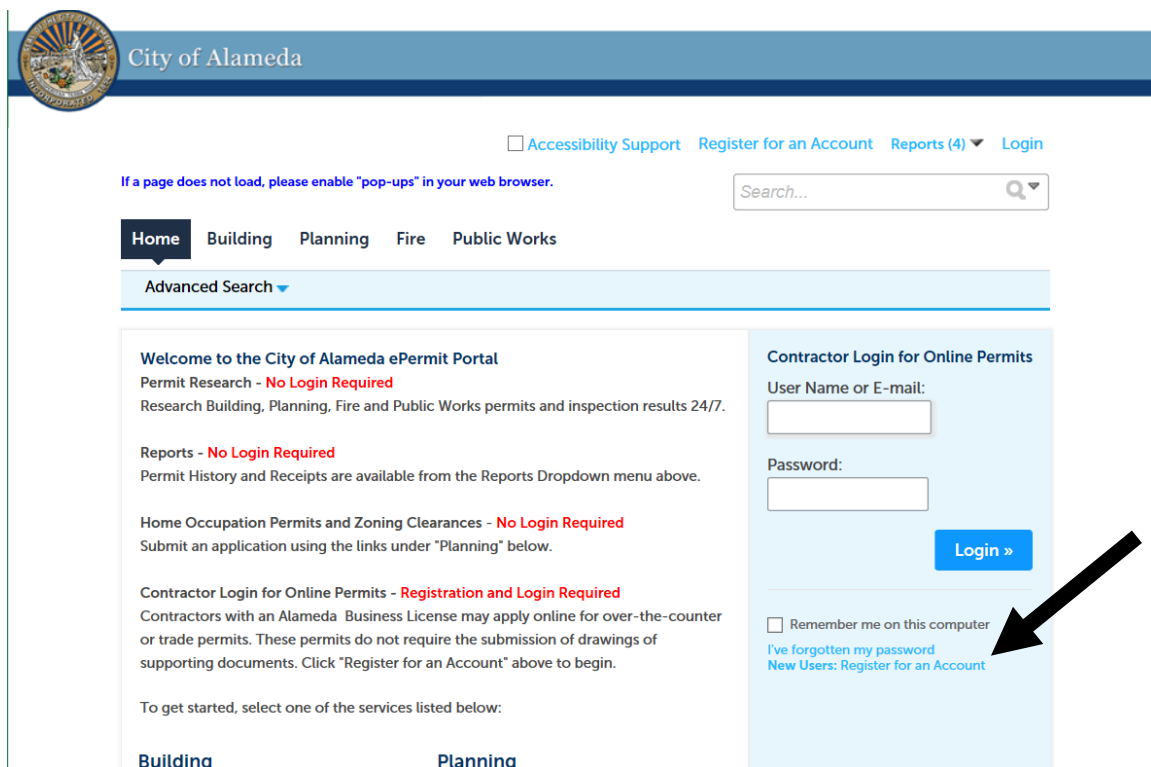


The City of Alameda offers the ePermits online portal to allow contractors, architects, and engineer licensed professionals to apply for and obtain simple permits online. While ePermits allows all users to search and lookup permit information, a login is required in order to actually pull a permit. The following instructions provide a walk-through of the registration process to obtain a login to the ePermits portal.

STEPS:

1. Go to <http://aca.accela.com/alameda>
2. Click on **New Users: Register for an Account**



The screenshot shows the City of Alameda ePermit Portal. At the top left is the City of Alameda logo. The header includes navigation links: Home, Building, Planning, Fire, and Public Works. A search bar is located in the top right. Below the header, there are several sections of text. On the right side, there is a 'Contractor Login for Online Permits' section with input fields for 'User Name or E-mail' and 'Password', and a 'Login »' button. Below the login fields, there is a checkbox for 'Remember me on this computer' and two links: 'I've forgotten my password' and 'New Users: Register for an Account'. A black arrow points to the 'New Users: Register for an Account' link.

3. Read and accept the terms and disclaimers for use of the City of Alameda ePermits portal. Then **check the box** to accept the terms and click on the **Continue Registration** button to continue.

City of Alameda

Register for an Account Reports (4) Login

If a page does not load, please enable "pop-ups" in your web browser.

Search...

Home Building Planning Fire Public Works

Advanced Search

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

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.

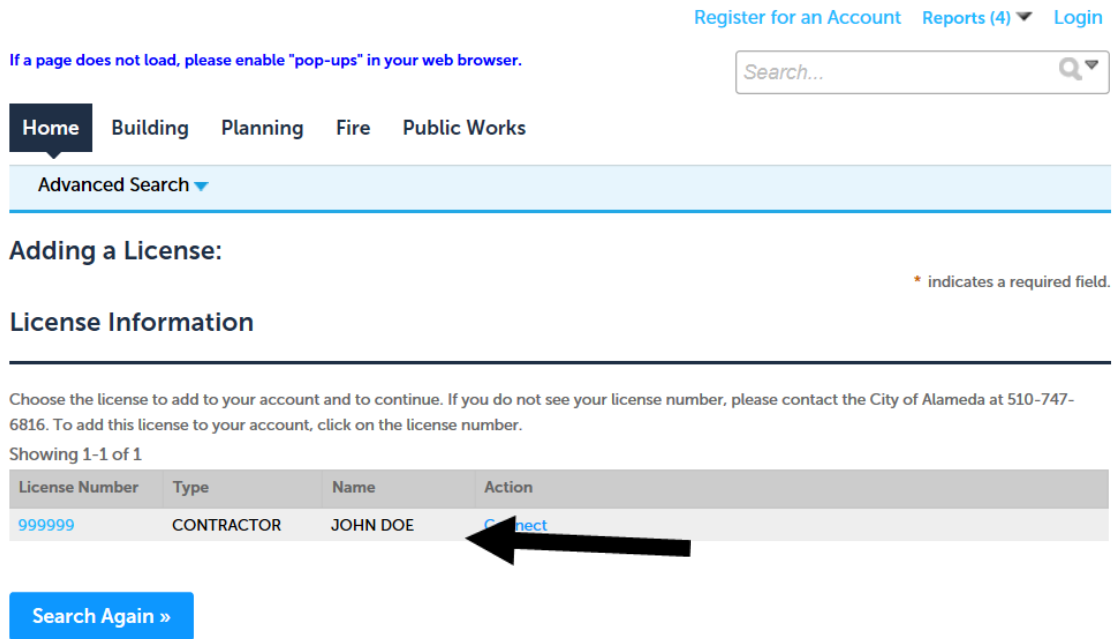
[Continue Registration »](#)

- 4. **License Information:** In order to pull permits via the ePermits portal, the user account must be associated with a Licensed Professional. A Licensed Professional is either a state-licensed contractor, architect, or engineer. The account registration screen will ask for the license type and State license number, as follows:

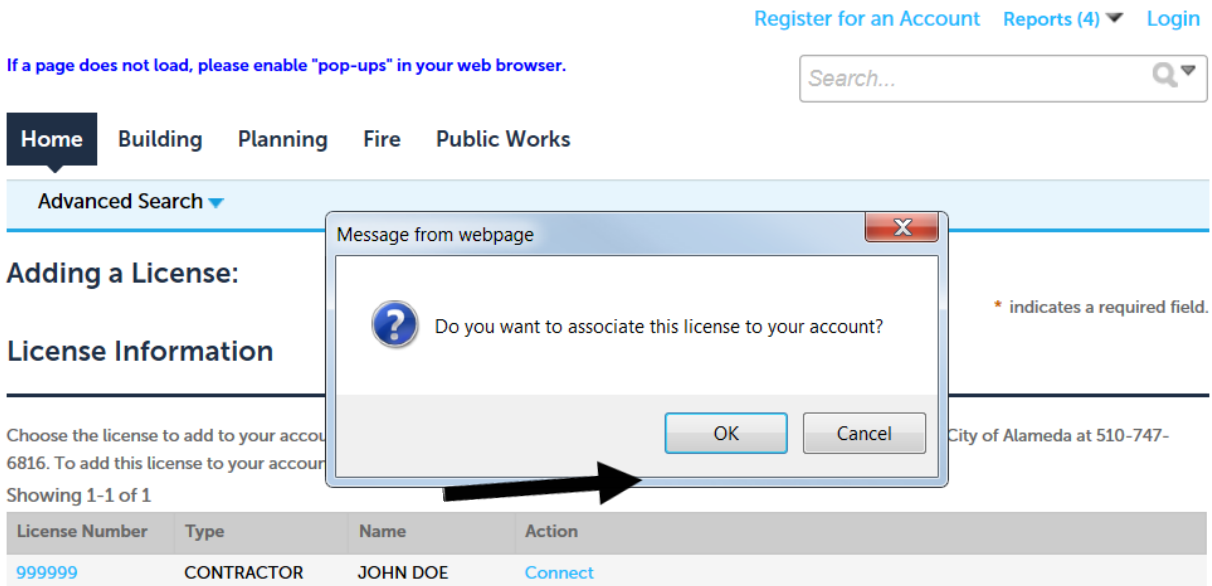
The screenshot shows the City of Alameda website interface. At the top left is the City of Alameda logo. The header includes navigation links: Home, Building, Planning, Fire, and Public Works. A search bar is located in the top right. The main content area is titled "Account Registration Step 1: Enter License Information". Below the title, there is explanatory text and a "Find License" button. The form fields are: "License Type" (a dropdown menu with "CONTRACTOR" selected) and "State License Number" (a text input field containing "123456"). A black arrow points to the "State License Number" field. A note indicates that an asterisk (*) denotes a required field.

- 5. Select from the drop-down menu to select your License Type and then enter your State License Number.

6. After inputting your State license information, you will see the following screen. Click on **Connect** to continue



7. Click OK to associate this license information with your user account registration.



8. This screen prompts you to confirm the license information. Click **Continue Registration** to continue to the next screen.

If the information is incorrect, you may click on **Remove** to delete the license information and return to the previous screen.

If you have more than one license to associate with this user account, click on **Add to My License** to enter additional licenses. Please note that you have the ability to add additional licenses or edit license information at any time after you have completed registration.

Home Building Planning Fire Public Works

Advanced Search ▾

Confirm License

Your search returned the following licensed professionals. If the information is incorrect, click the "Remove" button and if necessary search again below. If all information is correct choose either "Continue Registration" or "Add to My Licenses" to proceed.

License Look-up Results

License

JOHN DOE	CA CONTRACTOR	Remove
	CA - 999999	
TEST BUSINESS NAME	Issued: 01/01/2015	
2263 SANTA CLARA AVE	Expires: 01/01/2099	
ALAMEDA CA 94501	Insured Max:	
Tel: 5107476800		
Fax:		

Once you locate the correct license, click the "Add to My Licenses" button.

Once you have added all licenses to your list, click the "Continue Registration" button. You will have another chance to review all your licenses at the end of the registration process.

[Continue Registration »](#)
I'm done adding licenses

[Add to My Licenses »](#)
I have more licenses to add

9. The next step in the registration process involves creating your User Name and Password.

Follow the instructions on the screen.

Home Building Planning Fire Public Works

Advanced Search ▾

**Account Registration Step 2:
Enter/Confirm Your Account Information**

* Indicates a required field.

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

10. The bottom portion of the screen prompts you to enter your contact information for this user account. If you have previously applied for permits in the City’s Permit Center, you may click on **Select From** to search for your contact information in our system. Otherwise, click Add New to enter new contact information.

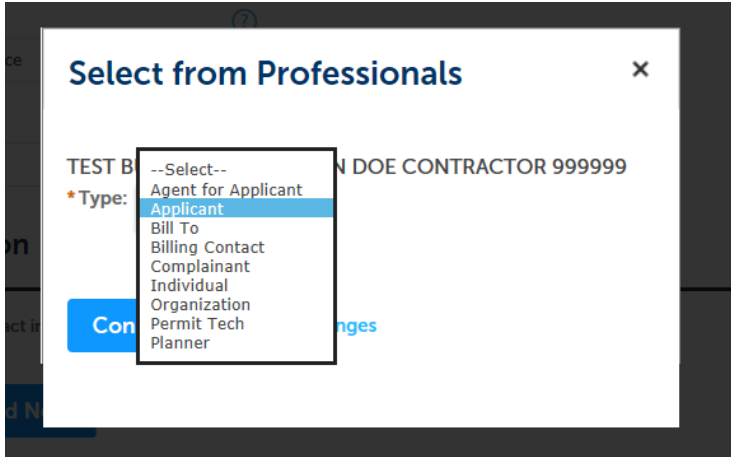
Contact Information

Choose how to fill in your contact information.

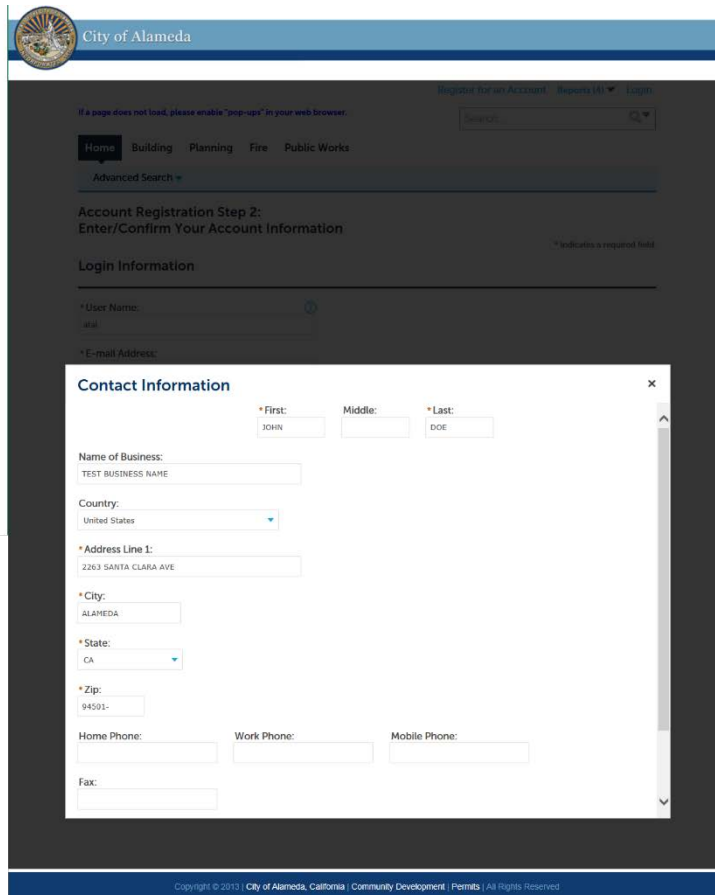
Select from... Add New

Continue Registration »

If you clicked on Select From in the Contact Information section, the system will prompt you to select from a list of contact types.



If you selected Add New, the following window will appear. Complete the form with your contact information



Be sure to complete all fields and scroll down to the bottom to find the **Continue** button.

Contact Information

Country: United States

*Address Line 1: 2263 SANTA CLARA AVE

*City: ALAMEDA

*State: CA

*Zip: 94501-

Home Phone: Work Phone: Mobile Phone:

Fax:

E-mail: TEST@TEST.COM

[Continue](#) [Discard Changes](#)

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11. After clicking **Continue**, a confirmation screen will appear:

Contact Information

Choose how to fill in your contact information.

✔ **Contact updated successfully.**

JOHN DOE
TEST BUSINESS NAME
JOHN@JOHNDOE.COM
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

[Continue Registration »](#)

Click **Continue Registration** to complete the process.



If a page does not load, please enable "pop-ups" in your web browser.



Your account is successfully registered.

Your Alameda citizen access account has been successfully created.

Congratulations! You have successfully created an account with the City of Alameda. An e-mail has been sent to the e-mail address you provided when registering, with instructions for verifying your information.

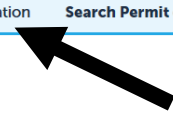
Congratulations. Your City of Alameda ePermits user account has been created.

TO APPLY FOR A PERMIT

To apply for a permit, first login to the system. Under the appropriate tabs on the menu, find **Create an Application** to apply for a permit.



If a page does not load, please enable "pop-ups" in your web browser.



Records

Showing 0-0 of 0

Date	Permit Number	Permit Type	Description	Address	Status	Action
No records found.						

Search for Records

Enter information below to search the City's permitting database. Permits can be searched for by entering any of the following information:

- Property Address
- Contractor License Information
- Parcel Number
- Permit Number (ex: B99-0123, CB99-0123, R99-0123, etc.)