



Electronic Plan Review

Alameda County - Building Inspection Department (BID)

Alameda County - Building Inspection Department (BID) is pleased to announce our electronic plan review process. Please sign in or create your new account at <https://acpermit.acgov.org/Portal/#/>.

At the online portal, you are able to:

1. Apply for building permit applications.
2. Initiate electronic plan review and upload attachments (E.g. Plans, structural calcs).
3. Pay building department fees (E.g. Plan review fees, permit fees).
4. Track plan review comments and approval status from applicable County agencies.

For assistance on the online portal, please call 510-670-5440 or email permitbid@acpwa.org.

<https://acpermit.acgov.org/Portal/#/>
[Sign In](#)

Alameda County Public Works Agency

BUILDING INSPECTION DEPARTMENT
 399 Elmhurst Street, Room 141 Hayward, CA
 94544(510) 670-5440, FAX (510) 293-0960

Enter Permit number, Address to search it

MAP

DASHBOARD

APPLY FOR...

REPORT VIOLATION

MY RECORDS

INSPECTIONS

MY PROFILE

Alameda County Online Simple Building Permit Program

The Building Inspection Division has provided inspection services in the unincorporated areas of Alameda County since 1946 to ensure residential and commercial buildings and structures conform to building code requirements.

Online Permit

We are pleased to offer Online Permit services at Alameda County Building Department. At this time, we are rolling out a pilot program that covers a simple building permit online for:

- Residential Water Heater Replacement (C4 or C36 License Required); or
- Residential Re-roofing (C39 License Required or B License with at least two incidental repairs).
- Residential Roof-Mounted Solar PV (Simple Only – No batteries or panel upgrade).
- Residential HVAC – Replace Furnace Only.

The following criteria must be met to obtain Online Simple Permits. The applicant must:

- Create an account for Online Permit Services; and
- Have a valid California Contractor License to perform a proper trade; and
- Have a credit card ready; and
- Have a valid project address in the Alameda County Unincorporated Area (to be verified), and
- Have a printer to print out permits, and
- Must have a valid business license with unincorporated area of Alameda County.
- If you applying for a permit that does not fall under these four permit types, please download our building permit application form, authorized credit card and email it to us permitbid@acpwa.org

To Create a New Account:
 Click "Sign In" in the upper right hand corner of this web page
 If you already had an account with the old Alameda County online system, select "Forgot Password". You will receive an email that's linked to your account with the old Alameda County online system to create your password for this system.
 If you did not have an account with the old Alameda County online system, select "Create Account" and follow the prompts.

Application and credit card form can be found here: <https://www.acpwa.org/bid-permit-apply>

Alameda County Public Works Agency

BUILDING INSPECTION DEPARTMENT

399 Elmhurst Street, Room 141 Hayward, CA
94544(510) 670-5440, FAX (510) 293-0960

Enter Permit number, Address to search it



Alameda County Online Simple Building Permit Program

The Building Inspection Division has provided inspection services in the unincorporated areas of Alameda County since 1946 to ensure residential and commercial buildings and structures conform to building code requirements.

Online Permit

We are pleased to offer Online Permit services at Alameda County Building Department. At this time, we are rolling out a pilot program that covers a simple building permit online for:

- Residential Water Heater Replacement (C4 or C36 License Required); or
- Residential Re-roofing (C39 License Required or B License with at least two incidental repairs).
- Residential Roof-Mounted Solar PV (Simple Only – No batteries or panel upgrade).
- Residential HVAC – Replace Furnace Only.

The following criteria must be met to obtain Online Simple Permits. The applicant must:

- Create an account for Online Permit Services; and
- Have a valid California Contractor License to perform a proper trade; and
- Have a credit card ready; and
- Have a valid project address in the Alameda County Unincorporated Area (to be verified), and



1. **Sign In** - Button in upper right hand corner.

2a. Sign in with your existing online portal account, or,

2b. Create Account for new users. For further instructions on how to create a new account, see separate document.

For assistance on the online portal, please call 510-670-5440 or email permitbid@acpwa.org.



Alameda County Online Simple Building Permit Program

The Building Inspection Division has provided inspection services in the unincorporated areas of Alameda County since 1946 to ensure residential and commercial buildings and structures conform to building code requirements.

Online Permit

We are pleased to offer Online Permit services at Alameda County Building Department. At this time, we are rolling out a pilot program that covers a simple building permit online for:

- Residential Water Heater Replacement (C4 or C36 License Required); or

3. Apply for Permit - Click button.

Apply for...

A screenshot of a web interface. At the top left, the text 'Apply for...' is visible. Below it is a large white rectangular area. On the left side of this area, there is a blue button with the text 'BUILDING PERMIT APPLICATION' circled in red with a red box containing the number '4'. To the right of this button, there is a list of permit types: 'Applications for the following types of Permits: -Residential Water Heater Replacement; -Residential Re-roofing; -Residential Roof-Mounted Solar PV (Simple Only - No batteries or panel upgrade); -Residential HVAC - Replace Furnace Only.' Below this list, there is another blue button with the text 'NEW INSPECTION' and the text 'Request for a new inspection' to its right.

4. Building Permit Application - Click button.

I'd like to make a Building Permit Application

Select Type *

Application with Design Plans (TEST ONLY - DO NOT USE) ▼

Entry Forms and Reference Documents

Typical projects that require Planning Department approval

Job Address _____ or Parcel _____

Building Permit Application Pulled as Applicant

WonderContractor - ▼

Details

Description *

Project Info

Type of Work: ▼

5. Building Permit Application - Complete all fields

Select Type - Application with Design. For a sample list of projects that require application with design, click 'Typical projects that require Planning Department Approval'

Job Address/Parcel - Input the project address or parcel number located in unincorporated Alameda County.

Applicant - This is the person who will be pulling the permit.

Description - Please provide as much information as possible for your project such that a person with no prior knowledge of your project fully understands the proposed work.

Type of work - Please select the appropriate type of work to the best of your ability.

Permit for: (Mark Y all that apply)

Building:

Electrical:

Plumbing:

Mechanical:

Type of Const.:

Re-roofing:

Proposed Use:

Existing Use:

Project Valuation *
0

For fee and valuation tables, please go to <https://www.acpwa.org/fee-schedule>

Occupancy Class

Type of Const.:

No. of Stories

6

6. Building Permit Application - Complete all fields

Permit For (Mark Y all that apply) - Please select yes to all trades that apply for this permit application.

Proposed Use - Please select the appropriate proposed use to the best of your ability.

Existing Use - Please select the appropriate proposed use to the best of your ability.

Project Valuation - This is the estimated permit value at the time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems.

Occupancy Class - Please select the appropriate occupancy class for your project based on the definitions provided in the California Building Code (CBC) Chapter 3.

Type of Cons - Please select the appropriate occupancy class for your project based on the definitions provided in the California Building Code (CBC) Chapter 6.

No. of Stories - Please provide a numeric value for the number of stories your building(s) will be.

The image shows a portion of a web form for a building permit application. It features several input fields for project details, an attachments section, and navigation buttons. Red callout boxes with numbers 7, 8, and 9 highlight specific areas:

- Callout 7:** Points to a group of seven radio button options for project type: "Floor Area (sq.ft.)", "New Habitable", "New Non-Habitable", "Existing Habitable", "Existing Non-Habitable", "Remodel Habitable", and "Remodel Non-Habitable".
- Callout 8:** Points to the "Attachments" section, which includes the text "Required Attachments:" followed by a bullet point "Plans" and an "ADD FILE" button.
- Callout 9:** Points to a blue "CONTINUE" button and a "CLEAR" button.

7. Building Permit Application - Complete all fields

Floor Area (Mark Y all that apply) - Please provide the floor areas of your project in square feet. Habitable is defined in the California Building Code (CBC) Chapter 2 as "A space for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

- A) New - Defined as new for this project.
- B) Existing - Defined as existing for this project.
- C) Remodel - Defined as existing space that is altered for this project.

8. Building Permit Application - Complete all fields

Attachments - Please upload all documents required for your project. Common types of files are your floor plans, calculations, and supplemental reports. Once you have selected the type, it will ask you to select the type of file. Please select accordingly. The most common type of file will be 'Plan'.

9. Building Permit Application - Complete all fields

Continue - Select Continue once you have completed all the fields and have uploaded all appropriate documents.

10. Review

This is the opportunity to double check the project information you submitted is accurate. Secondly this is the page where you can upload your worker's compensation as applicable.

11. Application successfully submitted

The screenshot displays a web application interface. At the top, a navigation bar includes a home icon, a search icon, and menu items: MAP, DASHBOARD, APPLY, REPORT VIOLATION, MY RECORDS (highlighted with a red cloud and box labeled 12), MY INSPECTIONS, and MY PROFILE. Below the navigation bar, a message states: "Your Record RQ0000702 has been submitted. Please check your email for confirmation".

The main content area shows a record for "RQ0000702 Draft" with the title "Building Permit Application / Application with Design Plans (TEST ONLY - DO NOT USE)" and a status of "Received Jan 25, 2021" (highlighted with a red cloud and box labeled 13). Below this, there are two buttons: "PRINT" and "ACTION REQUIRED" (highlighted with a red cloud and box labeled 14).

The record details are organized into sections, each highlighted with a red cloud and box labeled 15, 16, 17, 18:

- Description:** TEST CASE FOR APPLICATION 01/25/2021
- Address:** 3454 Pine St
- Parcels:** 084C060900200
- Contacts:** Licensed Professional WonderContractor - Portal User Olga Maintstar, Owner LAI WAI C TR & BERNIER NANCY S, CDA Counter Planners Counter Responsible

At the bottom, there are two expandable sections: "Details" (highlighted with a red cloud and box labeled 19) and "Roadmap" (highlighted with a red cloud and box labeled 20, showing a count of 1 item).

12. Once you application has been successfully submitted, you will be brought into the 'My Records' Tab where you can check the status of your record. My records tab will have all the applications associated to your portal user account.

13. Initially your application will create an "RQ" case number with the status adjacent to the RQ case number and will have the type of application indicated. Initially it is in draft mode but will update as the project hits certain milestones.

14. Action Required - This is an action item required by the applicant. This means that the project is on hold waiting for the applicant to finish their task. Click 'Action Required' and respond accordingly to move application forward.

15. Description - Displays the description of work for the project

16. Address - Displays project address.

17. Parcel - Displays project parcel number

18. Contacts - Displays the contractor, portal user, and owner

19. Details - Click the arrow to expand all details per items #6 & #7.

20. Roadmap - This will show all the history of the project. If you're wondering what the status of your project is, check here.

Attachments

21

ADD ATTACHMENT

Added Jan 25

Comments

22

Add Comment

SEND

21. Attachments - When a staff member asks for an item, here is where you would upload. Click 'Add Attachment' to upload additional documents throughout the project.

22. Comments - This is used to communicate to the staff if there are any questions.

END OF GUIDE