

INSTRUCTIONAL ON HOW TO NAVIGATE THE CAMINO PORTAL

Camino is where you apply for permits that either require plan review or special fee processing by a permit technician (manually invoiced permit fees for job valuations of \$5,000 or less and are not available through ACA).

Every time you submit in Camino, you must click “new.” You will receive a new Camino confirmation number for everything you request/submit (new permit, revision to issued permits, responses to plan check comments, permit issuance request, etc).

You must register and have a log in to access Camino: <https://app.ontcamino.com/alameda-ca/login>

Here is how to apply for a **new building permit** as a **contractor**:

Log in to Camino and follow these steps:

1. Click +New, near top right of the screen
2. Choose the option for “Building, Mechanical, Electrical, Plumbing, Solar, and ADU Permits”
3. Licensed California Contractor
4. Permits – all others not on list above, then select New Submittal
5. New Submittal
6. Type in the Address and Confirm Location
7. If you require plan review, choose “yes” when it asks about providing supplemental documentation
8. Click “Get Started” and Continue to fill out the online application and upload documents

*Be sure to **Submit Application** when prompted. Unsubmitted applications will not be processed.*

Here is how to apply for a **new building permit** as a **homeowner**:

Log in to Camino and follow these steps:

1. Click +New, near top right of the screen
2. Choose the option for “Building, Mechanical, Electrical, Plumbing, Solar, and ADU Permits”
3. Applicants who are not California Licensed Contractors
4. Homeowner
5. Permits – all other not on List above

6. New Submittal

7. Type in the address and Confirm Location

8. If you require plan review, choose “yes” when it asks about providing supplemental documentation

9. Click “Get Started” and Continue to fill out the online application and upload documents

*Be sure to **Submit Application** when prompted. Unsubmitted applications will not be processed.*

Here is how to apply for a **new building permit** as an **architect**:

Log in to Camino and follow these steps:

1. Click +New, near top right of the screen

2. Choose option “Building, Mechanical, Electrical, Plumbing, Solar, and ADU Permits”

3. Applicants who are not California Licensed Contractors

4. Design Professionals

5. Type in the address and Confirm Location

6. If you require plan review, choose “yes” when it asks about providing supplemental documentation

7. Click “Get Started” and Continue to fill out the online application and upload documents

*Be sure to **Submit Application** when prompted. Unsubmitted applications will not be processed.*

Here is how to apply for a **new deferred submittal** application:

Log in to Camino and follow these steps:

1. Click +New, near top right of the screen

2. Choose the option for “Building, Mechanical, Electrical, Plumbing, Solar, and ADU Permits”

3. Choose “Deferred Submittal”

4. Type in the address and Confirm Location

5. Click “Get Started” and Continue to fill out the online application and upload documents

*Be sure to **Submit Application** when prompted. Unsubmitted applications will not be processed.*

Here is how to respond to building plan check comments (aka – resubmittal):

Log in to Camino and follow these steps:

1. Click +New, near top right of the screen
2. Choose the option for “Building, Mechanical, Electrical, Plumbing, Solar, and ADU Permits”
3. Choose “Response to Plan Check Comments / Resubmittal”
4. Type in the address and Confirm Location
5. Click “Get Started” and Continue to fill out the online application and upload documents

*Be sure to **Submit Application** when prompted. Unsubmitted applications will not be processed.*

Here is how to apply for a new revision to issued permit application:

Log in to Camino and follow these steps:

1. Click +New, near top right of the screen
2. Choose the option for “Building, Mechanical, Electrical, Plumbing, Solar, and ADU Permits”
3. Choose “Revision to Issued Permits”
4. Type in the address and Confirm Location
5. If you require plan review, choose “yes” when it asks about providing supplemental documentation
6. Click “Get Started” and Continue to fill out the online application and upload documents

*Be sure to **Submit Application** when prompted. Unsubmitted applications will not be processed.*

Here is how to apply for a new fire permit:

Log in to Camino and follow these steps:

1. Click +New, near top right of the screen
2. Choose the option for “Fire Permit”
3. Choose “New Submittal”
4. Type in the address and Confirm Location
5. Click “Get Started” and Continue to fill out the online application and upload documents

*Be sure to **Submit Application** when prompted. Unsubmitted applications will not be processed.*

Here is how to **respond to fire plan check comments (aka – resubmittal)**:

Log in to Camino and follow these steps:

1. Click +New, near top right of the screen
2. Choose the option for “Fire Permit”
3. Choose “Response to Plan Check Comments/Resubmittal”
4. Type in the address and Confirm Location
5. Click “Get Started” and Continue to fill out the online application and upload documents

*Be sure to **Submit Application** when prompted. Unsubmitted applications will not be processed.*

Here is how to **request permit issuance** of an approved permit (if multiple divisions/departments reviewed the permit, ALL reviewing parties must have approved):

Log in to Camino and follow these steps:

1. Click +New, near top right of the screen
2. Choose the option for “Request for Permit Issuance – after plans have been approved”
4. Type in the address and Confirm Location
5. Click “Get Started” and Continue to fill out the online application and upload documents, if needed. Such documents may be a completed statement of special inspection or unreasonable hardship form.

*Be sure to **Submit Application** when prompted. Unsubmitted applications will not be processed.*

Here is how to **ask a question** in Camino (although we do prefer an email to permits@alamedaca.gov):

Log in to Camino and follow these steps:

1. Click +New, near top right of the screen
2. Choose the option for “Building Permit Question”
4. Click “Get Started” and Continue to fill out the section.

*Be sure to **Post Comment** or it will be considered Unsubmitted and we will not respond.*