APPLY FOR EXPRESS BUILDING PERMIT
on ACCELA CITIZEN ACCESS PORTAL

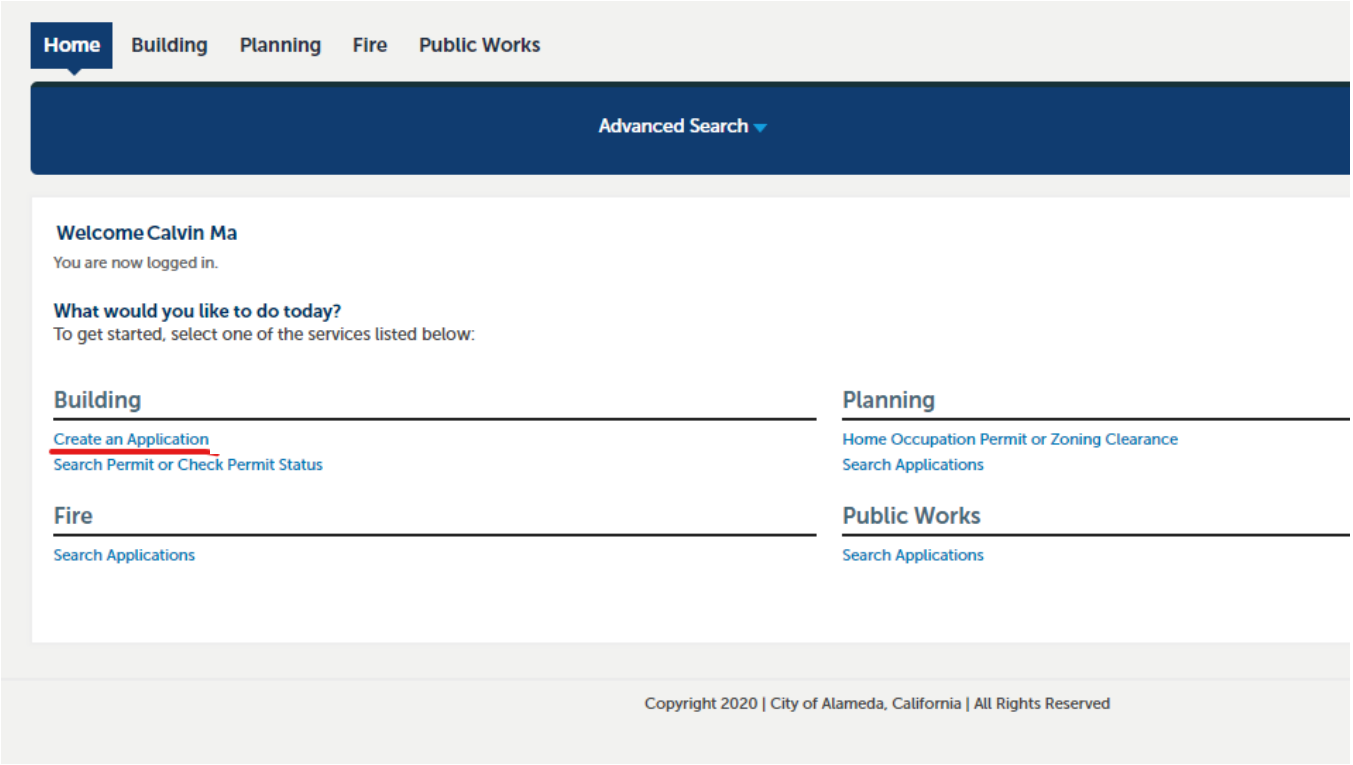
Planning • Building • Transportation
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
alamedaca.gov • 510.747.6800
Business Hours: 7:30 a.m.–5:00 p.m., M–Th

TO APPLY FOR AN EXPRESS BUILDING PERMIT

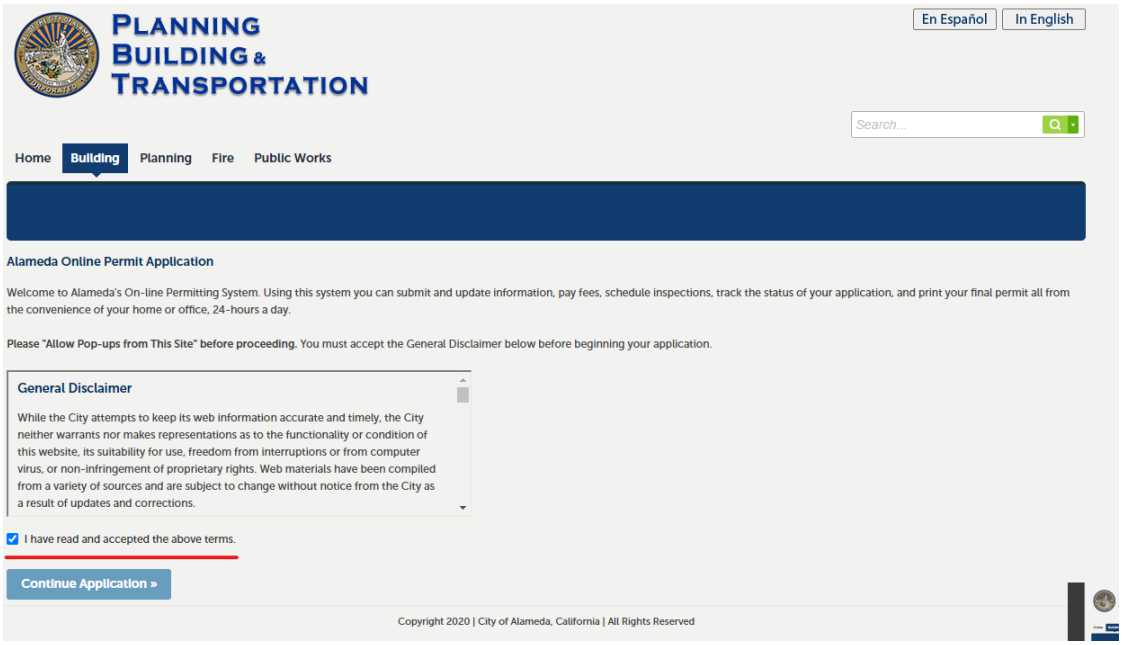
To apply for an Express Building permit, first login to the system. The property owner or a licensed contractor must register and have a log in to access ACA for permit submittals (registration/sign in section is on the right side of the page after you click the link below):

https://aca-prod.accela.com/alameda/Default.aspx

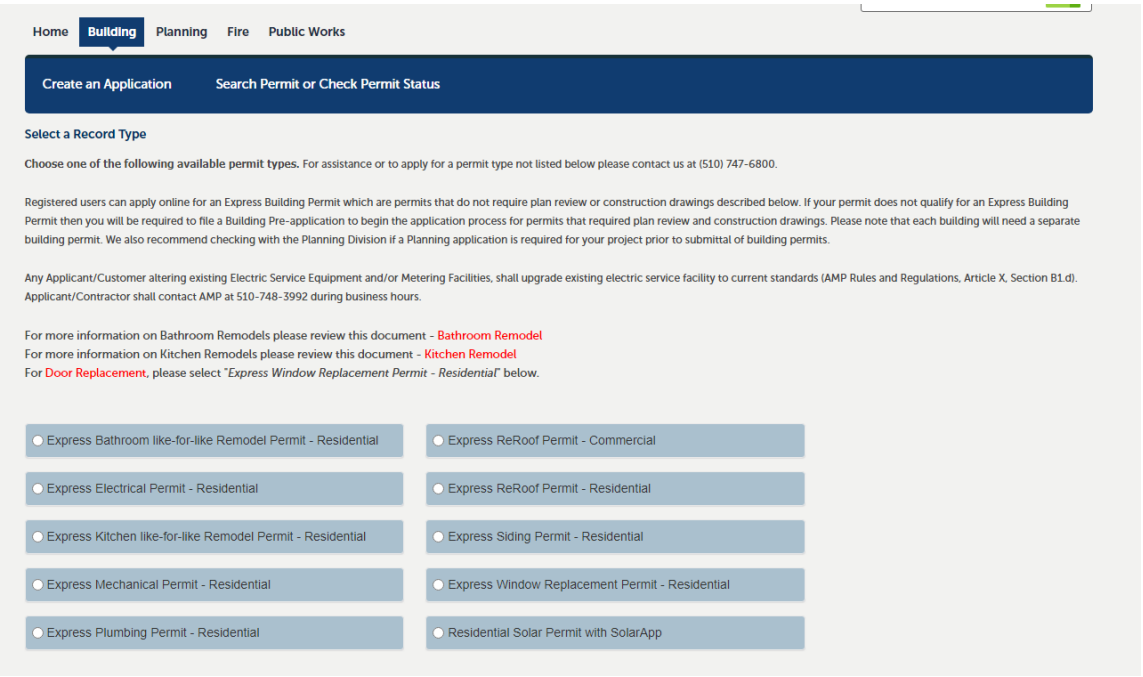
After you have logged in, go to the **Home** tab and under "Building", find **Create an Application** to apply for a permit. If you do not see the image below for your home tab, click any other tab and return to **Home**.



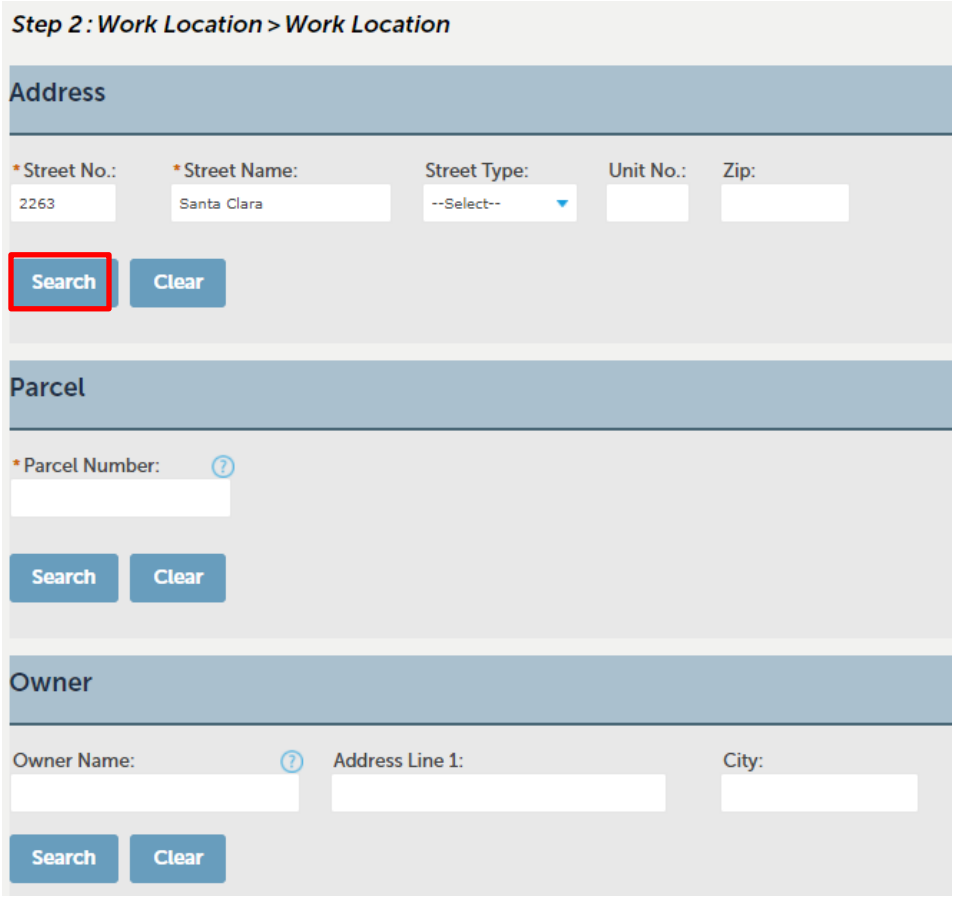
1. Read and accept the terms and disclaimers for use of the City of Alameda ACA portal. Then **check the box** to accept the terms and click on the **Continue Application** button to continue.



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

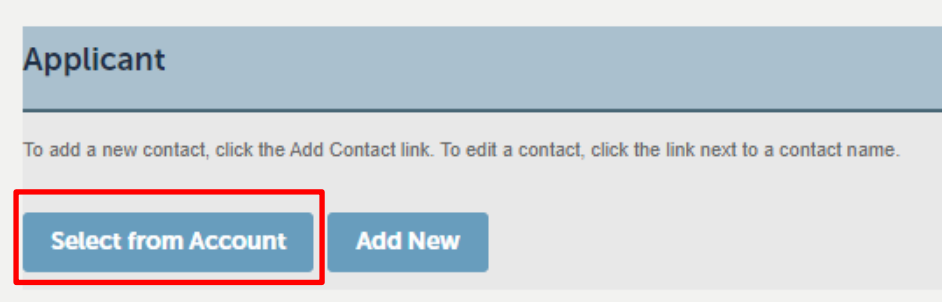


3. Under the **Work Location** screen, enter **only** the **Street Number** and **Street Name** of the project address as shown below, then hit **Search**.



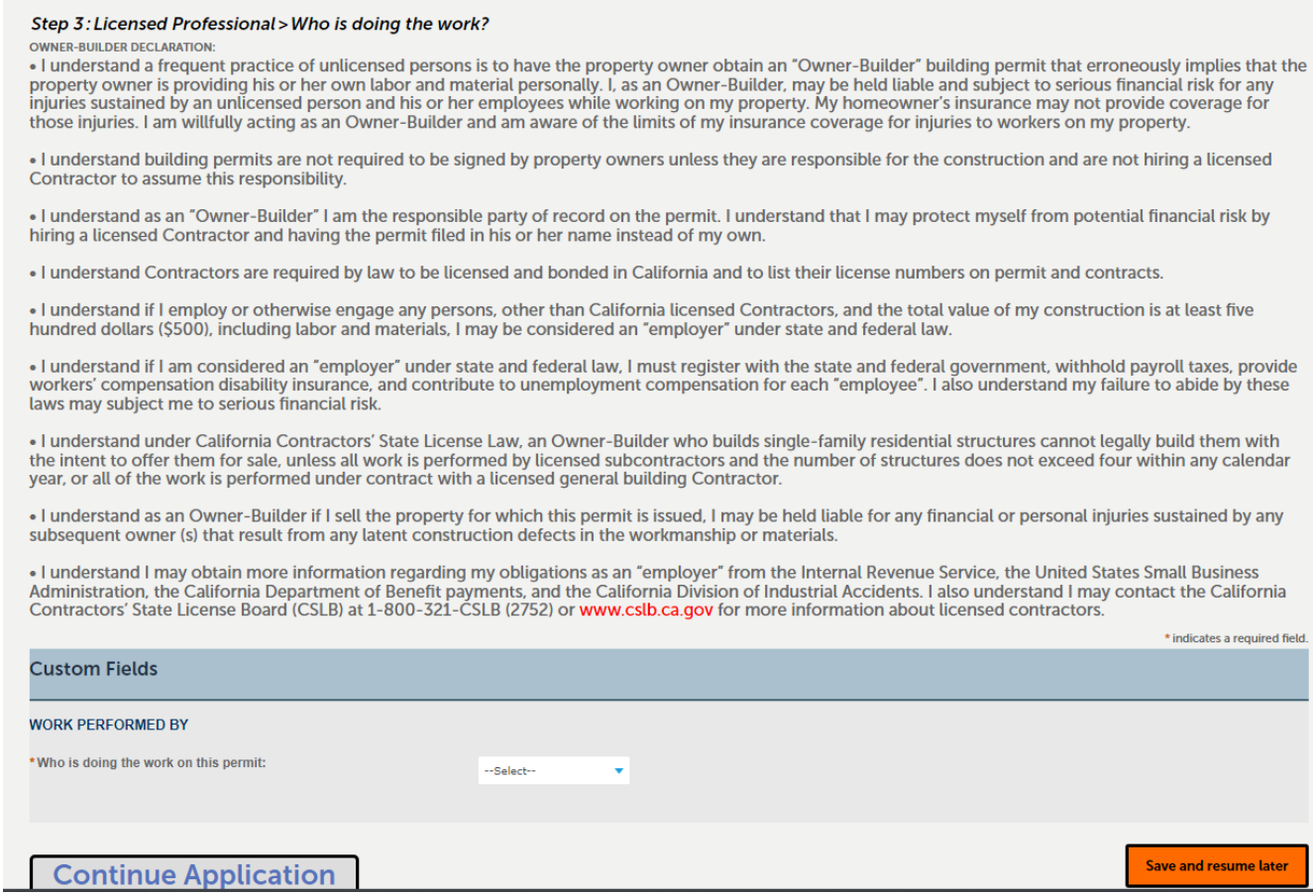
The remaining required information will be automatically filled. Click on the **Continue Application** button.

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



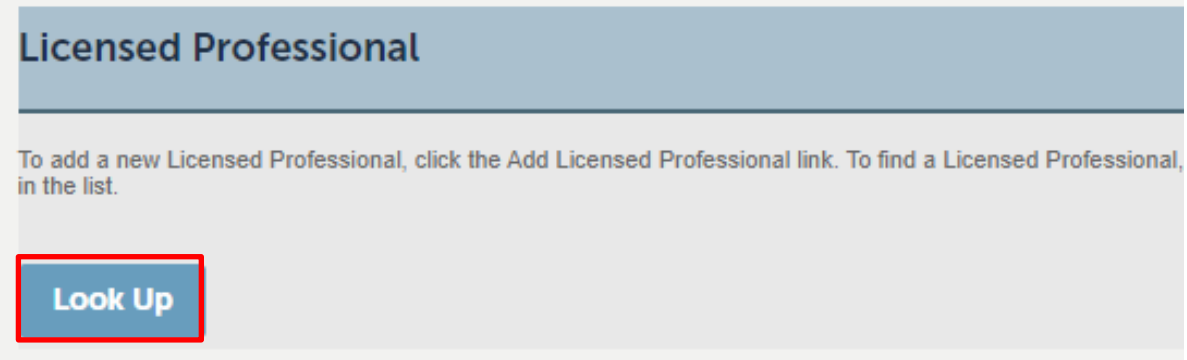
Click on the **Continue Application** button to continue.

5. 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.

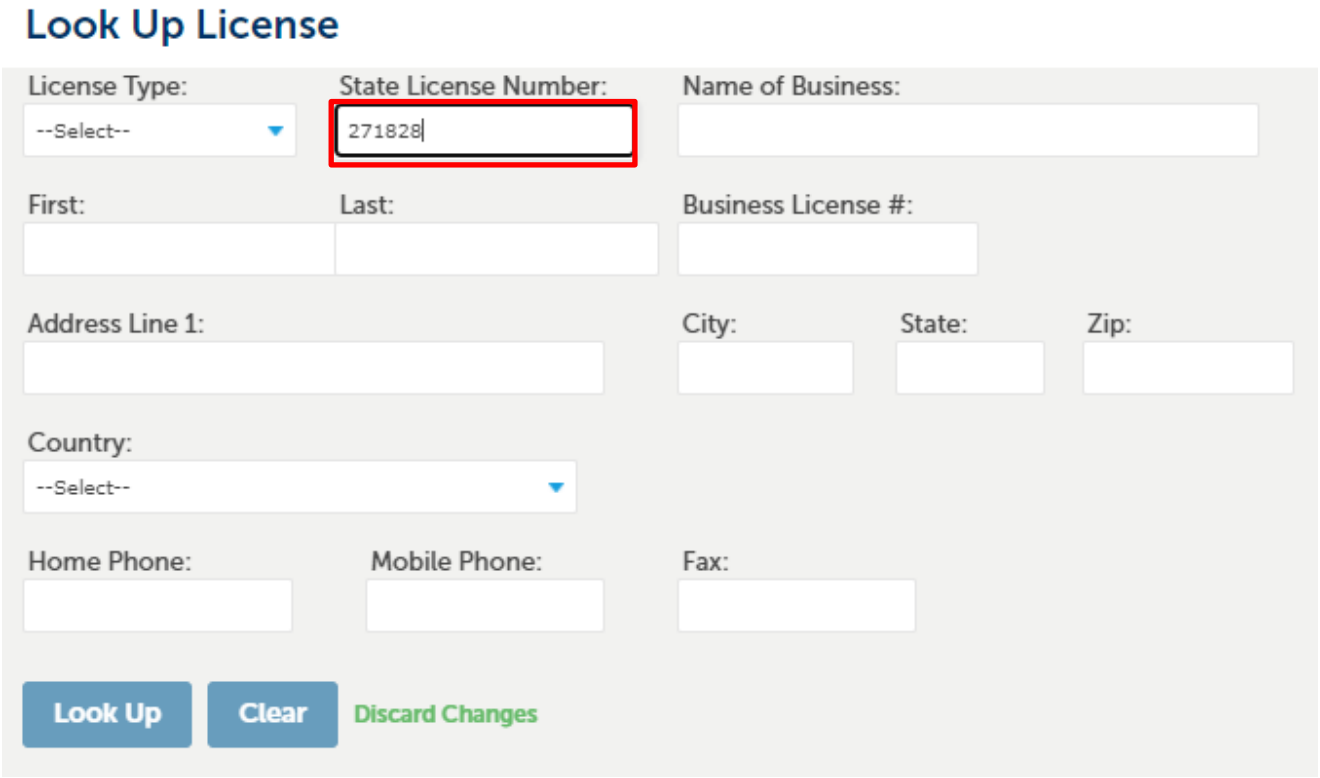


If property owner is selected, you will be required to digitally sign an acknowledgement indicating you understand the requirements below. If Licensed contractor is selected, you will be asked to provide the contractor's license information.

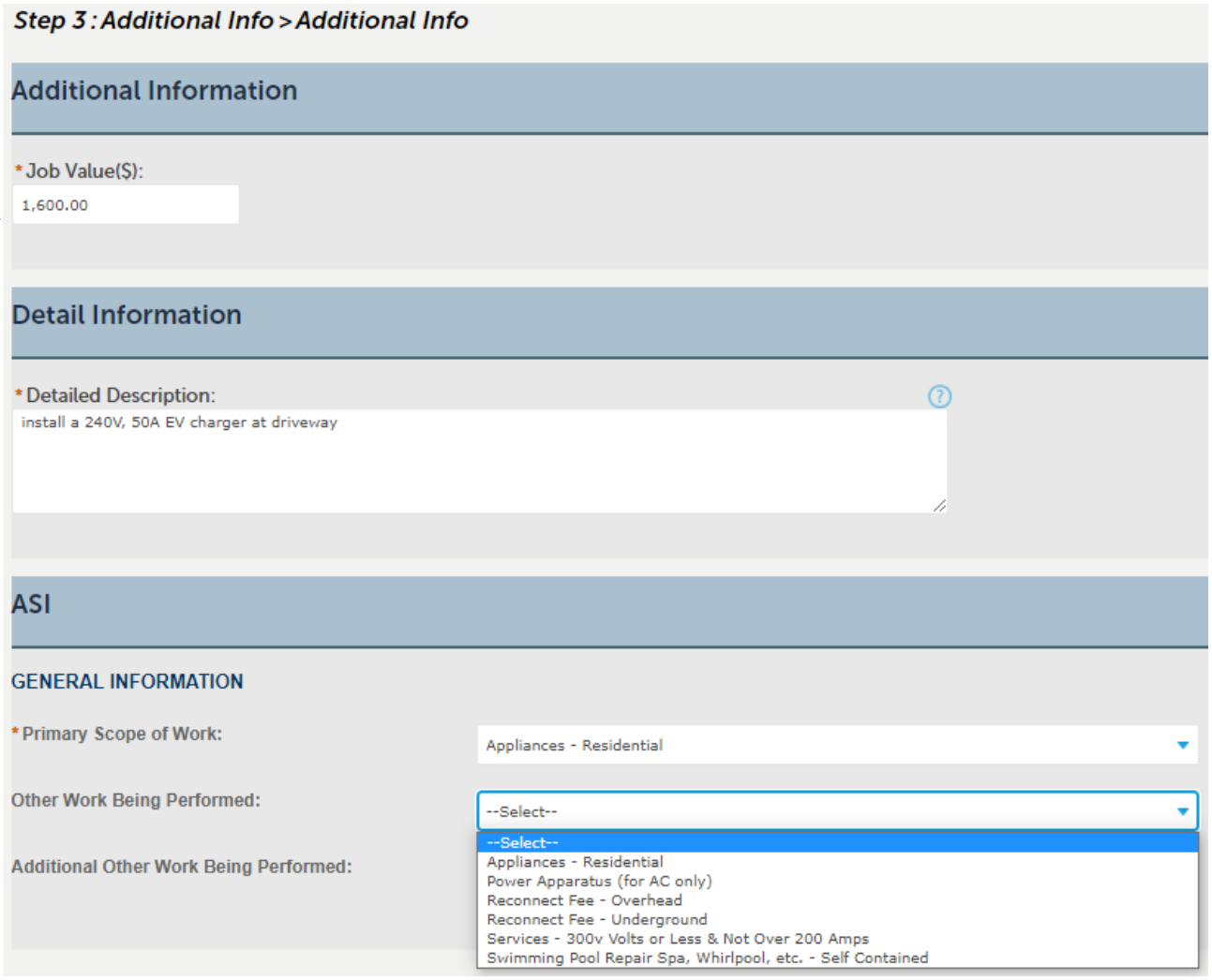
Under **Licensed Professional**, click on the **Look Up** button.



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



6. 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.

7. Attachments: if there are any attachments you need to include for review you can upload them at Step 5.

8. The Planning Division will require documents for review of "like for like window replacements." You can find the requirements using the link below, under "window replacement." Upload your documents to ACA.

   https://www.alamedaca.gov/Departments/Planning-Building-and-Transportation/Permit-Center/FormsHandoutsVer2

9. Planning will also require photos for siding replacement applications. Upload a pdf or jpeg of existing siding conditions.

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

11. A list of the fees which apply to your permit will be shown. Click on **Continue Application**.

12. Follow the instructions on screen in order to enter payment information. Once you have finished, you now have a submitted permit that will be reviewed.

13. Contractors will need to have a current City of Alameda Business License. You can apply or renew online at the Finance Department Business License.

14. Once you have completed the application process and have paid for the permit online, you will receive a permit number. Once a permit number is generated, the appropriate division will review your application.

15. Additional permit fees may be invoiced during application review. Sometimes there are multiple scopes of work that are invoiced only under one type of fee. Prior to permit issuance, we will let you know by email if there is a balance due.

16. The Building Official will issue all ACA permits once approved. He will send you an inspection card (job card) for you to print out and have available at the job site.

17. Call to schedule inspection at 510-747-6830 between 7:30 am – 8:30 am Monday through Thursday at least two business days in advance of the desired inspection date. You will need to have the Permit Number and Property Address available when you call.