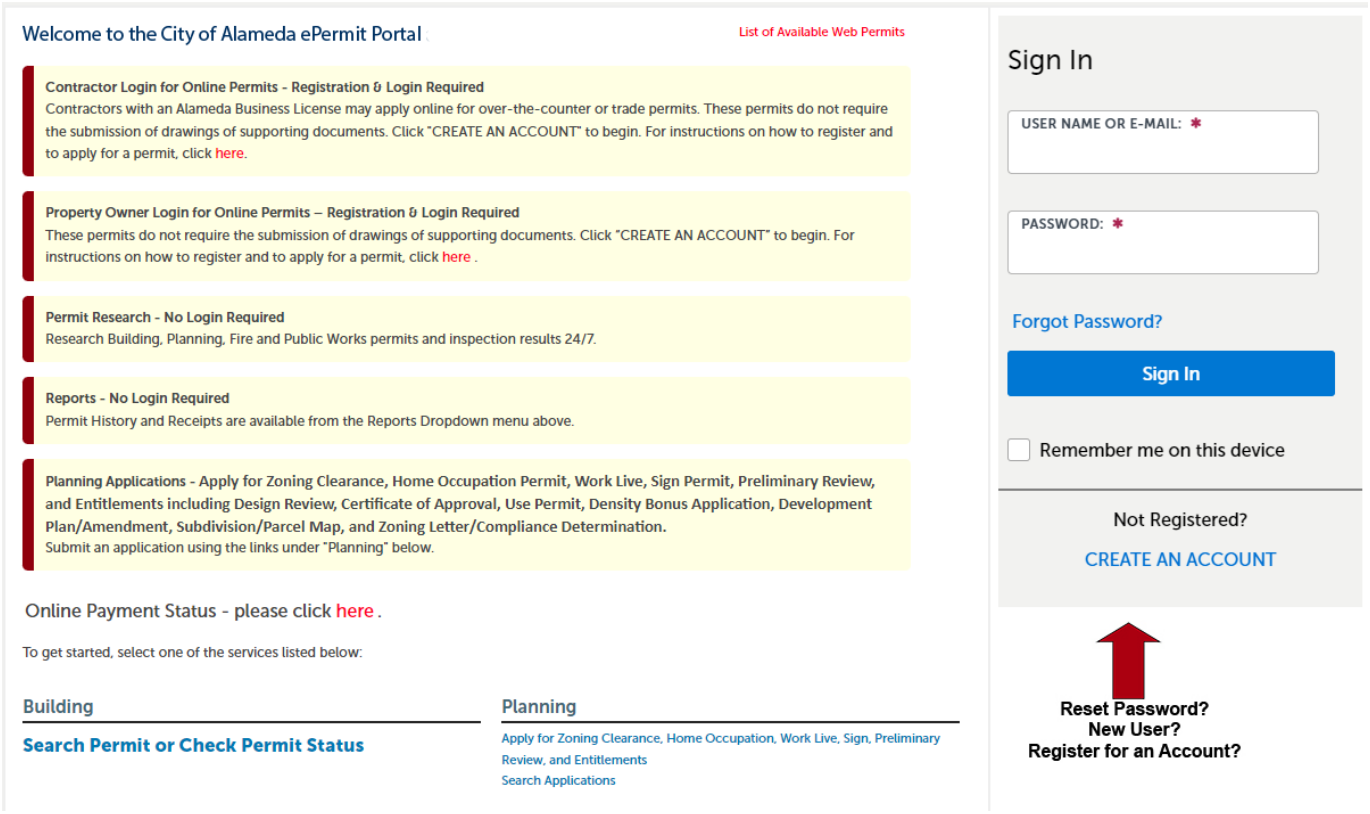
USER ACCOUNT REGISTRATION
For ePERMITS PORTAL

Community Development • Planning & Building
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
alamedaca.gov • 510.747.6800
Hours: 7:30 a.m.–3:30 p.m., M–Th

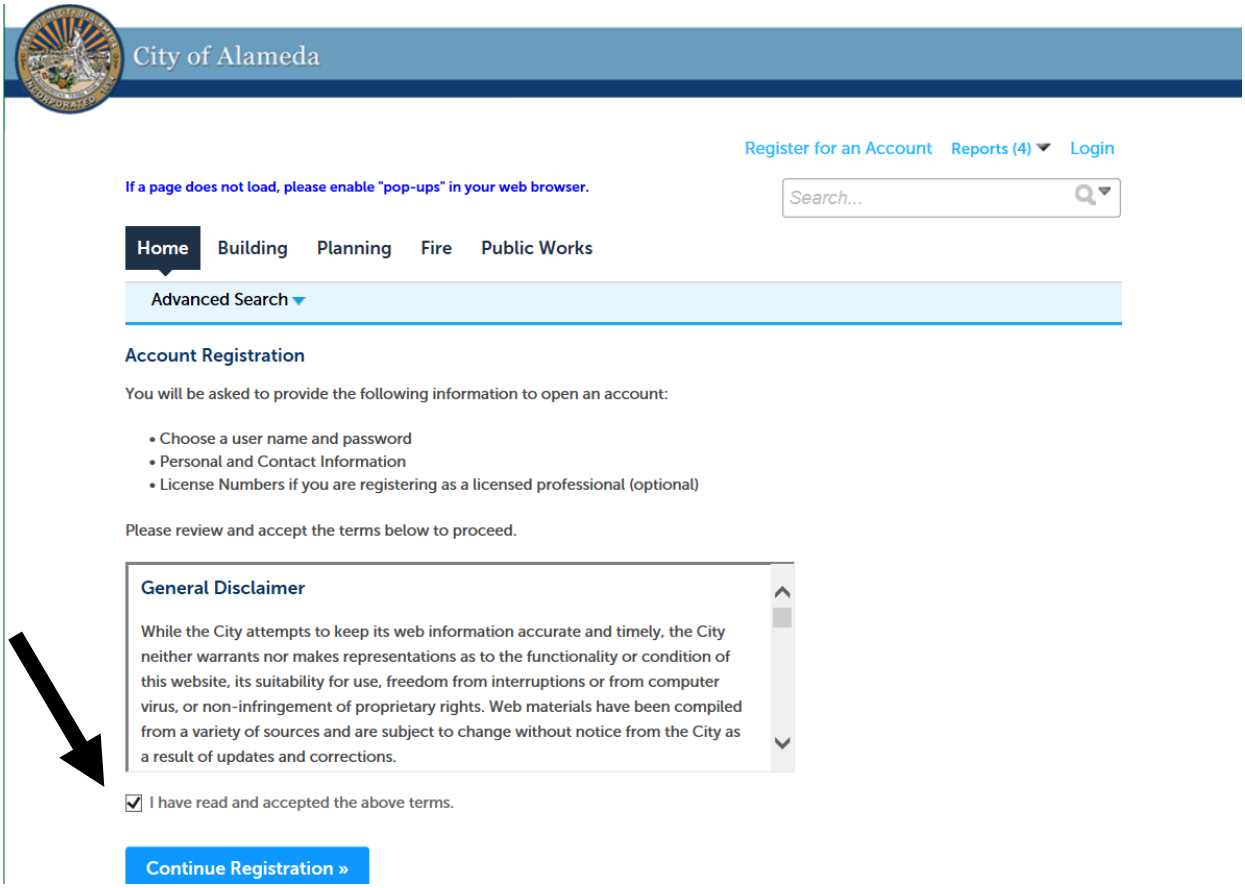
The City of Alameda offers the ePermits online portal to allow contractors, architects, and engineer licensed professionals to apply for and obtain simple permits online. While ePermits allows all users to search and lookup permit information, a login is required in order to actually pull a permit. The following instructions provide a walk-through of the registration process to obtain a login to the ePermits portal.

STEPS:

1. Go to http://aca.accela.com/alameda
2. Click on **CREATE AN ACCOUNT**

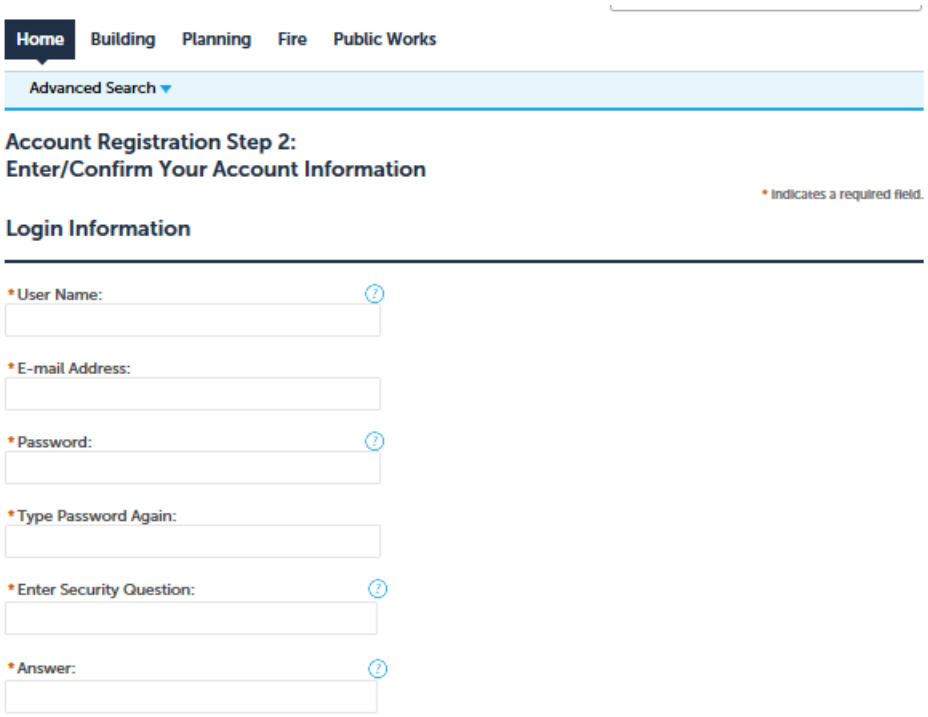


3. Read and accept the terms and disclaimers for use of the City of Alameda ePermits portal. Then **check the box** to accept the terms and click on the **Continue Registration** button to continue.

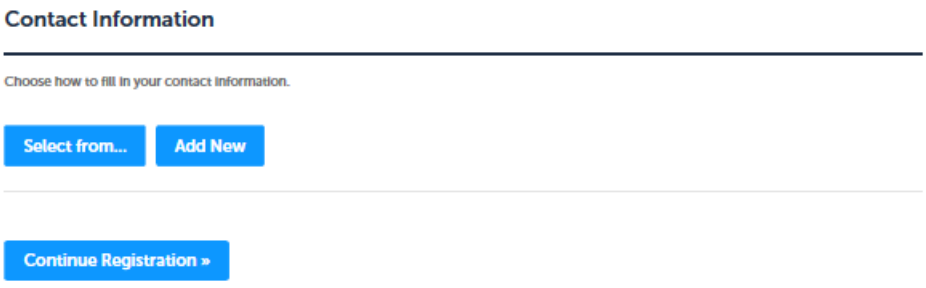


4. The next step in the registration process involves creating your User Name and Password.

Follow the instructions on the screen.



5. The bottom portion of the screen prompts you to enter your contact information for this user account. Click **Add New** to enter contact information.



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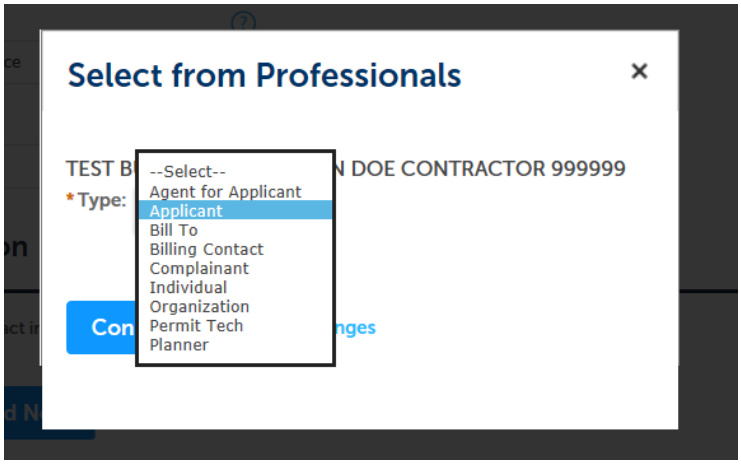
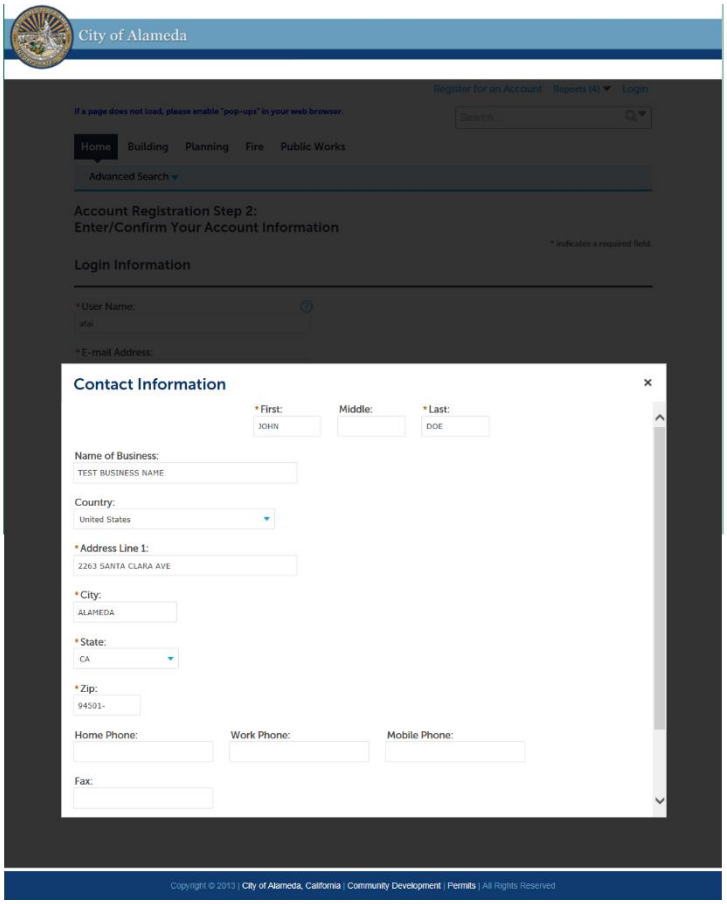
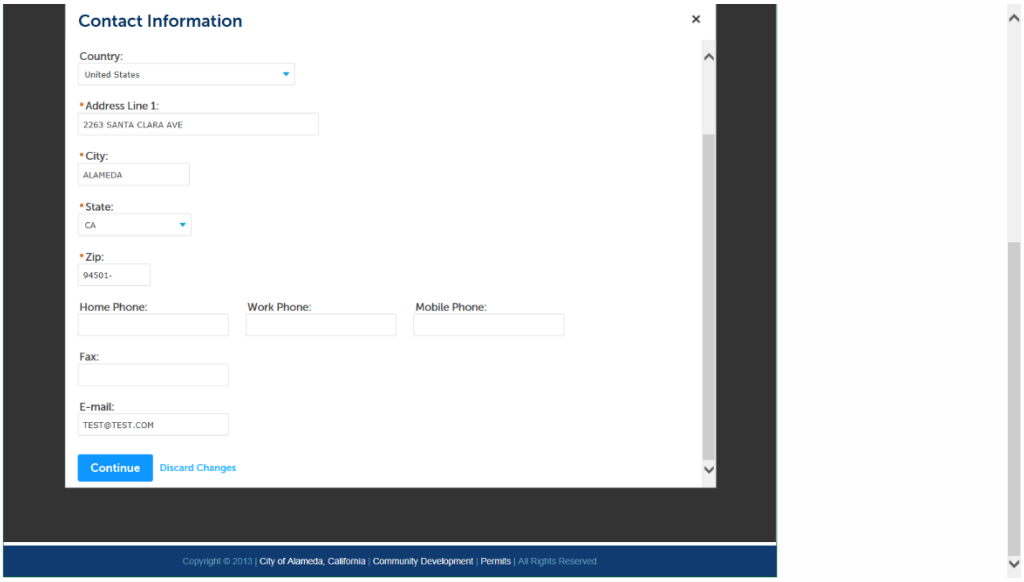
The system will prompt you to select from a list of contact types.



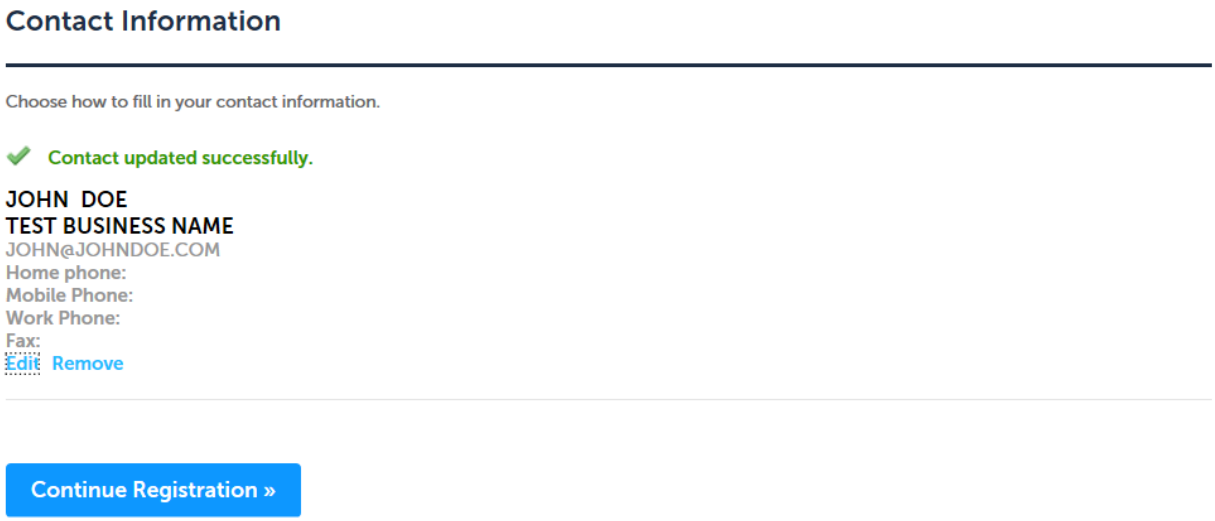
If you selected Add New, the following window will appear. Complete the form with your contact information



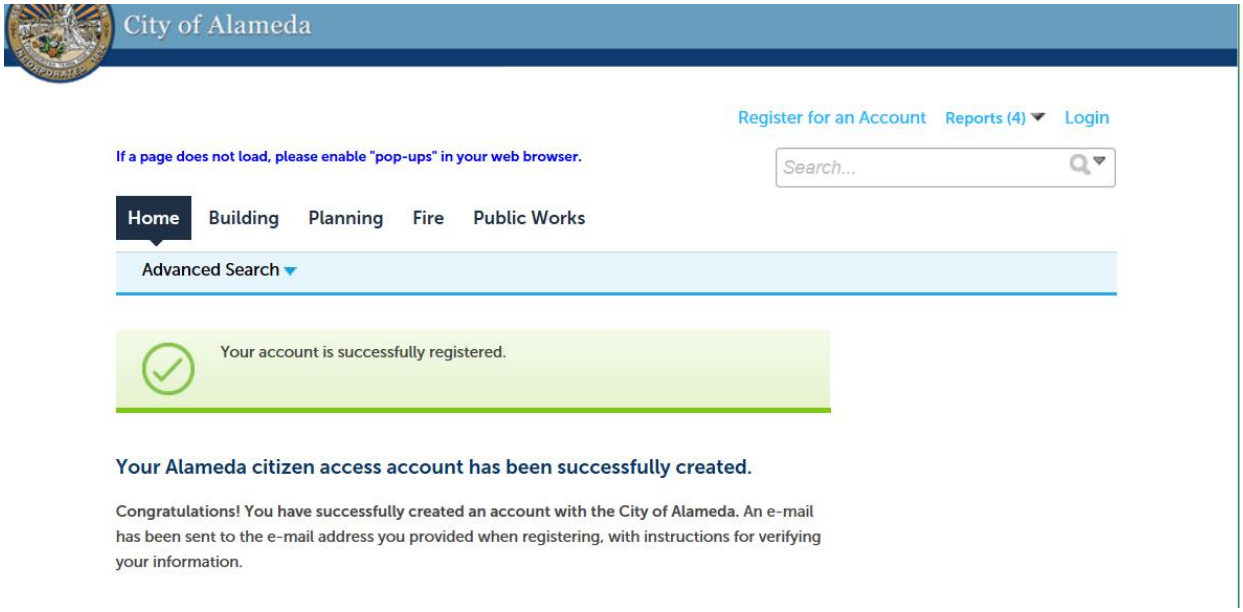
Be sure to complete all fields and scroll down to the bottom to find the **Continue** button.



6. After clicking **Continue**, a conformation screen will appear:



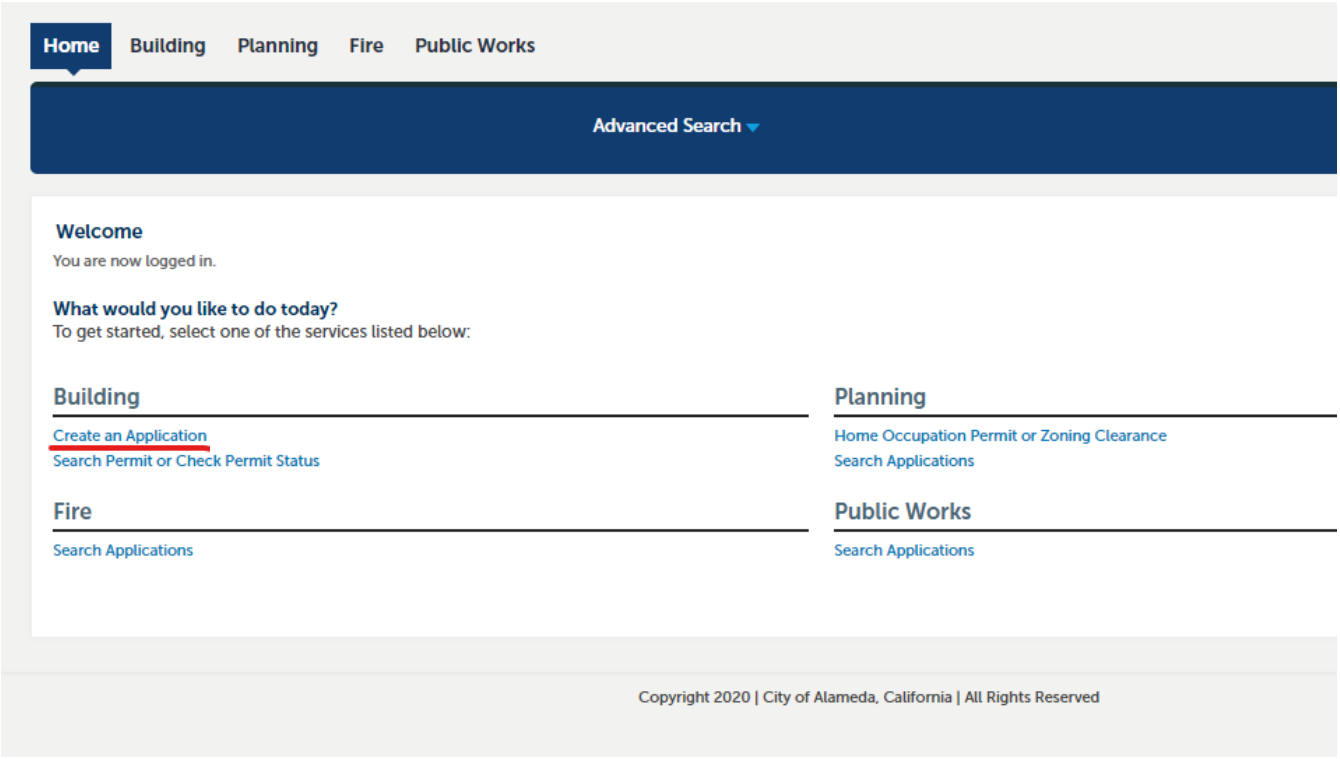
Click **Continue Registration** to complete the process.



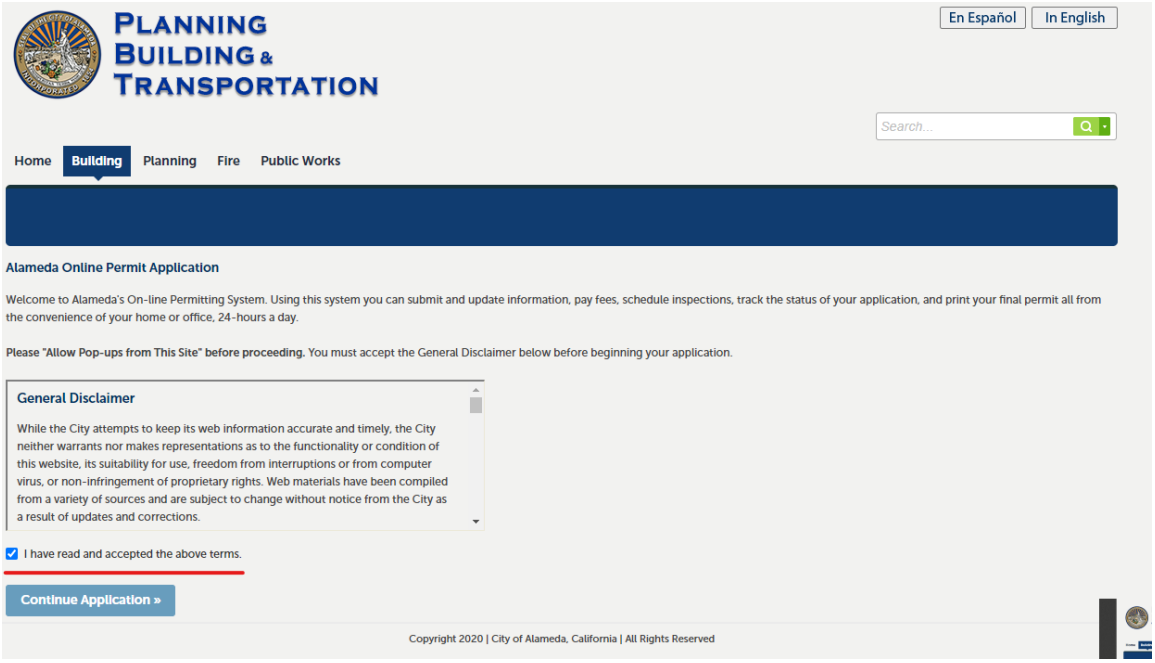
Congratulations. Your City of Alameda ePermits user account has been created.

TO APPLY FOR A PERMIT

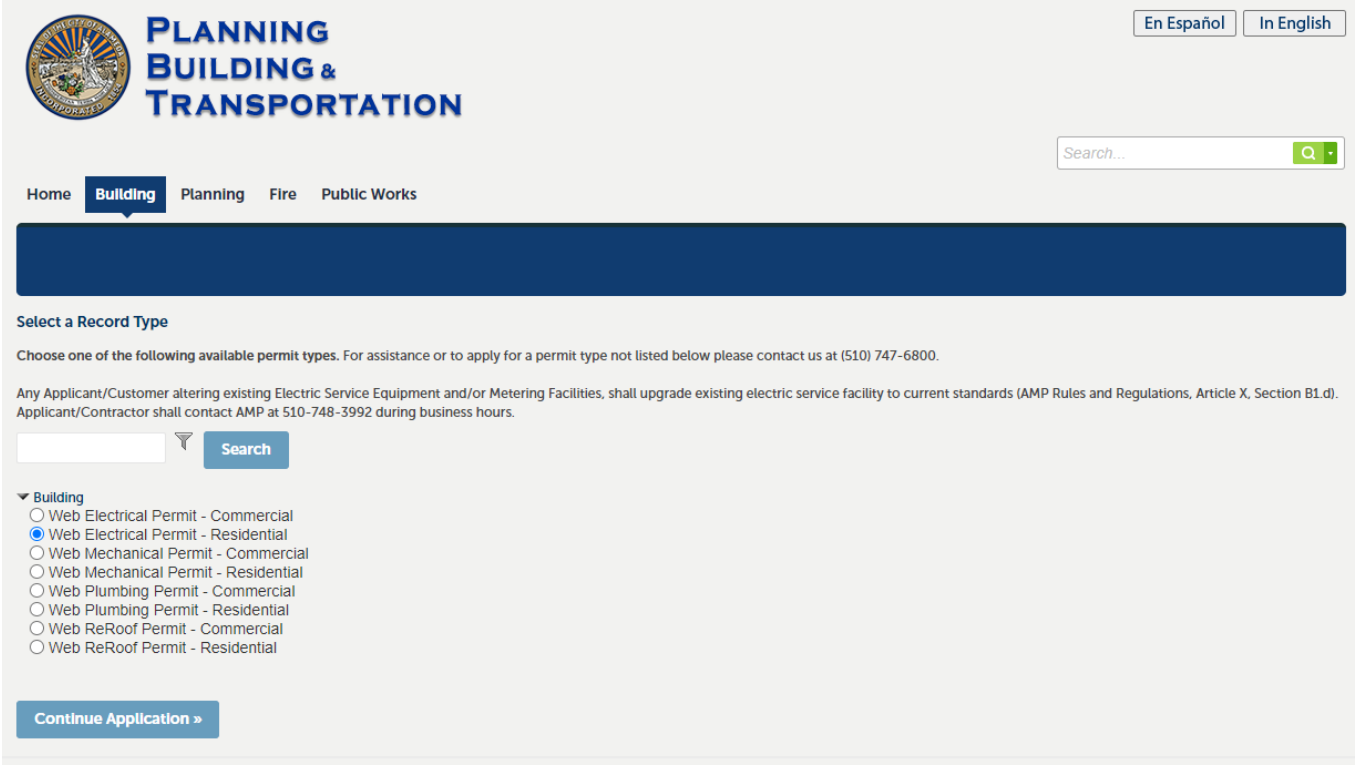
To apply for a permit, first login to the system. On the **Home** tab and under "Building", find **Create an Application** to apply for a permit. If you do not see the image below for your home tab, click any other tab and return to **Home**.



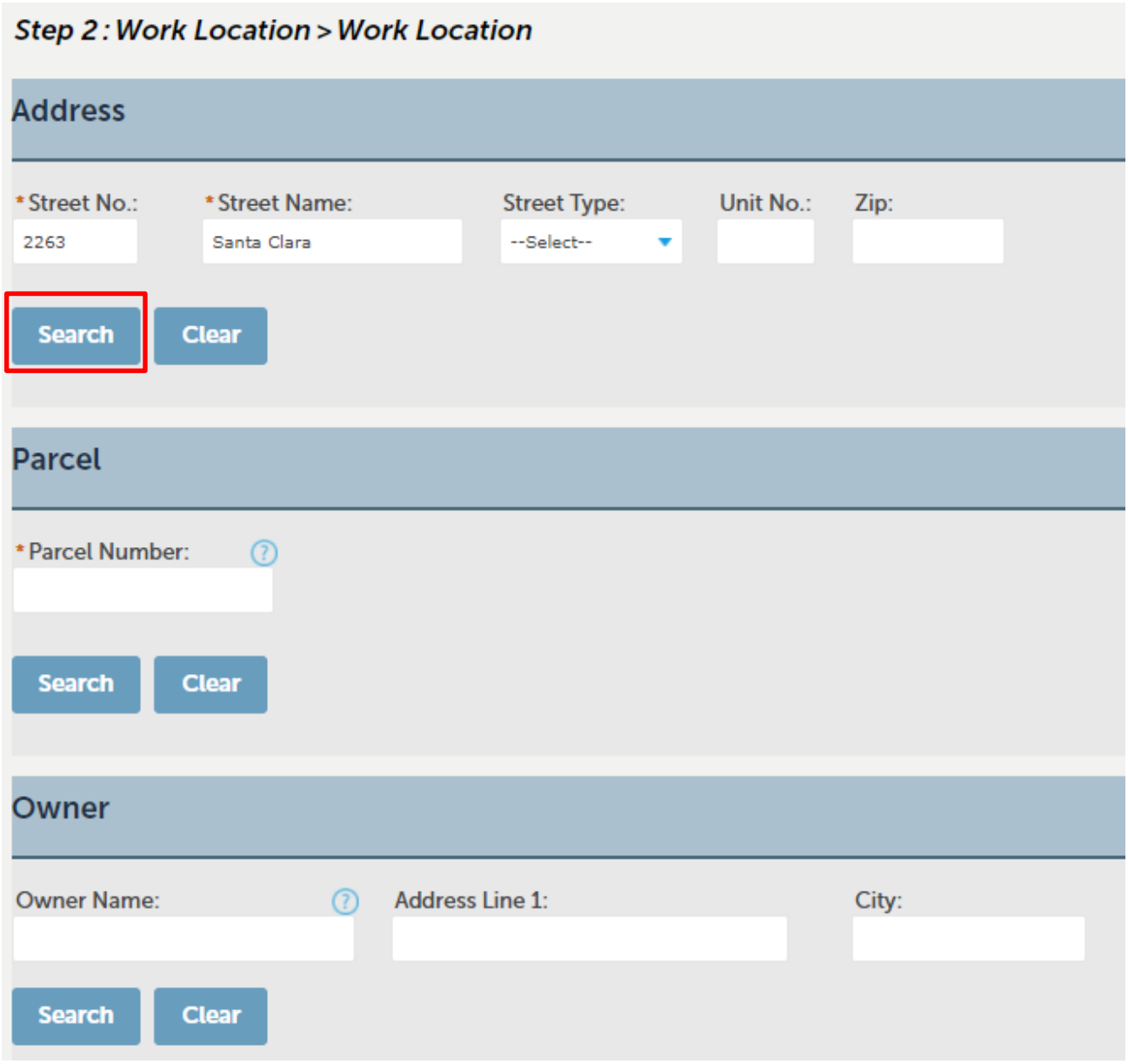
1. Read and accept the terms and disclaimers for use of the City of Alameda ePermits portal. Then **check the box** to accept the terms and click on the **Continue Application** button to continue.



2. Click on Building to access a dropdown menu of permit types. Pick the one that best matches your project. Click on the **Continue Application.**

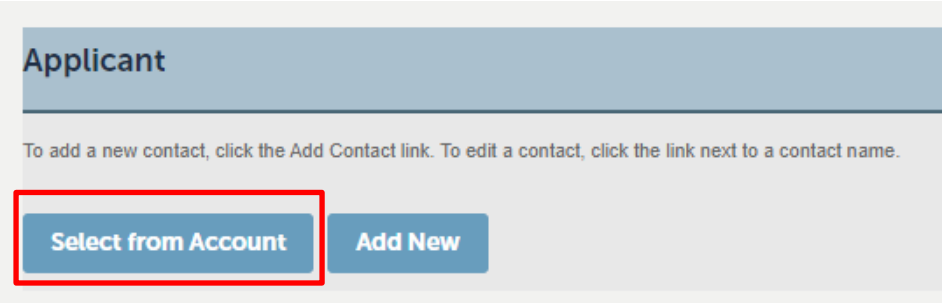


3. Under the **Work Location** screen, enter **only** the **Street Number** and **Street Name** of the project address as shown below, then hit **Search**.



The remaining required information will be automatically filled. Click on the **Continue Application** button.

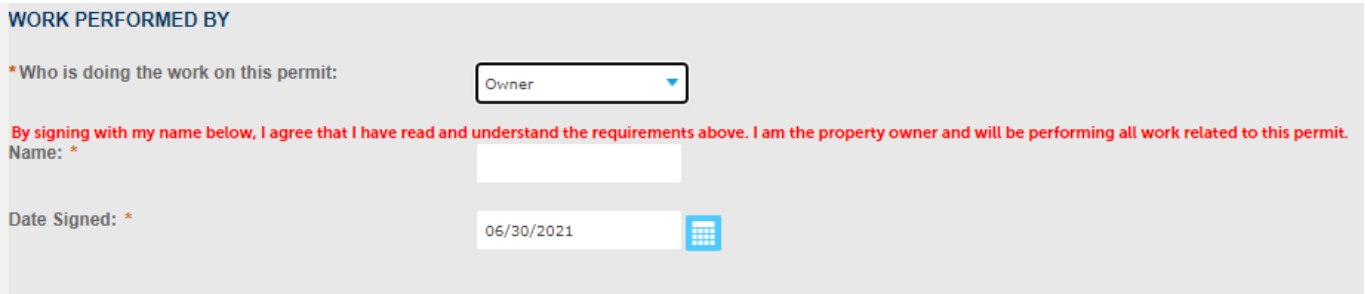
4. Under **Applicant**, if your information is not already showing, click the **Select from Account** button to add your account information to the permit.



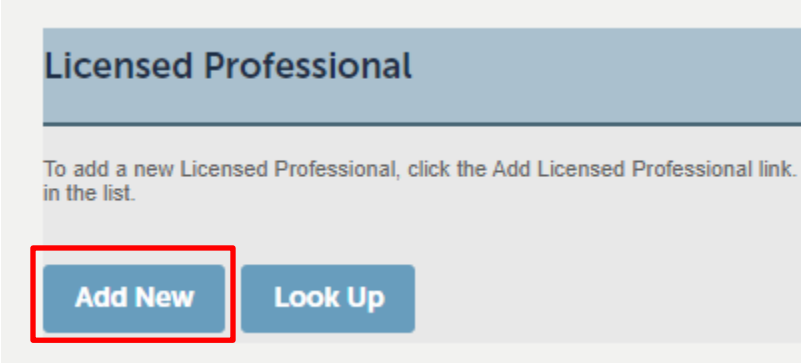
Continue to the next step.

Under **Licensed Professional**, use the dropdown to select whether the Owner or Contractor is performing the work on the permit.

- If Owner is selected, please sign and date for the declaration at the top of the page.

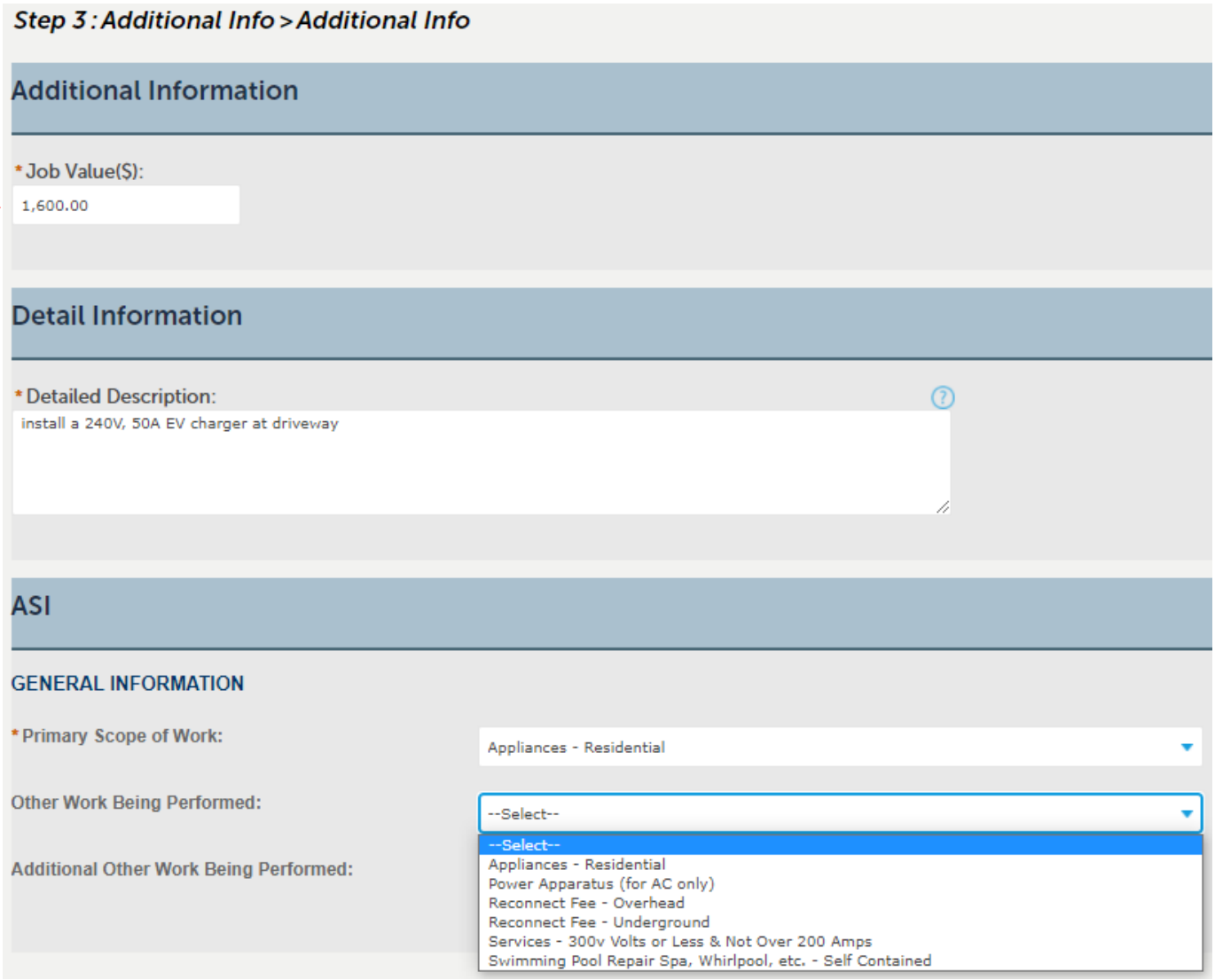


- If Contractor is selected, continue to the next step, and add in the contractor's information using the "Add New" button.



Click on the **Continue Application** button to continue.

5. Enter the **Job Value, Detailed Description,** and use the dropdown menu to select the **Scope of Work** which best fits your project. You must select 1, but may select up to 3 options if necessary. An example is shown below.



Click on the **Continue Application** button.

6. On the **Attachments** page, please submit plans if the permit is for a kitchen or bath remodel.

7. Review the information entered to ensure the details are correct. Once they are confirmed, click on the **Continue Application** button.

8. Follow the instructions on screen in order to enter payment information. Once finished, you now have an **Issued Permit**. Inspectors will later bring the job card to the first inspection.