Register For An Account / Logging In

Looking Up Permits

Check Permit Status

View and Upload Permit Documents

Schedule / Reschedule / Cancel An Inspection

Troubleshooting
REGISTER FOR AN ACCOUNT / LOGGING IN

How to sign up for an account, log in, or reset your password.

Return to Table of Contents
Welcome
The City of Berkeley is pleased to offer online permit applications, research and inspection scheduling 24 hours a day, 7 days a week.

Getting Started:
The Public may view details of zoning and building permits and schedule an inspection without registering for an account. To do a basic search, click on "Property Information" or any "Search" link below. If you would like to apply for a zoning certificate, register for an account first and login.

For more information about permits, visit the Permit Service Center website. If additional information is needed, please contact 311 or email 311@cityofberkeley.info.

The City of Berkeley is now reviewing construction documents electronically. Plans and supporting documents may be submitted in flattened PDF format via USB flash drive at the Permit Service Center for electronic plan check.

Resubmittals may be submitted using this online portal.

What would you like to do today?
To get started, select one of the services listed below:

<table>
<thead>
<tr>
<th>General Information</th>
<th>Building Permits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Information</td>
<td>Search Applications</td>
</tr>
<tr>
<td>Zoning</td>
<td>Fire Permits</td>
</tr>
<tr>
<td>Search Applications</td>
<td>Search Applications</td>
</tr>
<tr>
<td>Public Works</td>
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If you already have an account, sign in using the same User Name and password with which you signed up. The email address you use for your account must match the email you provided on your permit application.

If you cannot remember your User Name or password, select “I’ve forgotten my password,” enter your email and answer your security question.

If this is your first time accessing the Online Services Center, click on the “New Users” link to create an account.
LOOKING UP PERMITS

How to find all permits associated with your account.

If you do not see the permit you are looking for listed, you may have created multiple online permit accounts. If multiple accounts were created, log out and log in with the other account’s User ID and password.

If you are still unable to see the desired records, please refer to the Troubleshooting instructions.
To search without logging in, click “Building Permits” then enter the Permit Number using the format B2016-09717.

You can also search by street address or Parcel No. It is best to search with the minimum information (just the permit number or just the street address), because the system will not retrieve the permit unless all the information provided matches what is in the system.

Be sure to expand the date range if the permit was issued more than two years ago.
If you have logged in, click on the building permit number of the permit you would like to view.
CHECK PERMIT STATUS

How to see the progress of your submitted permit.
To view the status of your Building Permit first you must look up your permit.

After selecting your permit, please click “Record Info” then “Processing Status”.

Record Details

Applicant:
Test Permit
Test Permit 2015
2120 Milvia St
Berkeley, CA, 94704
Home Phone:(510)981-7441
Work Phone:(510)981-7441
Mobile Phone:(510)447-9740
dalarch@sbcglobal.net

Project Description:
Test Permit 2015 - Tenant Improvement to create a laboratory/manufacturing facility within an existing 5,775 s.f. "warehouse" shell with supporting office space and associated loading/shipping space.
<table>
<thead>
<tr>
<th>Processing Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Submittal</td>
</tr>
<tr>
<td>Resubmittal-Revision</td>
</tr>
<tr>
<td>Plan Distribution</td>
</tr>
<tr>
<td>Building and Safety Review</td>
</tr>
<tr>
<td>Zoning Review</td>
</tr>
<tr>
<td>Fire Review</td>
</tr>
<tr>
<td>Environmental Health Review</td>
</tr>
<tr>
<td>Public Works Review</td>
</tr>
<tr>
<td>Toxics Review</td>
</tr>
<tr>
<td>Landmarks Review</td>
</tr>
<tr>
<td>Energy Review</td>
</tr>
<tr>
<td>Traffic Review</td>
</tr>
<tr>
<td>Design Review</td>
</tr>
<tr>
<td>PSC Review</td>
</tr>
<tr>
<td>Consolidated Comments</td>
</tr>
<tr>
<td>Issuance</td>
</tr>
<tr>
<td>Inspection</td>
</tr>
<tr>
<td>Certificate of Occupancy</td>
</tr>
</tbody>
</table>
This is an estimated due date. During busy periods there may be delays.

To see additional information, please click the arrow.

Application Submittal

Due on 01/26/2016, assigned to TBD
Marked as Plan Distribution on 12/17/2015 by McKenzie Helvick
VIEW AND UPLOAD PERMIT DOCUMENTS

How to view and upload documents associated with your permit(s), such as correction letters or plan check responses.
To add documents to your building permit first you must look up your permit.

After selecting your permit, please click “Record Info” then “Attachments” to view the permit documents.

**NOTE:** Please do not upload revised documents until you have received comments from all reviewing agencies.
Click the “Add” button to upload your documents.

**NOTE:** If you do not see the “add” button, you may not be logged into your account. If you are logged in and the “Add” button still does not appear, please refer to the [Troubleshooting](#) instructions.
When the “File Upload” box pops up, click “Add” and select the document(s) you would like to upload.

After selecting your file, click continue.
A list of all files to be uploaded will be shown at the bottom of the page.

VERY IMPORTANT:
To complete the process you MUST press “Save.” Otherwise the files will not be uploaded.
You will know this process is successful when you see a message at the top of your page that says “The attachment(s) has/have been successfully uploaded.” If you do not see this message, please go through the process again.
SCHEDULE/RESCHEDULE/CANCEL AN INSPECTION

How to schedule an inspection and reschedule or cancel existing inspections.

Return to Table of Contents
To schedule an inspection for your Building Permit, first you must look up your permit.

Next click “Record Info” then select “Inspections.”

**NOTE:** You do not need to be logged in to schedule an inspection.
Click on “Schedule or Request Inspection” then select the type of inspection you would like to schedule.
Select a date that works best for you for an inspection. Dates in blue are available. Grey dates are unavailable.

Next you must click “All Day” under available times.

If you are unable to select “All Day” for the date you have selected, that means the inspectors are fully booked and you must select a different day.

Click “Continue” to go to the next step.
It is helpful for City Inspectors if you provide a contact who can be reached at the job site.

After picking a date, you can customize your contact for this inspection by clicking “Change Contact.” After selecting your contact, click continue to move onto the next step.

Schedule/Request an Inspection

Inspection type: Building 1005 Demolition

Location and Contact
Verify whether the location and contact person for the selected inspection are correct.

Location
2120 MILVIA St
94704

Contact
Jimmy Doolittle
(510) 555-1212

Change Contact

Select an existing contact

Continue

Specify another person (for this inspection only)

* First Name

Middle Name

* Last Name

* Phone Number

Submit

Cancel
When you are satisfied with your inspection date and contact, you can include optional comments or instructions for your inspector by clicking “Include Additional Notes.”

Select “Finish” to submit your request.
To reschedule an existing inspection appointment, under “Inspections,” select “Actions” next to the appointment that you wish to reschedule.

Select “Reschedule” from the drop down menu and follow the instructions for scheduling an inspection.
To cancel an existing inspection, under “Inspections,” select “Actions” next to the appointment that you wish to cancel.

Select “Cancel” from the drop down menu.

Select “Cancel Inspection” from the pop-up menu to confirm your cancelation.
TROUBLESHOOTING
Here you will find the necessary steps to take if you still have questions or issues after studying this guide.
TROUBLESHOOTING QUESTIONS

If you still have questions or issues navigating through our online permit program, please answer ALL of the following questions and email them to buildingandsafety@cityofberkeley.info so we can assist you.

1. What is the permit number and property address?

2. What is your name and contact phone number?

3. What is the email that was used to create your Online Permit account? If multiple accounts have been created, please provide all of the emails used.

4. Please provide a brief description of the problem encountered.
THANK YOU