ONLINE BUILDING PERMITS GUIDE
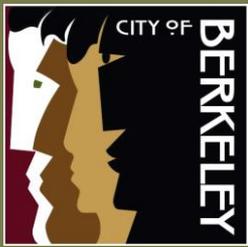
October 2016

ONLINE BUILDING PERMITS GUIDE
TABLE OF CONTENTS

REGISTER FOR AN ACCOUNT / LOGGING IN
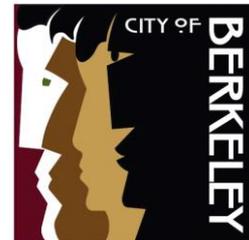
How to sign up for an account, log in, or reset your password.

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.

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:

General Information

Property Information

Zoning

Search Applications

Public Works

Search Applications

Building Permits

Search Applications

Fire Permits

Search Applications

Login

User Name:

Password:

Login »

☐ 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.
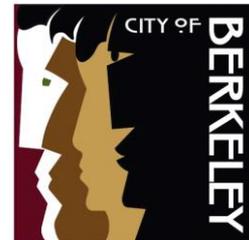
LOOKING UP PERMITS

How to find all permits associated with your account.

If you do not see the permit you are looking for listed, you may have created multiple online permit accounts. If multiple accounts were created, log out and log in with the other account's User ID and password.

If you are still unable to see the desired records, please refer to the Troubleshooting instructions.

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 (<u>just</u> the permit number or <u>just</u> 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**

Advanced Search ▾

Welcome
The City of Berkeley is pl
and inspection schedulir
Getting Started:
The Public may view det
inspection without regist
"Property Information" o
If you would like to apply
and login.
For more information ab
additional information is
311@cityofberkeley.info.
The City of Berkeley is n
Plans and supporting do
USB flash drive at the Pe
Resubmittals may be sub
What would you like to o
To get started, select on

General Information

Property Information

Zoning

Search Applications

Login

General Search   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 that two years ago.

Street No.:   Street Name: ⑦   Street Type:
[From] - [To]   [   ]   [--Select-- ▾]

Parcel No.:
[   ]

Permit Number: Start Date: ⑦   End Date: ⑦
[   ]   10/04/2014 🗓   10/03/2016 🗓

Project Name:
[   ]

▸ Search Additional Criteria

[Search]   [Clear]

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

Dashboard | My Records | My Account | Advanced Search ▾

Welcome [   ]
You are now logged in.

What service can we help you with today?
You view information on properties and permits, apply
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

Buildir

Search Ap

Fire Pe

Search Ap

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

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

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 reponse 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)981-550.

CHECK PERMIT STATUS

How to see the progress of your submitted permit.

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

...led to this record on 06/13/2016.
...ng conditions on live   Severity: Notice   **View Condition**
: 3 (Notice: 3)

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".

Processing Status

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

✓ ▸		**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
    Fire Review
    Environmental
    Public Works Review
    Toxics Review
    Landmarks Review
    Energy Review
    Traffic Review
    Design Review
✔ ▶ PSC Review
✔ ▶ Consolidated Comments
✔ ▶ Issuance
⧗ ▶ Inspection
    Certificate of Occupancy

To see additional information, please click the arrow.

✔ ▼ Application Submittal

Due on **01/26/2016**, assigned to **TBD**
Marked as **Plan Distribution** on **12/17/2015** by **McKenzie Helvick**

This is an estimated due date. During busy periods there may be delays.
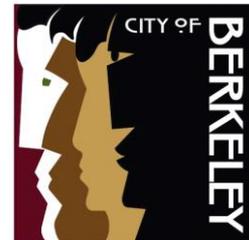
VIEW AND UPLOAD PERMIT DOCUMENTS

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

VIEW DOCUMENTS

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

Search Applications

Record B2015-06041:   Add to collection

Record Info ▼

Record Details

Processing Status

Related Records

Attachments

Inspections

Conditions ③

...ed to this record on 06/13/2016.
...g conditions on live   Severity: Notice   **View Condition**
...3 (Notice: 3)

2120 MILVIA St
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 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.

UPLOAD DOCUMENTS

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
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

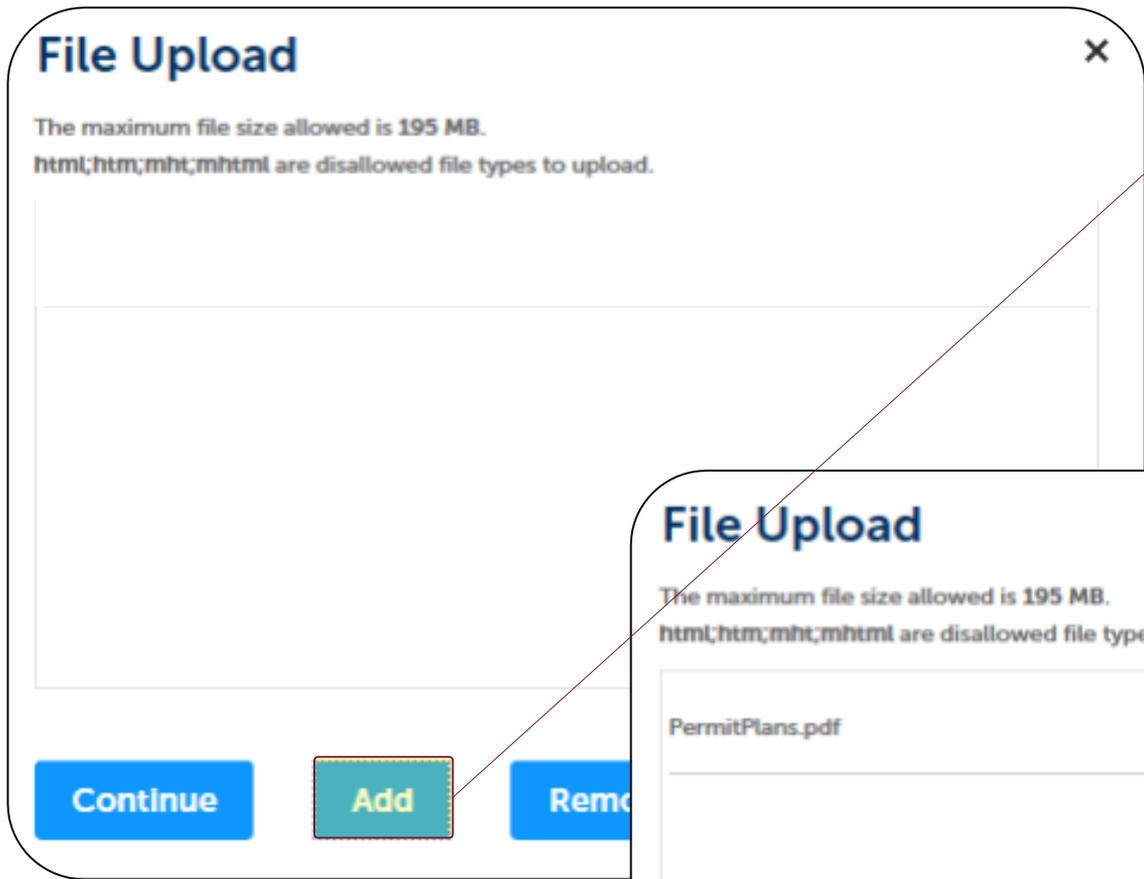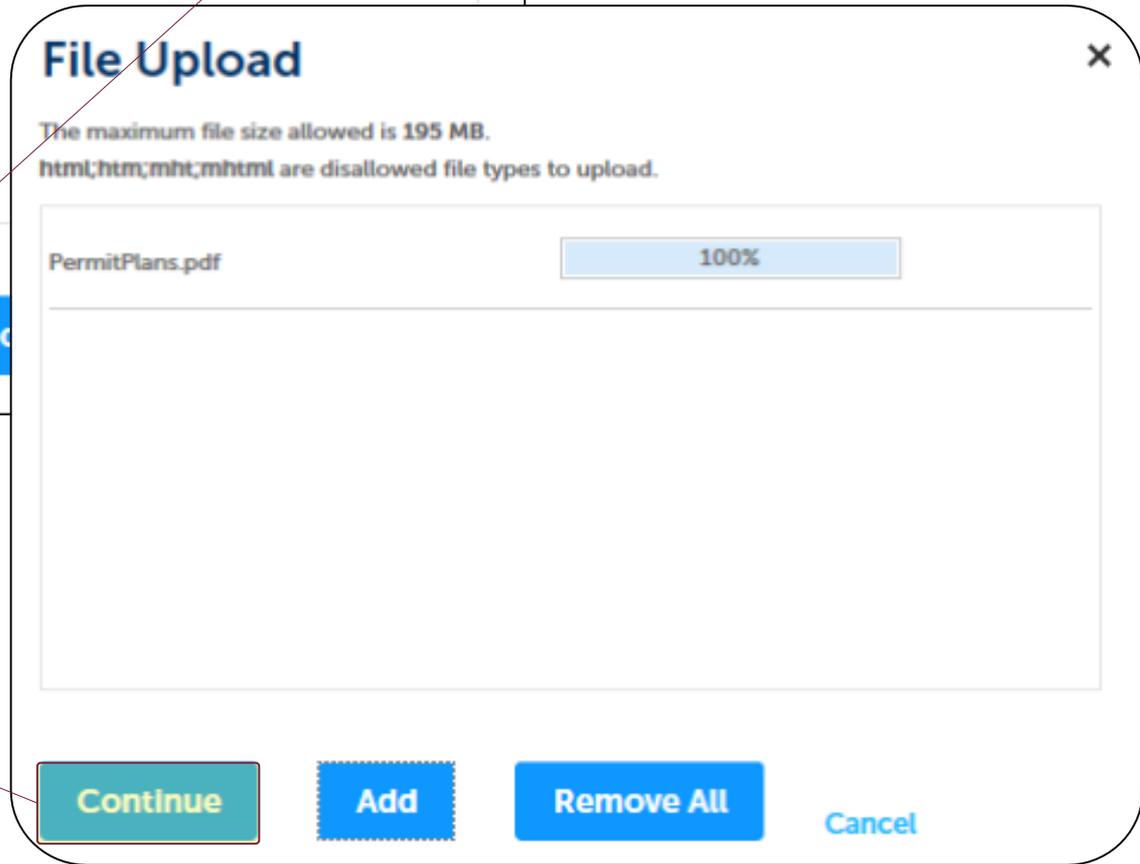< Prev **1** 2 3 4 5 Next >

Add

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.

File Upload

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

Continue   **Add**   **Rem**

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

File Upload

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

PermitPlans.pdf   100%

After selecting your file, click continue.

Continue   **Add**   **Remove All**   Cancel

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.

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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

< Prev **1** 2 3 4 5 **Next >**

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

File:
PermitPlans.pdf
100%

Save   **Add**   **Remove All**

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

Search Applications

✓ **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.
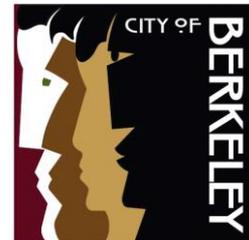
Record B2015-06041:   Add to collection
Permit
Record Status: Issued

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.

SCHEDULE/RESCHEDULE/CANCEL AN INSPECTION

How to schedule an inspection and reschedule or cancel existing inspections.

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								1
7	8	9	10	11	12	13		4	5	6	7	8	9	10		2	3	4	5	6	7	8
14	15	16	17	18	19	20		11	12	13	14	15	16	17		9	10	11	12	13	14	15
21	22	23	24	25	26	27		18	19	20	21	22	23	24		16	17	18	19	20	21	22
28	29	30	31					25	26	27	28	29	30			23	24	25	26	27	28	29
																30	31					

« Prev   **Next »**

Available Times for Friday, Sep 09 2016

◉ All Day

Continue   **Back**   **Cancel**

Annotations (outside main interface):

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

Change Contact ▼

Continue   **Back**   **C...**

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

Submit   **Cancel**

Schedule/Request an Inspection

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspect

Inspection Type: Building 1005 Demolition
Date and Time: 09/09/2016
Location: 2120 MILVIA St
94704

Contact: Jimmy Doolittle (510)555-1212

Include Additional Notes

Finish   **Back**   **Cancel**

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."

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 cancelation.

Screen content

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   **View Condition**
    Total Conditions: 3 (Notice: 3)

Inspections

Upcoming (1)
Schedule or Request an Inspection

Click the link above to schedule or request one.
09/09/2016 at TBD Scheduled Building 1005 Demolition (557774)
Inspector: Bradley Rudolph   **Actions ▼**

                                        View Details
                                        Reschedule
                                        Cancel

Completed (1)
Cancelled - 1

Cancelled Building 1035 Post Tension Slab (558506)   **View Details**
Cancelled by: Sabrina Rozetti on 09/01/2016 at 11:28 AM

Cancel Inspection

Confirm Your Selection

Please confirm the details below and click the Cancel Inspection button to Cancel the inspection.

Inspection Type: Building 1005 Demolition
Date and Time: 09/09/2016
Location: 2120 MILVIA St
                         94704

Contact: Pamela Johnson 5109817519

Cancel Inspection   Close
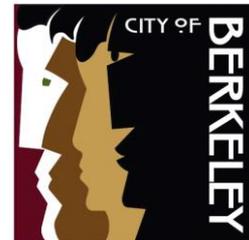
TROUBLESHOOTING

Here you will find the necessary steps to take if you still have questions or issues after studying this guide.
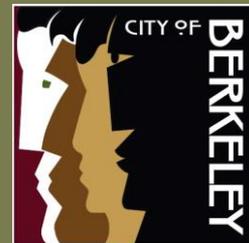
TROUBLESHOOTING QUESTIONS

If you still have questions or issues navigating through our online permit program, please answer <u>ALL</u> of the following questions and email them to 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