APPLY FOR BUILDING PRE-APPLICATION
on Accela Citizen Access PORTAL

Planning • Building • Transportation
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Alameda, CA 94501-4477
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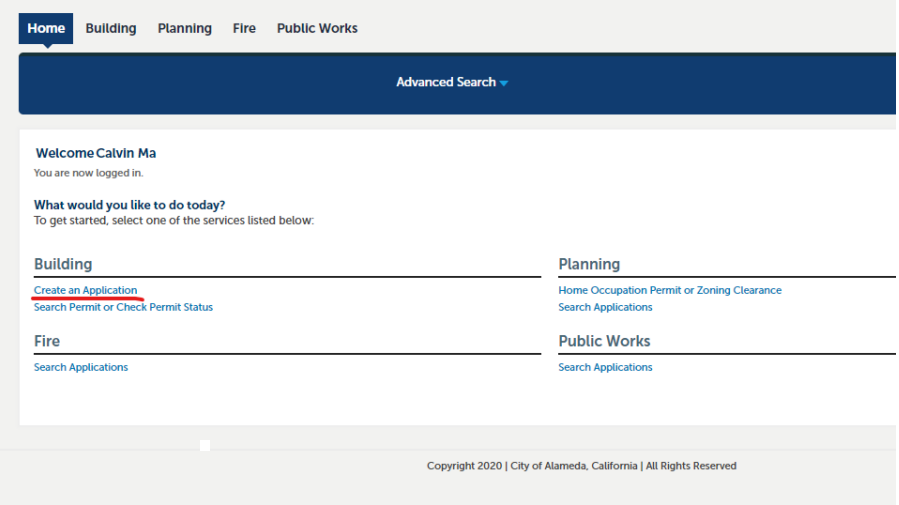
Business Hours: 7:30 a.m.–5:00 p.m., M–Th

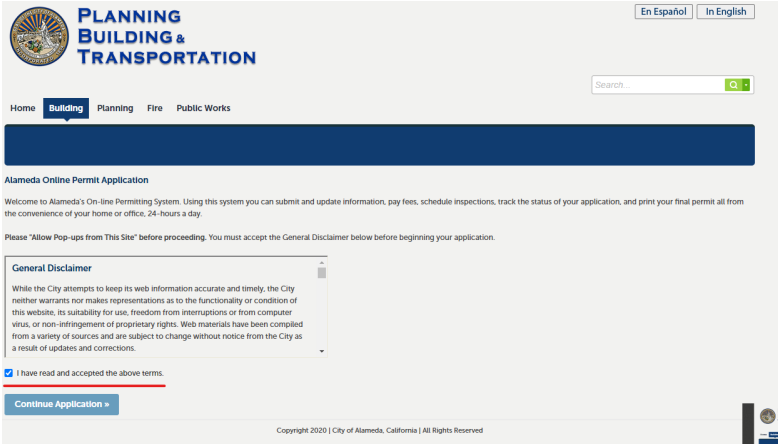
HOW TO APPLY FOR A BUILDING PRE-APPLICATION

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.

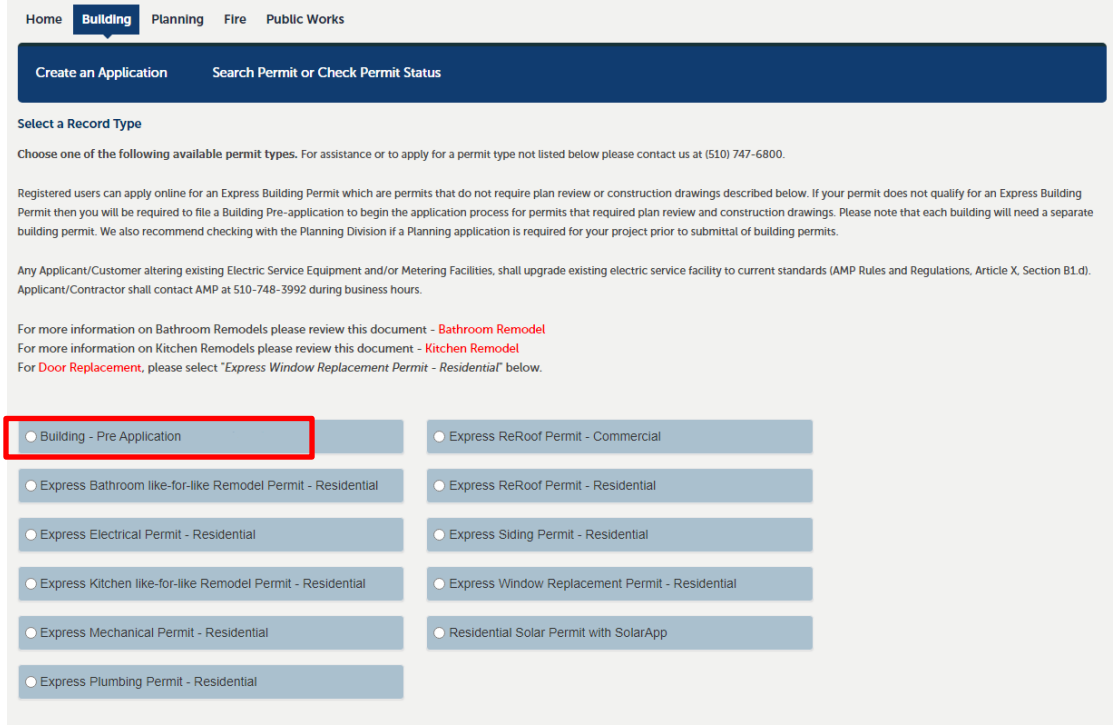
To apply for a Building Pre-application for permits that require plan review and construction drawings, first login to the system. On the **Home** tab and under "Building", find **Create an Application** to apply for a permit. If you do not see the image below for your home tab, click any other tab and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



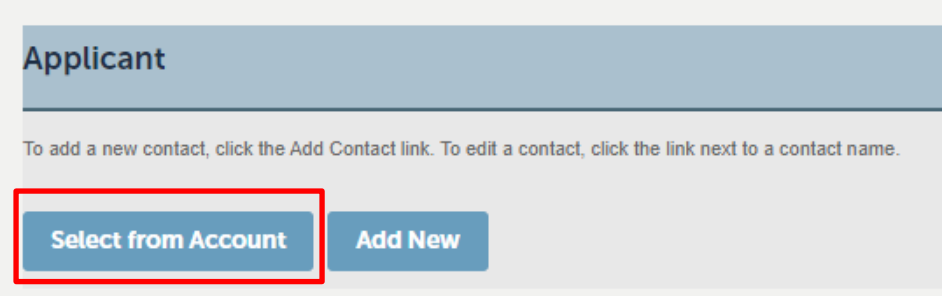
1. Read and accept the terms and disclaimers for use of the City of Alameda ACA portal. Then **check the box** to accept the terms and click on the **Continue Application** button to continue.



2. 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.**

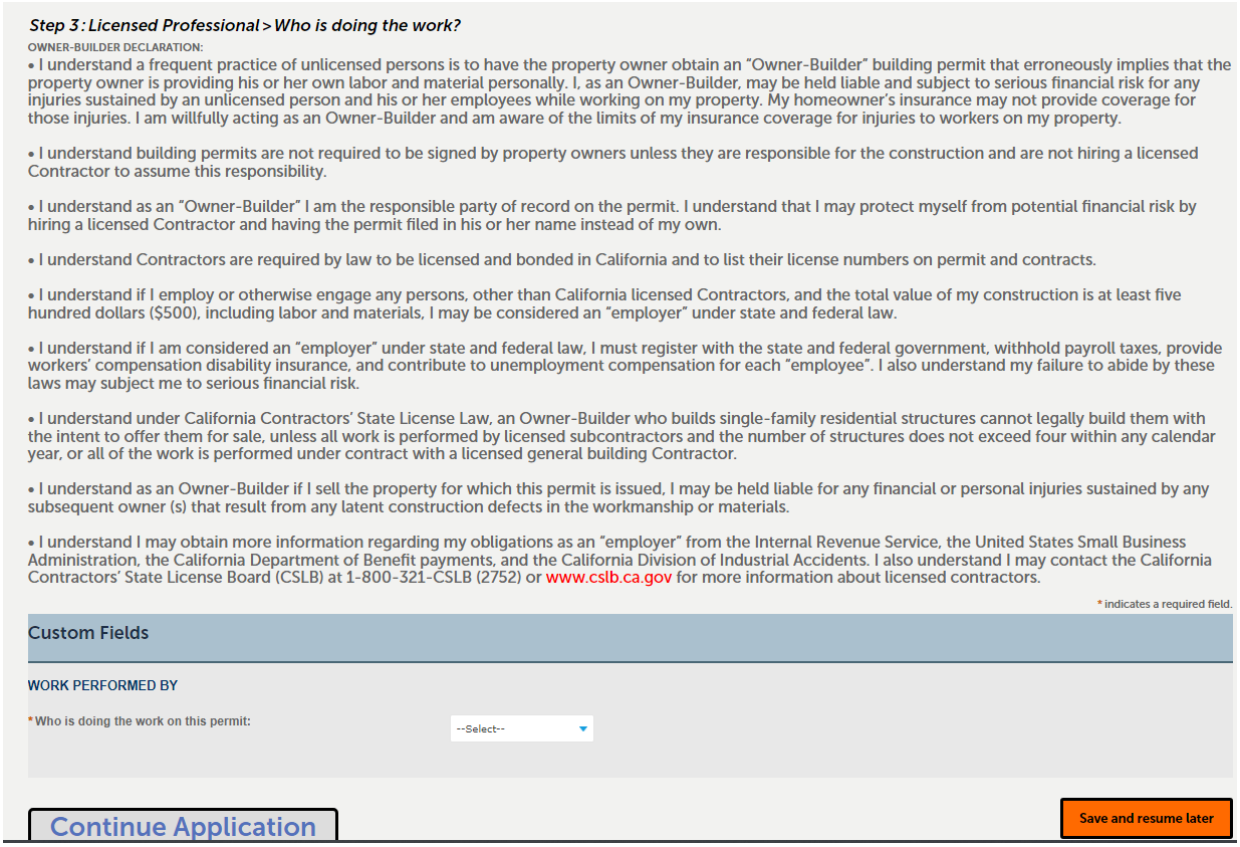


3. Under **Applicant**, click the **Select from Account** button to add your account information to the permit.



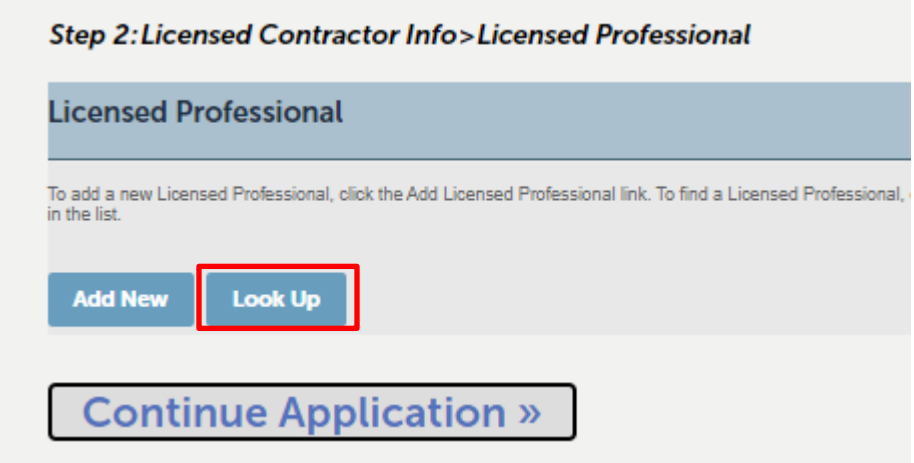
Click on the **Continue Application** button to continue.

4. 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.

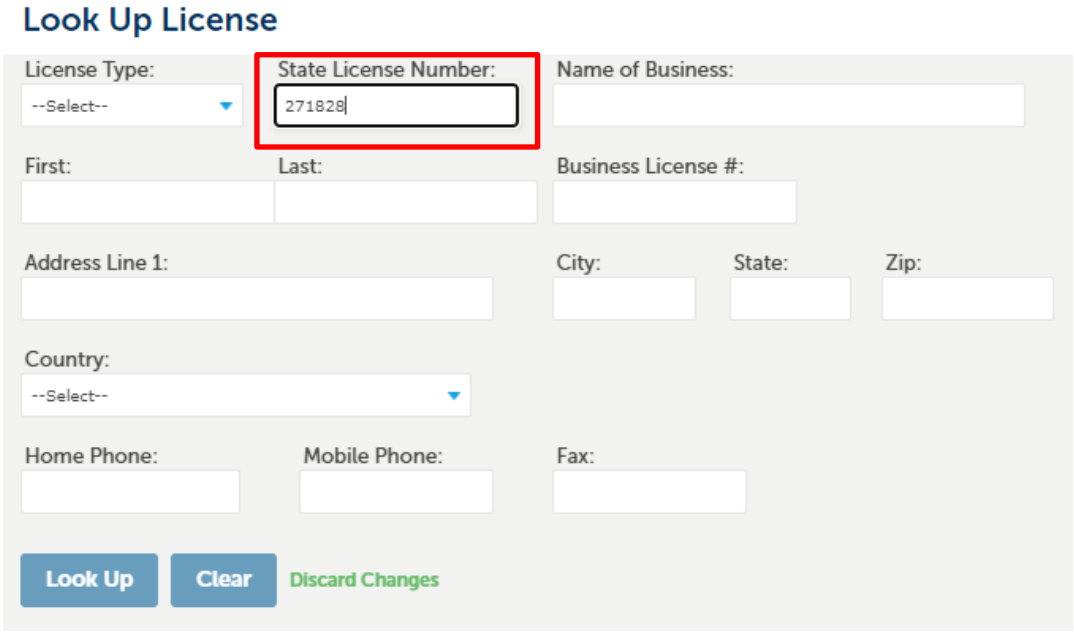


If property owner is selected you will be required to digitally sign an acknowledgement indicating you understand the requirements below. If Licensed contractor is selected you will be asked to provide the contractor's license information as shown below

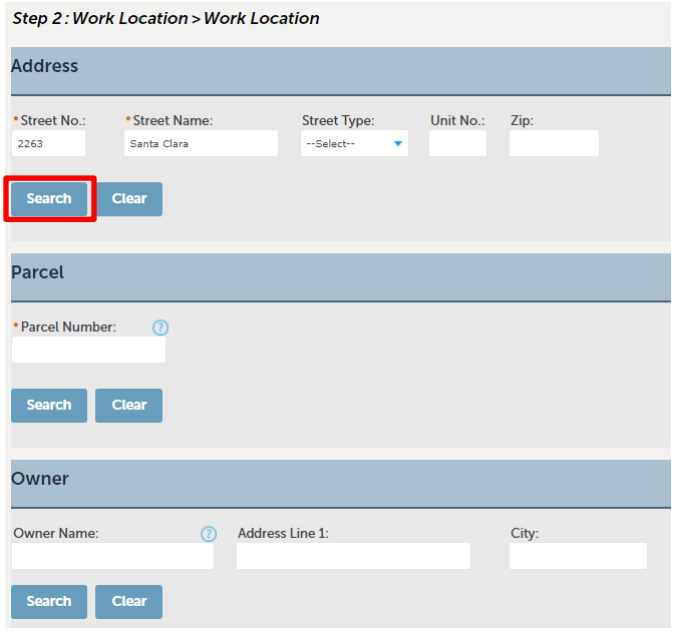
Under **Licensed Professional**, click on the **Look Up** button.



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

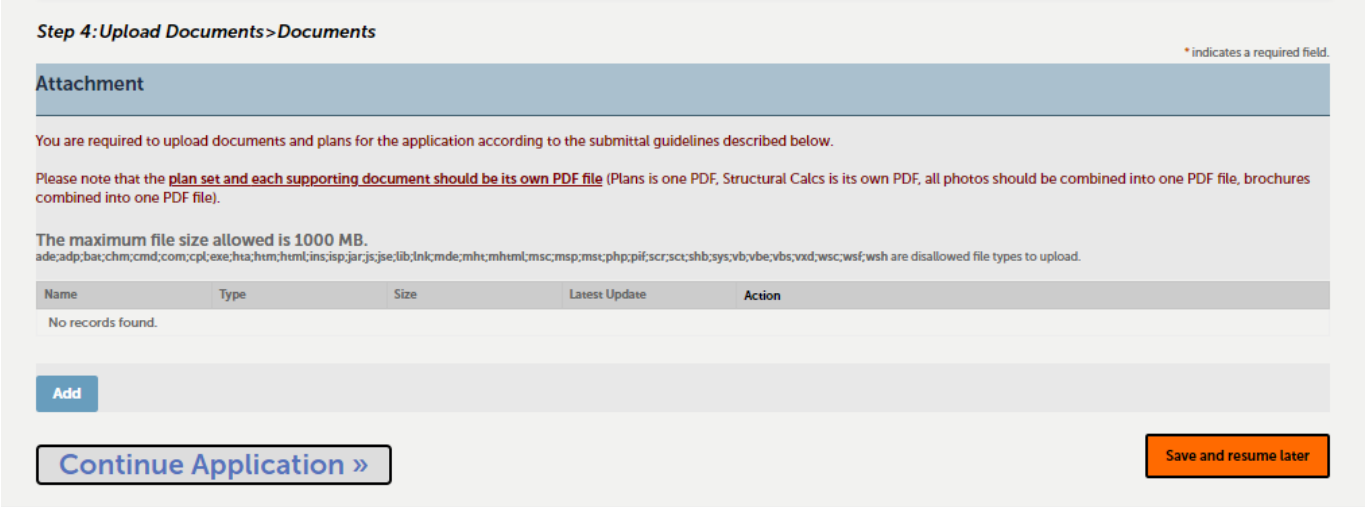


5. Under the **Work Location** screen, enter **only** the **Street Number** and **Street Name** of the project address as shown below, then hit **Search**.

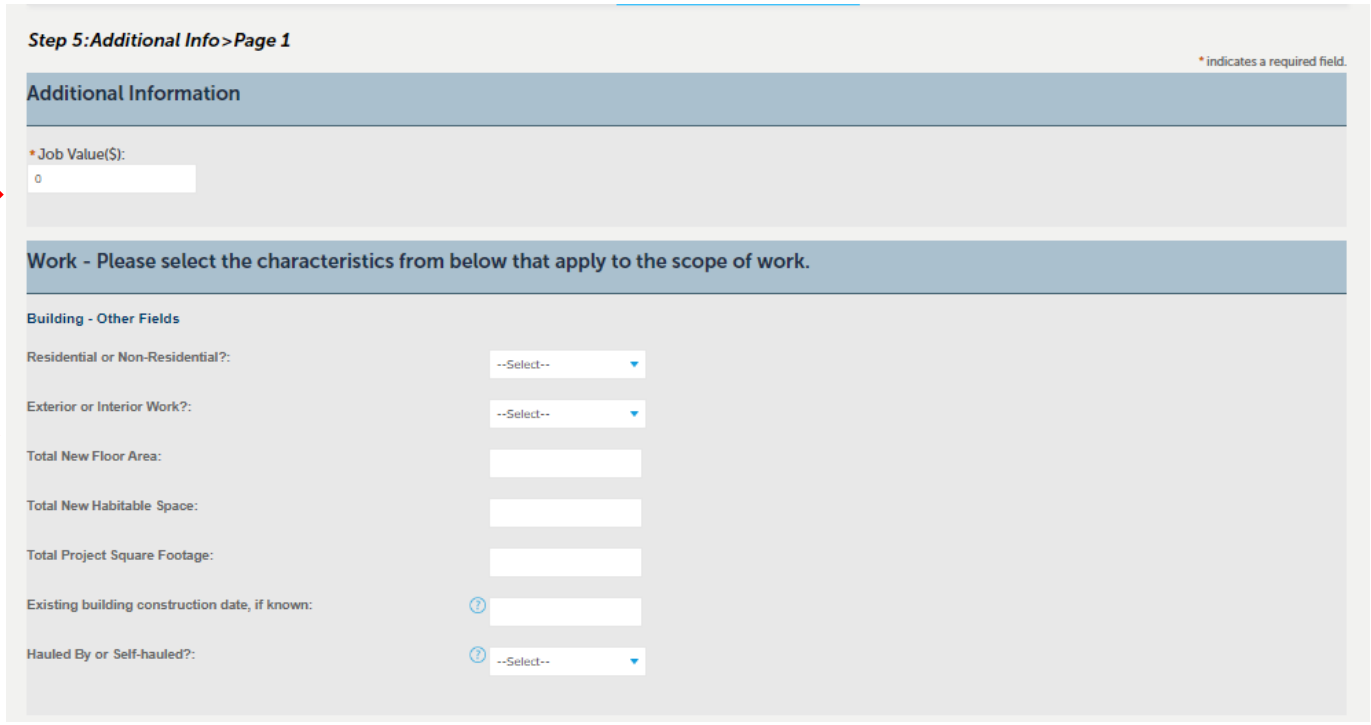


The remaining required information will be automatically filled. Click on the **Continue Application** button.

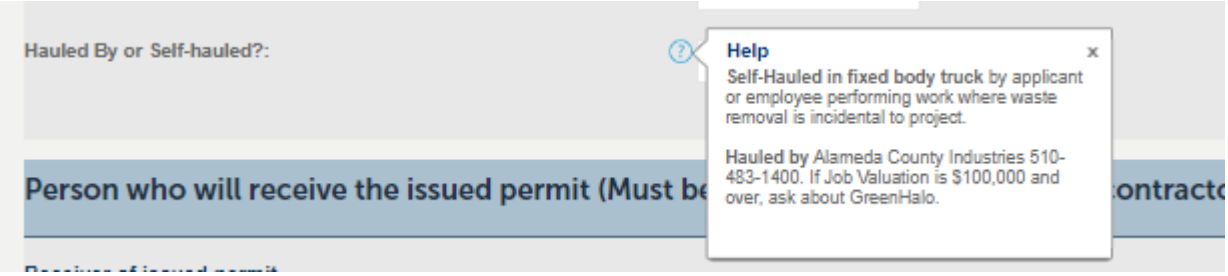
6. Step 4 is where you will upload your plan set, structural calculations and any relevant supplemental documents for your application. You are required to upload documents and plans for the application according to the submittal guidelines described below. Please note that the plan set and each supporting 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).



7. 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.



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



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.

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.