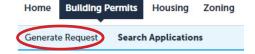
Permits Online Portal

Applications - Payments - Inspections



https://permits.cityofberkeley.info/

Electronic Submittal (ESR)



- 1. Register for an Accela Citizen Access (ACA) account
- 2. Log-in and open Building Permits or Public Works tab
- 3. Select 'New Request' and complete information
- 4. 'Continue' to submit request: ESR is added to account
- 5. ESRs are processed by staff 1-2 business days
- 6. Email confirmation is sent to applicant at processing

Register for an account and login at Permits Online to submit an Electronical Submittal Request (ESR)* for new Building and Public Works permits.

Upload documents to the associated permit record for all Resubmittals, Deferred submittals, Revisions to Approved Plans, and Extensions.

Login is **not required** for payments and inspections

*Send new applications for Fire permits to: fireresubmittals@berkeleyca.gov

Make a Payment



ACA account NOT required

- 1. Open tab for permit type
- 2. Open permit record link
- Select 'Payments > Fees > Pay Fees

Fees

 Outstanding:
 Invoice Number
 Amour 08/24/2022
 508437
 \$22.00

 08/24/2022
 508437
 \$4.00
 08/24/2022
 \$1.452
 \$1.452

 08/24/2022
 508437
 \$1.563
 \$1.563
 \$1.563
 \$1.563

 7 Total outstanding fees: \$1.634.48
 \$1.564
 \$1.564
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Upload Permit Documents

Record ESR-2022Building Permit (in System)
Record Status: Wa

Record Info
Record Details
Processing Status
Related Records

Attachments
Inspections

for ESR or Permit Application Records

Documents Required, Resubmittals,

EMPs, Revisions, Deferred, Extensions

- 1. Log-in to ACA account
- 2. Open tab for permit type
- 3. Open permit record link**
- 4. Select 'Record Info > Attachments'
- 5. Select 'Add' button, upload & save**
- 6. ACA uploads processed in 1-2 days

Schedule Inspections

Record B2022-039
Permit
Record Status: Rec

Record Info

Record Details
Processing Status
Related Records
Attachments
Inspections

for issued permits, including Building, Fire and Public Works/Engineering

ACA account NOT required

- 1. Open tab for permit type
- 2. Open permit record link
- Select 'Record Info > Inspections'
- 4. Schedule or Request an Inspection
- 5. Follow prompts to schedule
- 6. Check the inspection schedule the morning of the inspection

**<u>ACA Account errors</u>: send email with account info, permit number & address to <u>permits@berkeleyca.gov</u>