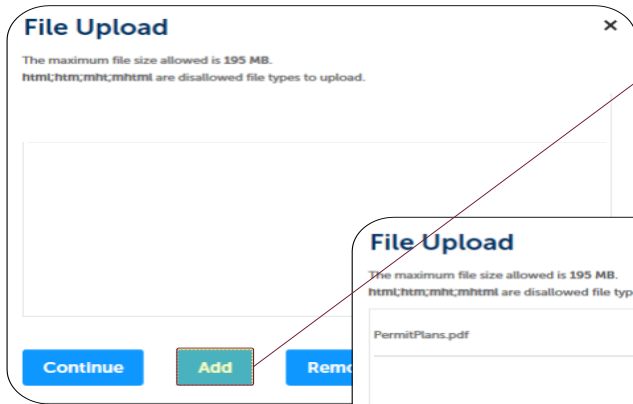
The 'Attachments' page contains instructions for uploading documents. It states that documents must be in flattened, non-secure PDF format and landscape orientation. It provides steps for clicking 'Add', selecting documents, and clicking 'Save'. It also includes contact information for the Permit Service Center and file size restrictions (195 MB max, 100 MB per document). Below the instructions is a table of existing attachments.

Name	Record ID	Entity Type	Type	Size	Latest Update	Action	Record Type
B2015-06041 (First).pdf	B2015-06041	Record	Plans	3.48 MB	02/03/2016	Actions	Permit
Structural Calcs (First).pdf	B2015-06041	Record	Documents	528.86 KB	02/03/2016	Actions	Permit
Corrections (First).pdf	B2015-06041	Record	Correspondence	94.54 KB	02/04/2016	Actions	Permit
Plans (Second).pdf	B2015-06041	Record	Plans	3.48 MB	02/09/2016	Actions	Permit
Structural Calcs (First).pdf	B2015-06041	Record	B2015-06041	528.86 KB	02/23/2016	Actions	Permit

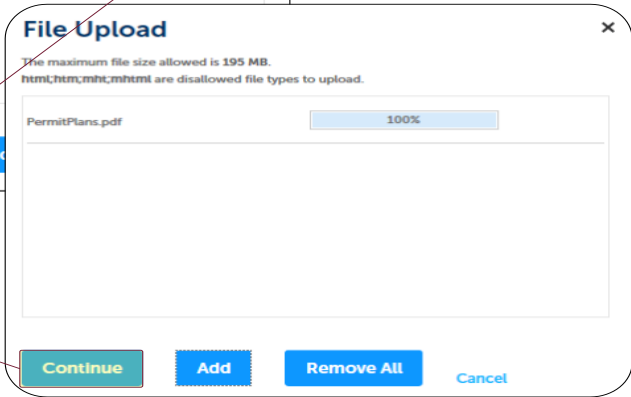
At the bottom of the table is a pagination control showing page 1 of 5, and an 'Add' button is located at the bottom left of the page.

Click the "Add" button to upload your documents.

**NOTE:** If you do not see the "add" button, you may not be logged into your account. If you are logged in and the "Add" button still does not appear, please refer to the Troubleshooting instructions.



When the "File Upload" box pops up, click "Add" and select the document(s) you would like to upload.



After selecting your file, click continue.

### Attachments

The City of Berkeley Building & Safety Division is now plan checking by reviewing electronic documents only.

Plans and supporting construction documents are required to be in flattened, non-secure, PDF format. Plans shall be in PDF format and landscape orientation.

In order to upload documents, please click the "Add" button and select your documents. Once you upload the documents, please click on the "Save" button in order to complete the process. Click on the document title below in order to view a specific document

If unable to upload or view documents, please contact the Permit Service Center at (510)981-7500.

Only PDF documents are allowed and no single document can be more than 100 MB in size.

The maximum file size allowed is 195 MB. html,htm,mht,mhtml are disallowed file types to upload.

Name	Record ID	Entity Type	Type	Size	Latest Update	Action	Record Type
<a href="#">B2015-06041 (First).pdf</a>	B2015-06041	Record	Plans	3.48 MB	02/03/2016	<a href="#">Actions</a> ▼	Permit
<a href="#">Structural Calcs (First).pdf</a>	B2015-06041	Record	Documents	528.86 KB	02/03/2016	<a href="#">Actions</a> ▼	Permit
<a href="#">Corrections (First).pdf</a>	B2015-06041	Record	Correspondence	94.54 KB	02/04/2016	<a href="#">Actions</a> ▼	Permit
<a href="#">Plans (Second).pdf</a>	B2015-06041	Record	Plans	3.48 MB	02/09/2016	<a href="#">Actions</a> ▼	Permit
<a href="#">Structural Calcs (First).pdf</a>	B2015-06041	Record	B2015-06041	528.86 KB	02/23/2016	<a href="#">Actions</a> ▼	Permit

< Prev 1 2 3 4 5 Next >

File: PermitPlans.pdf

100%

[Save](#) [Add](#) [Remove All](#)

A list of all files to be uploaded will be shown at the bottom of the page

**VERY IMPORTANT:** To complete the process you **MUST** press "Save." Otherwise the files will not be uploaded.

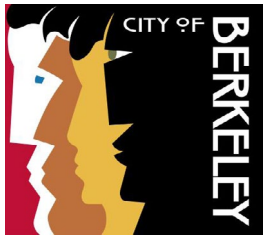
Home **Building Permits** Zoning Fire Permits Public Works

Search Applications

**The attachment(s) has/have been successfully uploaded.** It may take a few minutes before changes are reflected.

Record B2015-06041: [Add to collection](#)  
 Permit  
 Record Status: Issued

You will know this process is successful when you see a message at the top of your page that says "The attachment(s) has/have been successfully uploaded." If you do not see this message, please go through the process again.



Building and Safety  
Permit Service Center

# Schedule / Reschedule / Cancel an Inspection

## SCHEDULE

Home Building Permits Zoning Fire Permits Public Works

Search Applications

Record B2015-06041: Permit  
Record Status: Issued [Add to collection](#)

Record Info Conditions 3

Record Details  
Processing Status  
Related Records  
Attachments

**Inspections**  
94704

Record Details

**Applicant:**  
Test Permit  
Test Permit 2015  
2120 Milvia St  
Berkeley, CA, 94704  
Home Phone:(510)981-7441  
Work Phone:(510)981-7441  
Mobile Phone:(510)447-9740  
dalarch@sbcbglobal.net

**Project Description:**  
Test Permit 2015 - Tenant Improvement to create a laboratory/manufacturing facility within an existing 5,775 s.f. "warehouse" shell with supporting office space and associated loading/shipping space.

To schedule an inspection for your Building Permit, first you must [look up your permit](#).

Next click "Record Info" then select "Inspections."

**NOTE:** You do not need to be logged in to schedule an inspection.

Home Building Permits Zoning Fire Permits Public Works

Search Applications

Record B2015-06041: Permit  
Record Status: Issued [Add to collection](#)

Record Info Conditions 3

A notice was added to this record on 06/13/2016.  
Condition: Testing conditions on live Severity: Notice  
Total Conditions: 3 (Notice: 3) [View Condition](#)

**Inspections**

Upcoming  
[Schedule or Request an Inspection](#)  
You have not added any inspections.  
Click the link above to schedule or request one.

Completed  
There are no completed inspections on this record.

Click on "Schedule or Request Inspection" then select the type of inspection you would like to schedule.

**Schedule/Request an Inspection**

Available Inspection Types (58)

Show optional inspections

- Building 1004 Setbacks/Survey (optional)
- Building 1005 Demolition (optional)
- Building 1015 Piers prior to pour (optional)
- Building 1020 Foundation Prior to pour (optional)
- Building 1030 Anchor Bolt and Hold Down (optional)
- Building 1035 Post Tension Slab (optional)
- Building 1040 Slab/Concrete floor (optional)
- Building 1050 Shotcrete (optional)
- Building 1065 Concrete Masonry Unit (optional)
- Building 1075 Underfloor Framing (optional)

< Prev 1 2 3 4 5 6 Next >

[Continue](#) [Cancel](#)



### Schedule/Request an Inspection

Inspection type: Building 1005 Demolition

To continue, select an appointment date by clicking a link on the calendar below. Please note: If the All Day radio button is grayed out, there are no more available inspection times for that day. Please select another day.

Aug 2016							Sep 2016							Oct 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6		1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28	22	23	24	25	26	27	28
28	29	30	31				29	30	1	2	3	4	5	29	30	1	2	3	4	5

Available Times for Friday, Sep 09 2016

All Day

Select a date that works best for you for an inspection. Dates in blue are available. Grey dates are unavailable

Next you must click "All Day" under available times.

If you are unable to select "All Day" for the date you have selected, that means the inspectors are fully booked and you must select a different day.

Click "Continue" to go to the next step.

### Schedule/Request an Inspection

Inspection type: Building 1005 Demolition

#### Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location  
2120 MILVIA St  
94704

Contact  
Jimmy Doolittle  
(510)555-1212

After picking a date, you can customize your contact for this inspection by clicking "Change Contact." After selecting your contact, click continue to move onto the next step.

It is helpful for City Inspectors if you provide a contact who can be reached at the job site.

Select an existing contact

Jimmy Doolittle ((510)555-1212)

Specify another person (for this inspection only)

\* First Name  Middle Name  \* Last Name

\* Phone Number

### Schedule/Request an Inspection

#### Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

Inspection Type: Building 1005 Demolition  
Date and Time: 09/09/2016  
Location: 2120 MILVIA St 94704  
Contact: Jimmy Doolittle (510)555-1212

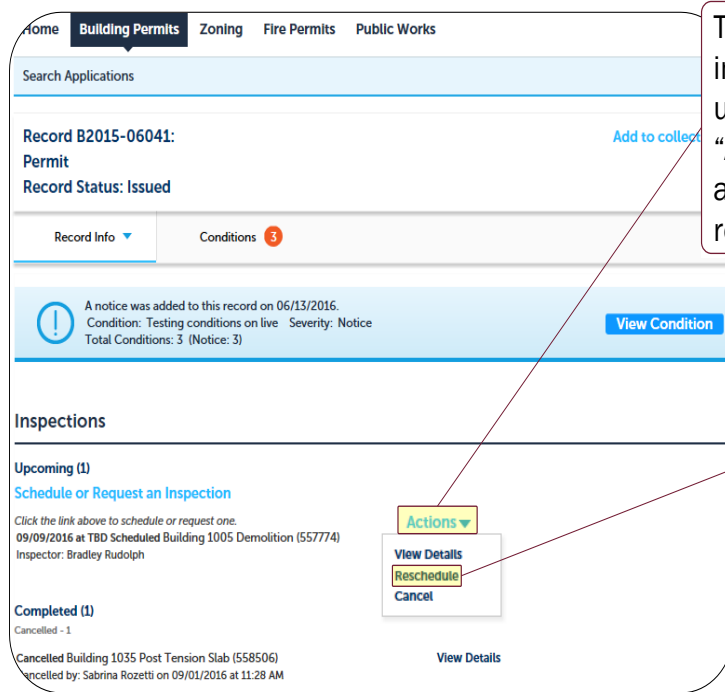
When you are satisfied with your inspection date and contact, you can include optional comments or instructions for your inspector by clicking "Include Additional Notes."

Optional Comments or Instructions for your Inspector:

(Please include an alternate phone number if different from the contact information provided in your application.)

Select "Finish" to submit your request.

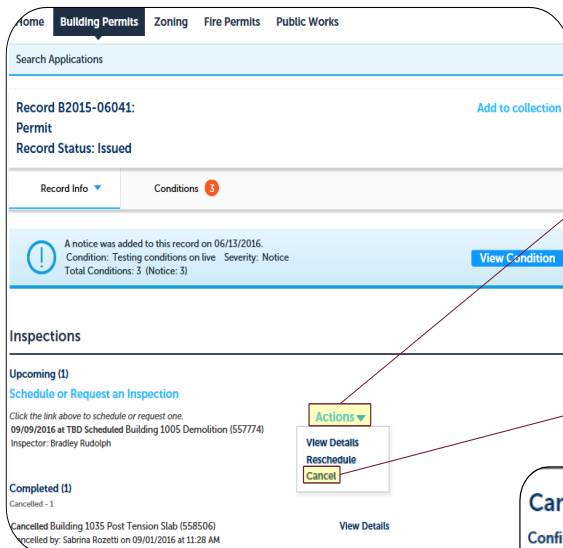
# RESCHEDULE



To reschedule an existing inspection appointment, under "Inspections," select "Actions" next to the appointment that you wish to reschedule.

Select "Reschedule" from the drop down menu and follow the instructions for [scheduling an inspection](#).

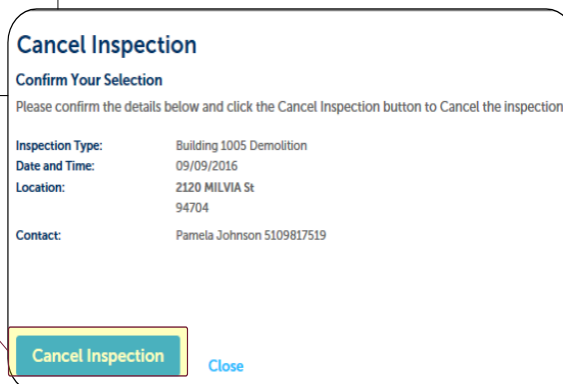
# CANCEL

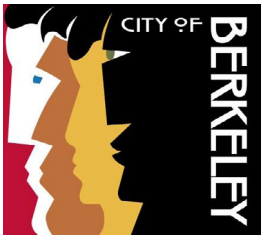


To cancel an existing inspection, under "Inspections," select "Actions" next to the appointment that you wish to cancel.

Select "Cancel" from the drop down menu.

Select "Cancel Inspection" from the pop-up menu to confirm your cancellation.





Building and Safety  
Permit Service Center

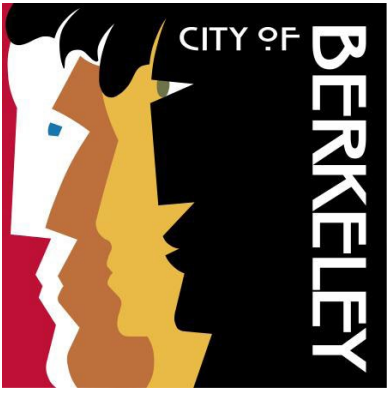
# Troubleshooting

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## TROUBLESHOOTING QUESTIONS

If you still have questions or issues navigating through our online permit program, please answer ALL of the following questions and email them to [buildingandsafety@cityofberkeley.info](mailto:buildingandsafety@cityofberkeley.info) so we can assist you.

1. What is the permit number and property address?
2. What is your name and contact phone number?
3. What is the email that was used to create your Online Permit account? If multiple accounts have been created, please provide all of the emails used.
4. Please provide a brief description of the problem encountered.



**THANK YOU**