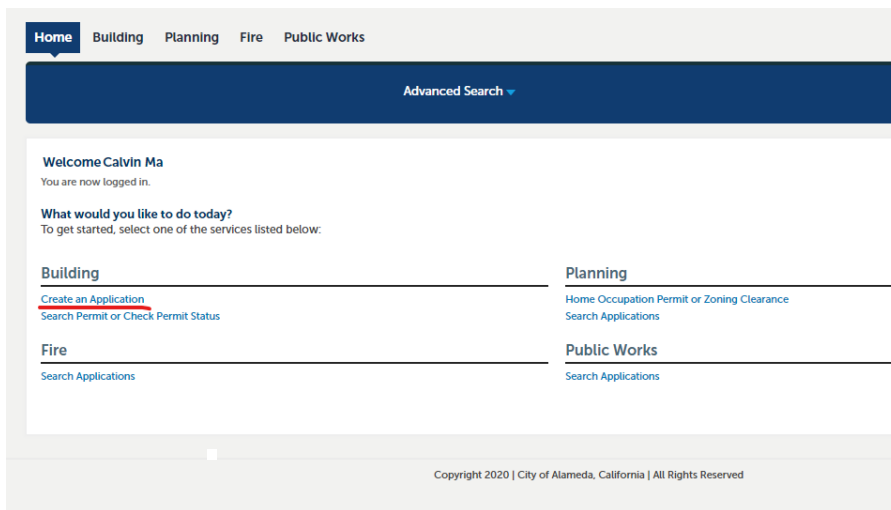


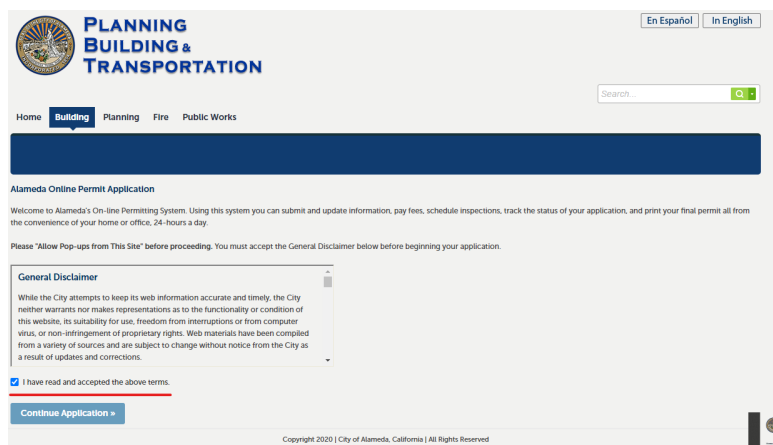
HOW TO APPLY FOR A BUILDING PRE-APPLICATION

Registered users can apply for a Building Pre-application to begin the application process for permits that require plan review and construction drawings. Please note that each building will need a separate building permit. We also recommend checking with the Planning Division if a Planning application is required for your project prior to submittal of building permits.

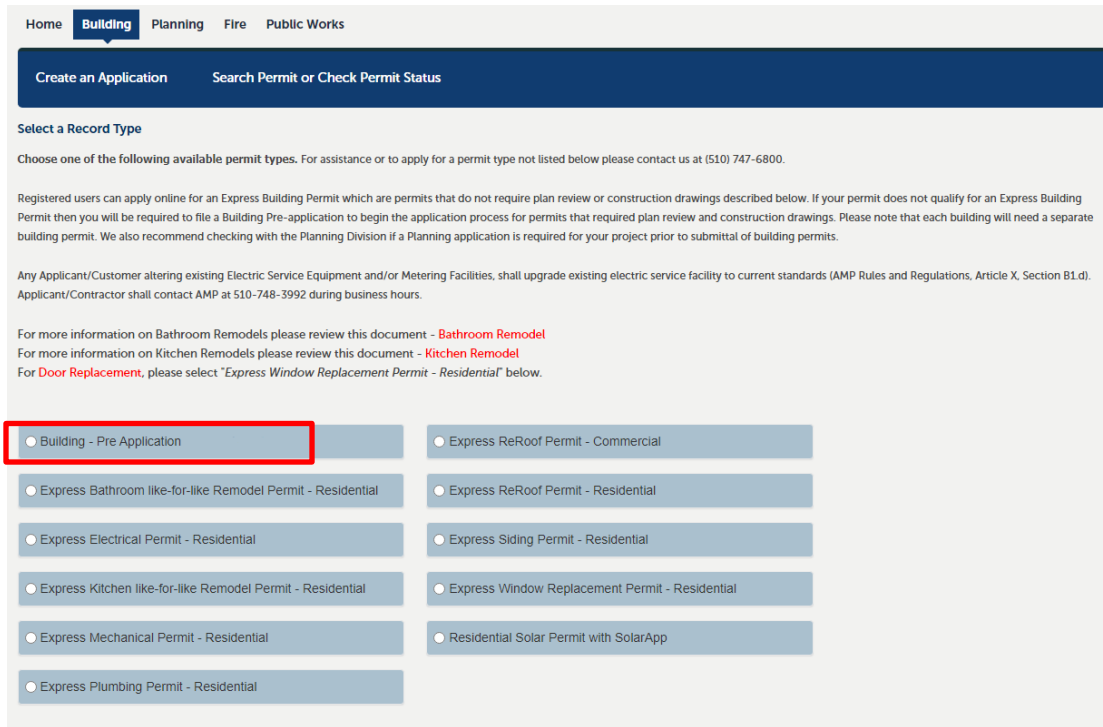
To apply for a Building Pre-application for permits that require plan review and construction drawings, first login to the system. On the **Home** tab and under “Building”, find **Create an Application** to apply for a permit. If you do not see the image below for your home tab, click any other tab and return to **Home**.



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



- Click on **Building** to access a dropdown menu of permit types. Pick the Building Pre-application to begin your application. Click on the **Continue Application**.



Home **Building** Planning Fire Public Works

Create an Application Search Permit or Check Permit Status

Select a Record Type

Choose one of the following available permit types. For assistance or to apply for a permit type not listed below please contact us at (510) 747-6800.

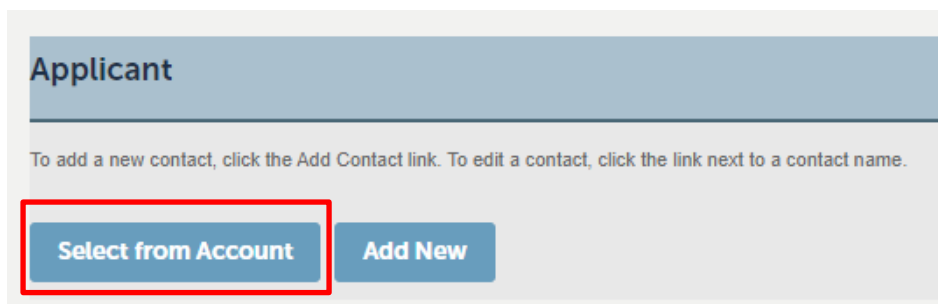
Registered users can apply online for an Express Building Permit which are permits that do not require plan review or construction drawings described below. If your permit does not qualify for an Express Building Permit then you will be required to file a Building Pre-application to begin the application process for permits that required plan review and construction drawings. Please note that each building will need a separate building permit. We also recommend checking with the Planning Division if a Planning application is required for your project prior to submittal of building permits.

Any Applicant/Customer altering existing Electric Service Equipment and/or Metering Facilities, shall upgrade existing electric service facility to current standards (AMP Rules and Regulations, Article X, Section B1.d). Applicant/Contractor shall contact AMP at 510-748-3992 during business hours.

For more information on Bathroom Remodels please review this document - [Bathroom Remodel](#)
 For more information on Kitchen Remodels please review this document - [Kitchen Remodel](#)
 For [Door Replacement](#), please select "Express Window Replacement Permit - Residential" below.

- Building - Pre Application
- Express ReRoof Permit - Commercial
- Express Bathroom Ilke-for-like Remodel Permit - Residential
- Express ReRoof Permit - Residential
- Express Electrical Permit - Residential
- Express Siding Permit - Residential
- Express Kitchen Ilke-for-like Remodel Permit - Residential
- Express Window Replacement Permit - Residential
- Express Mechanical Permit - Residential
- Residential Solar Permit with SolarApp
- Express Plumbing Permit - Residential

- Under **Applicant**, click the **Select from Account** button to add your account information to the permit.



Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account **Add New**

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

- Who is doing the work? Use the drop-down menu to select between the property owner or the contractor as the party that will perform the work.

Step 3: Licensed Professional > Who is doing the work?

OWNER-BUILDER DECLARATION:

- I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
- I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.
- I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.
- I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permit and contracts.
- I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.
- I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee". I also understand my failure to abide by these laws may subject me to serious financial risk.
- I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.
- I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner (s) that result from any latent construction defects in the workmanship or materials.
- I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or www.cslb.ca.gov for more information about licensed contractors.

* indicates a required field.

Custom Fields

WORK PERFORMED BY

*Who is doing the work on this permit:

--Select--

[Continue Application](#)

[Save and resume later](#)

If property owner is selected you will be required to digitally sign an acknowledgement indicating you understand the requirements below. If Licensed contractor is selected you will be asked to provide the contractor's license information as shown below

Under **Licensed Professional**, click on the **Look Up** button.

Step 2: Licensed Contractor Info > Licensed Professional

Licensed Professional

To add a new Licensed Professional, click the Add Licensed Professional link. To find a Licensed Professional, in the list.

[Add New](#) [Look Up](#)

[Continue Application »](#)

This will bring up the following prompt. Enter **only** the **State License Number** as shown below, and click on the **Look Up** button.

Look Up License

License Type:

State License Number:

Name of Business:

First: Last: Business License #:

Address Line 1: City: State: Zip:

Country:

Home Phone: Mobile Phone: Fax:

[Discard Changes](#)

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

Step 2: Work Location > Work Location

Address

* Street No.: * Street Name: Street Type: Unit No.: Zip:

Parcel

* Parcel Number:

Owner

Owner Name: Address Line 1: City:

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

- Step 4 is where you will upload your plan set, structural calculations and any relevant supplemental documents for your application. You are required to upload documents and plans for the application according to the submittal guidelines described below. Please note that the plan set and each supporting document should be its own PDF file (Plans is one PDF, Structural Calcs is its own PDF, all photos should be combined into one PDF file, brochures combined into one PDF file).

Step 4: Upload Documents > Documents * indicates a required field.

Attachment

You are required to upload documents and plans for the application according to the submittal guidelines described below.

Please note that the plan set and each supporting document should be its own PDF file (Plans is one PDF, Structural Calcs is its own PDF, all photos should be combined into one PDF file, brochures combined into one PDF file).

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;msi;php;pic;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

- Enter the **Job Value, Additional Details on the Scope of Work for the application.** Please also provide the total square footage of New Floor Area, New Habitable Space, and Total Project Square Footage. Please include the year the building was constructed if known. Lastly please indicate is solid waste at the construction site will be self-hauled away or if service will be provided by Alameda County Industries.

Step 5: Additional Info > Page 1 * indicates a required field.

Additional Information

* Job Value(\$):

Work - Please select the characteristics from below that apply to the scope of work.

Building - Other Fields

Residential or Non-Residential?:

Exterior or Interior Work?:

Total New Floor Area:

Total New Habitable Space:

Total Project Square Footage:

Existing building construction date, if known:

Hauled By or Self-hauled?:

Please indicate how solid waste at the construction site will be self-hauled away or if service will be provided by Alameda County Industries.

Hauled By or Self-hauled?:

Help x

Self-Hauled in fixed body truck by applicant or employee performing work where waste removal is incidental to project.

Hauled by Alameda County Industries 510-483-1400. If Job Valuation is \$100,000 and over, ask about GreenHalo.

Person who will receive the issued permit (Must be contractor or property owner)

Next provide the contact information of the contractor or property owner that we will be issuing the permit to. Note that we will only be able to issue the permit to the contractor or property owner. If the information is unknown you must provide the contact information before we can issue the permit.

Person who will receive the issued permit (Must be property owner or licensed contractor).

Receiver of issued permit

Name of contractor or property owner to issue the permit to:

Phone Number:

Email:

Contractor's State License Number:

Contractor's City of Alameda Business License number of contractor:

Click on the **Continue Application** button.

8. Review the information entered to ensure the details are correct. Once they are confirmed, click on the **Continue Application** button.
9. A list of the fees which apply to your permit will be shown. Click on **Continue Application**.
10. Follow the instructions on screen in order to enter payment information. Once you have finished, you now have submitted Building Pre-application.
11. Contractors will need to have a current City of Alameda Business License. You can apply or renew online at the [Finance Department Business License](#).
12. Once you have completed the pre-application process, you will receive a PRE# application number. A Permit Technician will review the Pre-App for completeness to make sure your application contains the materials necessary for review. Once deemed complete, the Permit Tech will then create the actual building permit and add the required fees which you will then be instructed to pay online.