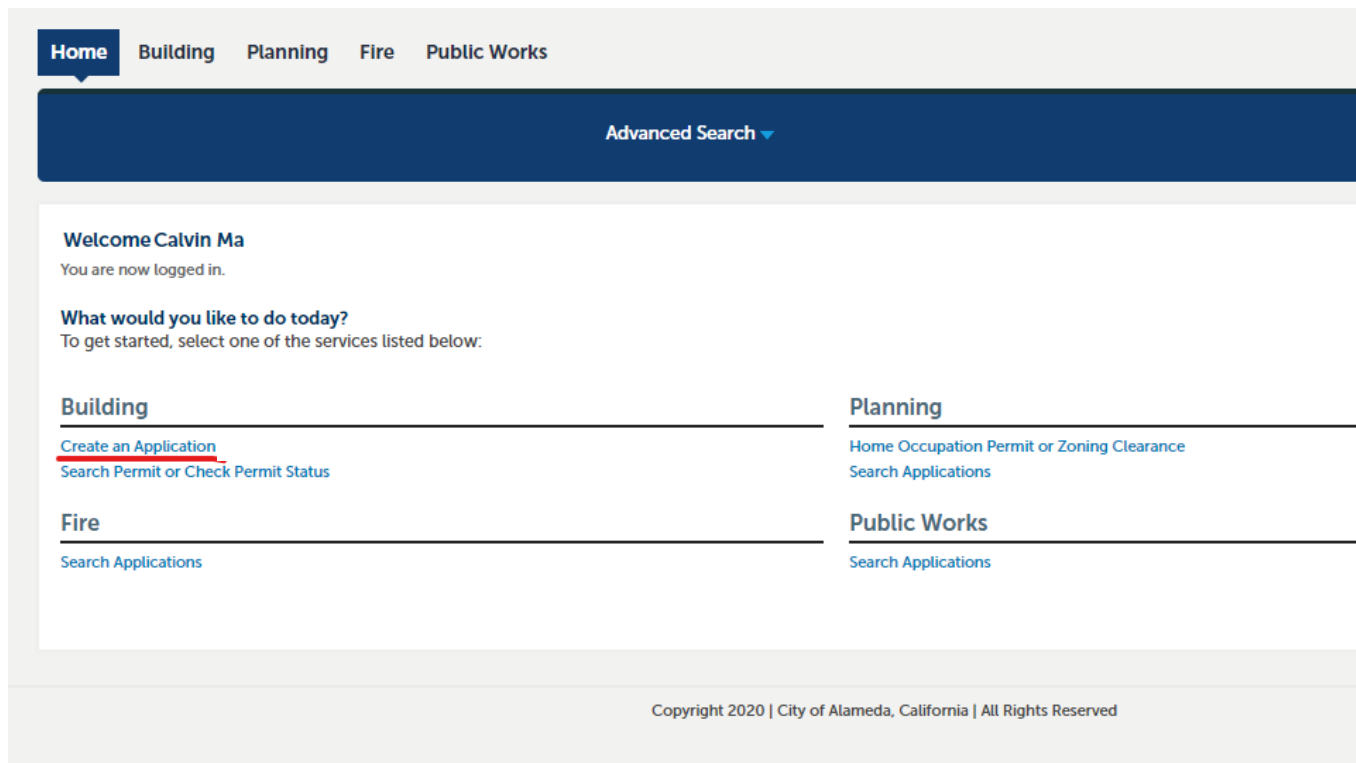


## TO APPLY FOR AN EXPRESS BUILDING PERMIT

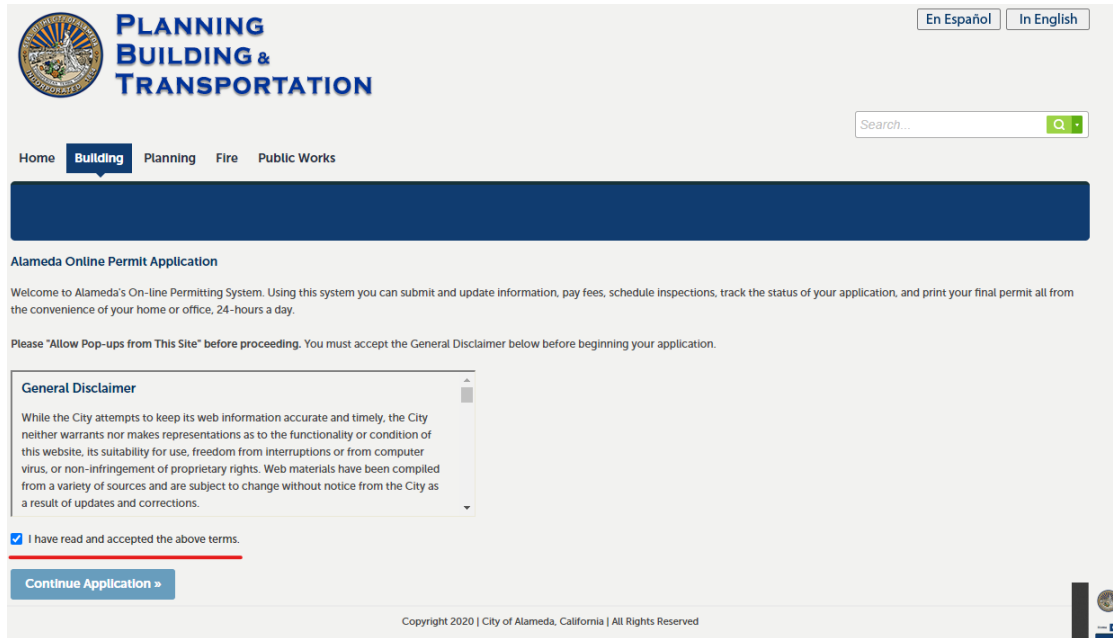
To apply for an Express Building permit, first login to the system. The property owner or a licensed contractor must register and have a log in to access ACA for permit submittals (registration/sign in section is on the right side of the page after you click the link below):

<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.



En Español In English

Home **Building** Planning Fire Public Works

Alameda Online Permit Application

Welcome to Alameda's On-line Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final permit all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**

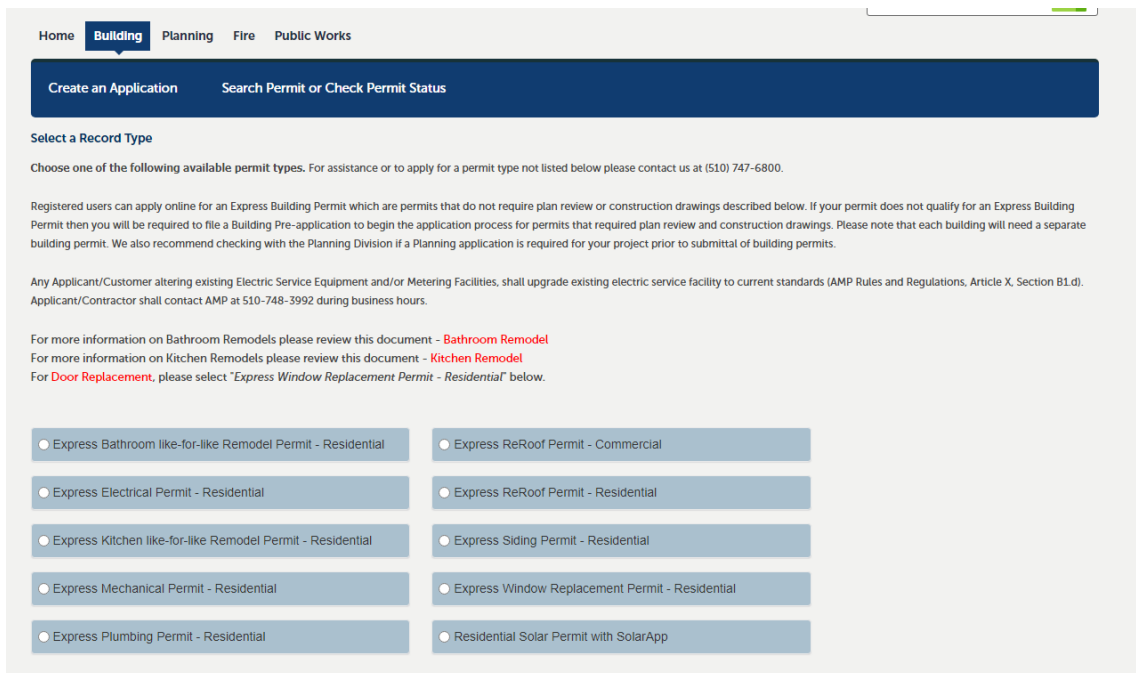
While the City attempts to keep its web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this website, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

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

Express Bathroom like-for-like Remodel Permit - Residential
  Express ReRoof Permit - Commercial

Express Electrical Permit - Residential
  Express ReRoof Permit - Residential

Express Kitchen like-for-like Remodel Permit - Residential
  Express Sliding Permit - Residential

Express Mechanical Permit - Residential
  Express Window Replacement Permit - Residential

Express Plumbing Permit - Residential
  Residential Solar Permit with SolarApp

- 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.: 2263   \* Street Name: Santa Clara   Street Type: --Select--   Unit No.:   Zip:

**Search**   **Clear**

**Parcel**

\* Parcel Number: ?

**Search**   **Clear**

**Owner**

Owner Name: ?   Address Line 1:   City:

**Search**   **Clear**

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

- 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.

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.

**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](http://www.cslb.ca.gov) for more information about licensed contractors.

\* Indicates a required field.

**Custom Fields**

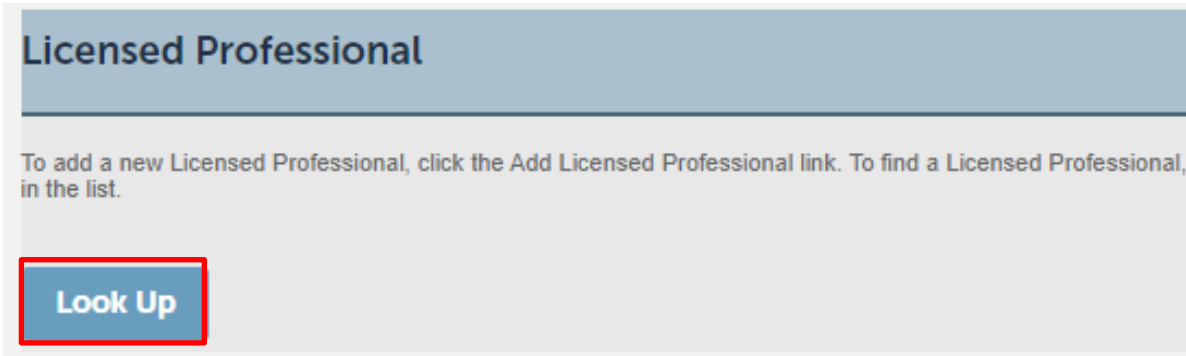
**WORK PERFORMED BY**

\* Who is doing the work on this permit:

**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.

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.

### Look Up License

License Type: --Select--	State License Number: 271828	Name of Business: <input type="text"/>		
First: <input type="text"/>	Last: <input type="text"/>	Business License #: <input type="text"/>		
Address Line 1: <input type="text"/>		City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>
Country: --Select--				
Home Phone: <input type="text"/>	Mobile Phone: <input type="text"/>	Fax: <input type="text"/>		
<b>Look Up</b>	<b>Clear</b>	Discard Changes		

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.

**Step 3: Additional Info > Additional Info**

**Additional Information**

\* Job Value(\$):

**Detail Information**

\* Detailed Description:

**ASI**

**GENERAL INFORMATION**

\* Primary Scope of Work:

Other Work Being Performed:

Additional Other Work Being Performed:

- Appliances - Residential
- Power Apparatus (for AC only)
- Reconnect Fee - Overhead
- Reconnect Fee - Underground
- Services - 300v Volts or Less & Not Over 200 Amps
- Swimming Pool Repair Spa, Whirlpool, etc. - Self Contained

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.