



Steps to apply for a Roofing Permit Online

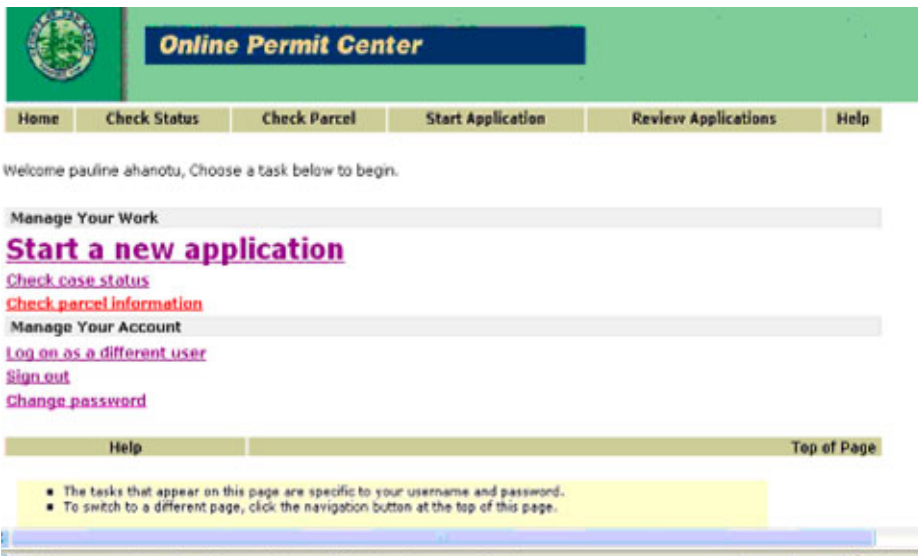
Please note that ONLY a Roofing Permit by a licensed C-39 contractor is available online at this time

Step 1. Click **REGISTER AS A USER** to set up an online User Name and Password

You will receive a confirmation of your login name and password from Building staff via email.

Step 2. **APPLY FOR A PERMIT**

- Use your login name and password to **LOG ON TO APPLY A PERMIT**
- Select **Start A New Application**



- *Pick up* your application type (Roofing or Re-roofing Permit), fill out all requested information, and click '**Next**' for the consecutive screens.

You may review and print your entries after your application is completed.

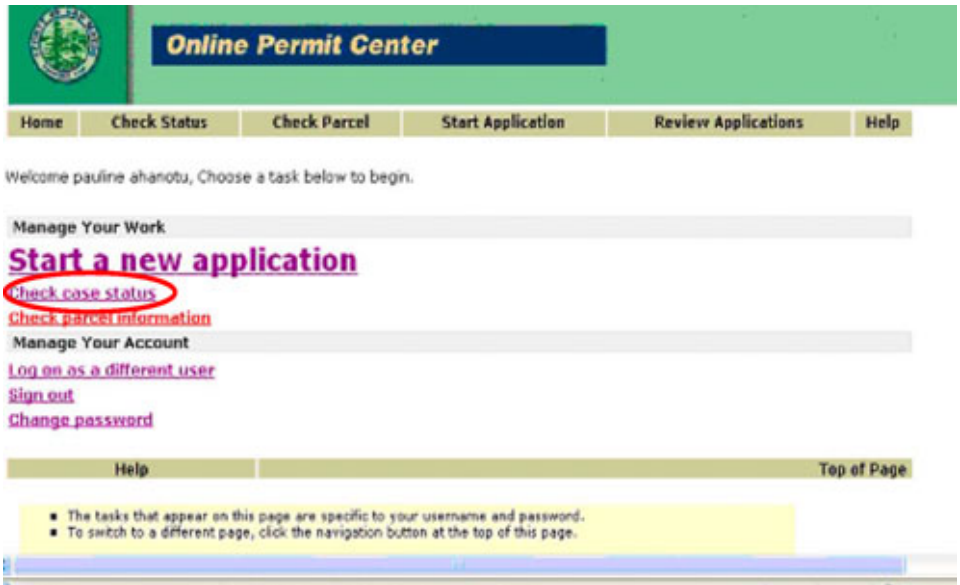
- Select **Submit**.

WaitWe are processing your Request

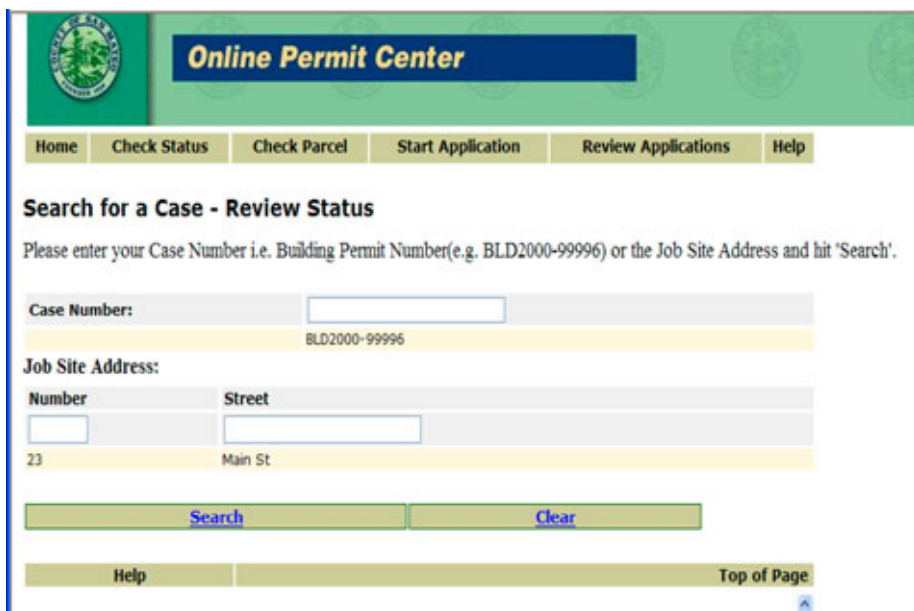
You will receive the case number and the permit fee dues within 24 hours via email.

STEP 3. PAY FEES

- Use your login name and password to **LOG ON TO APPLY A PERMIT**
- Select **Check Case Status**



- Enter Case Number that was provided to you by Building Staff via email.
- Select **Search**



➤ Double Click Case Number (e.g., **bld2009-01096**)

➤ Select **Pay Fees**

The screenshot shows a software interface with a sidebar on the left containing navigation options like '2 Weeks Ago', 'Last Week', 'Monday', and 'Today'. The main content area is divided into several sections:

- Fees Table:** A table with columns 'Item', 'Fee Amount', and 'Fee Remaining'. It lists various fees such as 'Plan Check Review Fee', 'BUILDING PERMIT FEE', 'Demolition Permit', 'Electrical Fee', 'Plumbing Fee', 'Mechanical Fee', '5% Legal Counsel Surcharge Fee', 'Filing Fee', 'Miscellaneous Fee', and 'CALIF. BUILDING STANDARDS FEE'.
- Conditions Table:** A table with columns 'Title', 'Id', 'Tag', and 'Status'. It states 'There are no conditions attached to this case'.
- Action Prompt:** A red text prompt: 'This PAYMENT action is restricted to Re-Roofing permits only!'.
- Dropdown Menu:** A dropdown menu titled 'What would you like to do next?' with 'Pay Fees' selected and circled in red.
- Buttons:** 'Back to Search' and 'Help' buttons.
- Footer:** Copyright © 2006 by Accela, Inc., Version: 4.2.1.

➤ Remember to *check* the agreement box, then *Click Charge my Credit Card*

The screenshot shows a form titled 'Enter your name and address as it appears on your credit card statement'. Below the title is a yellow banner with the text 'Required fields are marked with a red asterisk*'. The form contains the following fields:

- First Name :*
- Last Name :*
- Address :*
- City :*
- State :* (with a dropdown menu showing 'CA')
- Zip :*
- Country :* (with a dropdown menu showing 'US')
- Telephone :* (with an example: e.g. 206-388-1111)
- Email :* (with an example: e.g. you@website.com)

Below the form is a red text prompt: 'I understand that this PAYMENT action is restricted to Re-Roofing permits only!' with a checked checkbox. At the bottom is a button labeled 'Charge my credit card'.

Note: No partial Re-Roofing permit fee payment is allowed, full payment only. This payment is restricted to Re-Roofing permits and this Case Number only! Please note there is a 3% processing fee is charged when paying by credit card online, and only MasterCard and Visa are accepted. Please print the receipt as your own record.

The building inspector will deliver the permit and job inspection card to the job site at first inspection.

SCHEDULE FIRST INSPECTION

Roof Tear Off Inspection: Code # 501
Roof Nail Inspection: Code # 511
Final Inspection: Code # 901

To schedule inspections please call the Automated Inspection Scheduling System at **650/306-8415** and follow prompts. On the day of the scheduled inspection, call the Automated Inspection Scheduling System at **650/306-8415** to confirm and receive the estimated 2-hour time frame of Inspector arrival at this job site. For CODE questions please call 650/599-7311 between the hours of 8-9am or 4-5pm and a Building Inspector will assist you.

A minimum of Class B roof with certification is required. Class A roof is required with certification in LRA/SRA Very High Fire Severity Zones, per Chapter 7A California Building Code. Approved Spark Arresters required at all Re-Roof finals. Ladders for inspection must be secured in place, three rungs above roof, and rated minimum 250 lbs. Tear-off inspection is required before covering, unless a Tear-Off Waiver signed by property owner is provided prior to final. Roof Nail Inspection required with new sheathing.