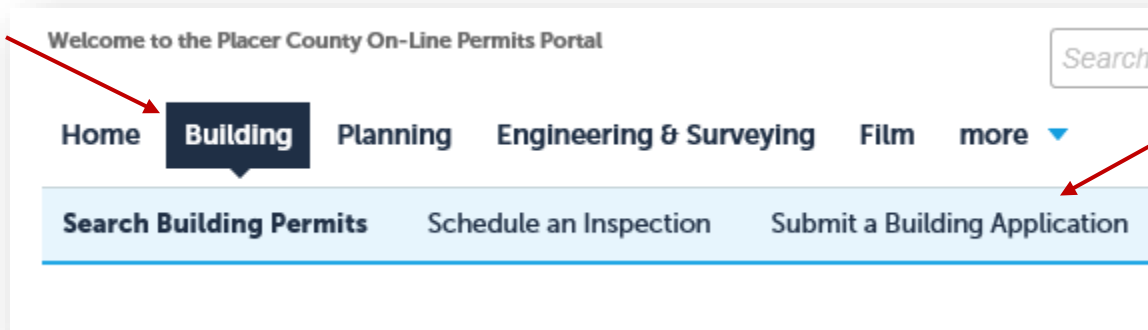


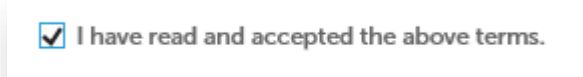
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How to create a permit online:

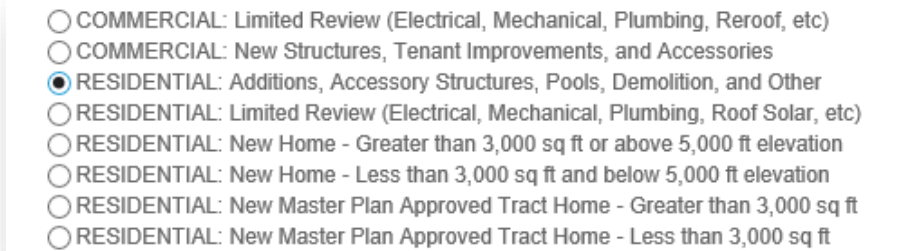
- Go to <https://permits.placer.ca.gov/CitizenAccess/Login.aspx>
- Log in with your Username or E-mail
 - If you do not have an account, you will need to create one. See "[Citizen Access Account Creation](#)" directions
- Click the type of permit you would like to start from the link near the top of the page.
- Click Submit a Building Application



- Read through the Online Permit Submission Checklist. This will save you a lot of time and trouble during the permit process.
- Agree to the terms once read and click **Start Application »**



- Choose the type of permit you wish to start and click **Continue Application »**



**Refer to last page for Permit Types and Guideline Examples*

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Step 1: Project Location > Project Location

- Enter the address of the job location
 - You can enter part of the address and click **Validate Address**
 - It will pull up all available options. Be sure the APN number matches the address.
 - click **Select**

Address Search Result List

Showing 1-2 of 2

	Address	City	State	Zip
<input type="radio"/>	3091 COUNTY CENTER DR, AUBURN CA 95602	AUBURN	CA	95602
<input checked="" type="radio"/>	3091 COUNTY CENTER DR, AUBURN CA 95603	AUBURN	CA	95603

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 051-120-010-000			2945 1ST ST @ DEWITT CENTER/PCGC

Associated Owners

Showing 1-3 of 3

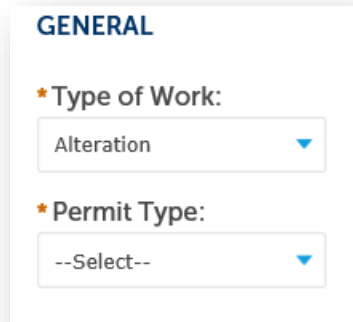
Name	Address
<input type="radio"/> FOOTHILL CENTER FOR SPIRITUAL LIVING	2945 FIRST ST AUBURN CA 95603
<input checked="" type="radio"/> PLACER COUNTY OF	CA
<input type="radio"/> TELMATE LLC	PO BOX 460049 HOUSTON TX 77056

- If everything looks right, click **Continue Application »**

Step 2: Project Details > Project Information

Refer to last page for Permit Types and Guideline Examples

- Select the type of work and Permit type you wish to proceed with



GENERAL

* Type of Work:
Alteration

* Permit Type:
--Select--

- Please fill out Cross Street and mPower (if applicable)
- Enter your project Description (CAPS please)
 - Permit Name – Last name of Property Owner followed by job description
 - Description of Work – Detailed explanation of scope of work

Examples:

Project Description

* Permit Name:

DOE ELECTRICAL PANEL CHANGEOUT

* Description of Work:

UPGRADE EXISTING 100AMP PANEL TO 200AMP PANEL

Project Description

* Permit Name:

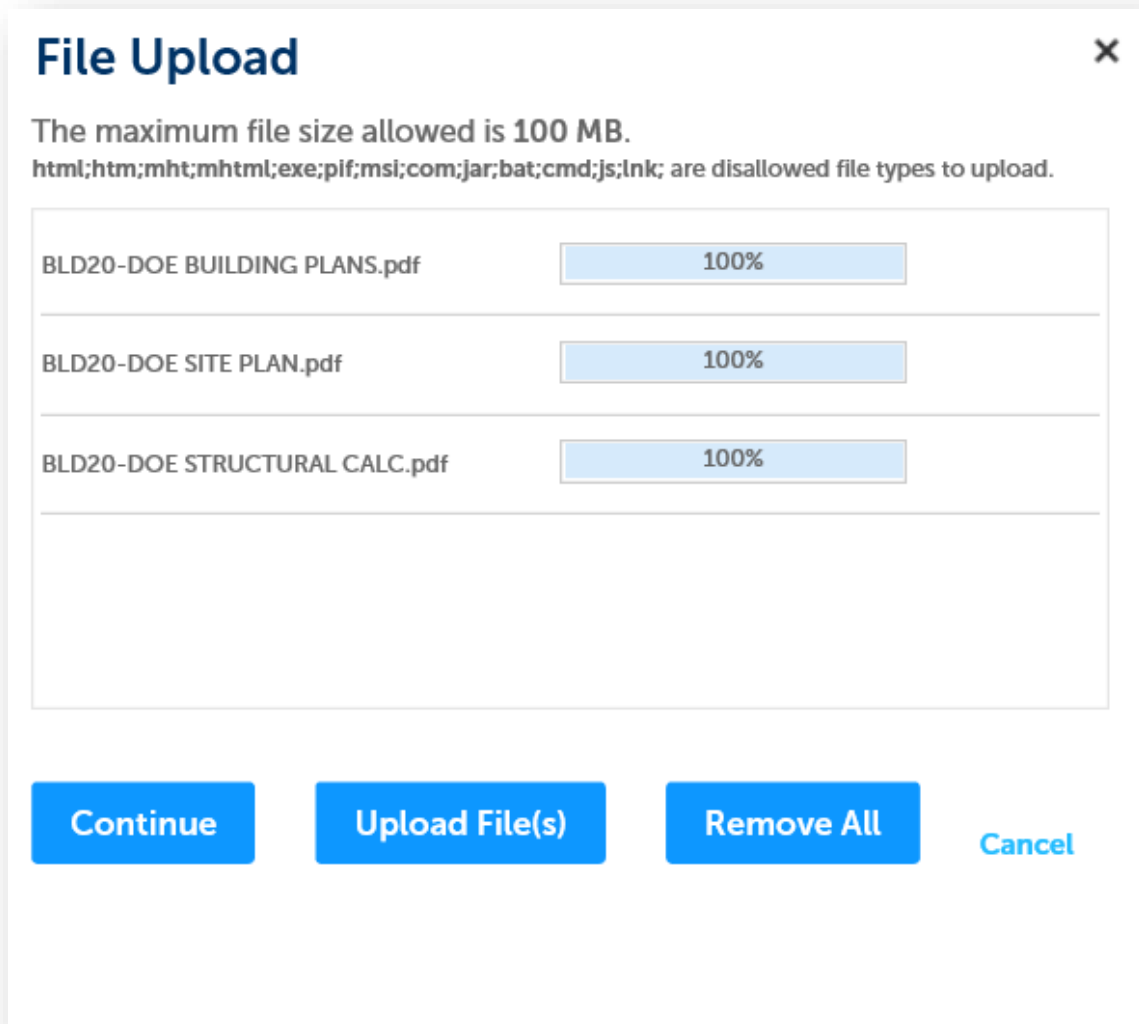
DOE SINGLE FAMILY DWELLING

* Description of Work:

NEW SFD
LIVING- 2500 SQ FT
GARAGE- 800 SQ FT
COVERED PATIO- 150 SQ FT
4 BEDROOMS

Step 2: Project Details > Upload Plans

- See the [Online Permit Submission Checklist](#) for more details. Use the naming convention and upload complete sets in PDF format.
- Click **Upload File(s)**
- Find the correct file(s) and upload them (you can select multiple files at once)



- Click **Continue**
- You have the option to remove files if something was incorrectly uploaded.

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- Once everything has been uploaded according to the naming convention, click save,
- Note: You still have the option to review or delete documents under the **Actions** drop-down menu.
- Click **Continue Application »**

Step 3: Project Contacts > Contractor

- You only need this step if you are a licensed contractor or the property owner and want the permit under your Contractor's license. If you are doing the permit as an owner-builder (and have uploaded your owner-builder form with a copy of your ID) you can skip this step.
- If you do want to enter Contractor information, click **I'll Enter My Information**
- When you enter the *** License Number:** the program will automatically pull the information from the California State License Board. Please enter an email address and ensure all information is correct.
- Click **Save and Close**

Step 3: Project Contacts > Applicant

- If you want the contractor or yourself to be the primary point of contact you can click **Select from Account** Or to enter a new contact click **Enter Contact Details**
- Once completed you will see

✓ **Contact added successfully.**

John Doe Inc
 johndoe@placer.com
 Home phone:
 Mobile Phone:
 Work Phone: 555-555-5555
 Fax:
[Edit](#) [Remove](#)

- If everything looks correct click **Continue Application »**

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Step 4: Review

- Review all the information you have provided. At the bottom, read the certification and check the box By checking this box, I agree to the above certification.
- Click [Continue Application »](#)

Step 6: Record Issuance



APPLICATION SUBMITTED!

You should receive an email confirming your application submission. We will begin reviewing your application. If your submission is determined to be complete, we will notify you of the plan review fee due. Once that fee is paid, your application will be deemed complete and forwarded for plan review.

CONGRATULATIONS! You have submitted a permit!

Note your Permit number as you will need it to check the status and contact us with questions.

If you have any issues or need assistance, please email onlinbldpermits@placer.ca.gov

See below for guidance on permit types

What are you doing?!



See below to find what type of project you are permitting. This will help you identify how to enter your project type.

Residential Examples (Full Reviews):

RESIDENTIAL: Additions, Accessory Structures, Pools, Demolition, and Other

Accessory options:

- Ag building
- Arena
- BBQ/ Outdoor Kitchen
- Carport
- Covered Deck
- Fence
- Garage Detached
- Generator
- Greenhouse
- Guest House
- Patio Cover
- Pool House
- Shop/shed
- Shed
- Solar Ground Mount
- Sunroom
- Swimming Pool
- Uncovered Deck

Alterations: Remodels

Miscellaneous: Fire Damage

Residential Alterations (Limited Review):

RESIDENTIAL: Limited Review (Electrical, Mechanical, Plumbing, Roof Solar, etc)

- Electrical (Panel C/O etc.)
- Mechanical (HVAC, fan etc.)
- Plumbing
- Reroof
- Solar Roof Mount
- Water Heater
- Window Changeout

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Electronic Plan Submittal File Naming and Formatting Requirements

All electronic files submitted shall be individual, non-zipped, document specific, PDF files with all pages in the order stated in the Required Index – See Placer County Plan Submittal Checklist.

All files shall be named according to the following convention using only capital letters:

FULL PERMIT NUMBER_LAST NAME OF PROPERTY OWNER_DOCUMENT TYPE

Examples:

PERMIT NUMBER IS NOT ASSIGNED

PERMIT NUMBER ASSIGNED

BLD20_JONES_BUILDING PLANS

BLD20-01234_JONES_SITE PLAN

BLD20_JONES_STRUCTURAL CALCS

BLD20-01234_JONES_FLOOR PLAN

“Corrections” are required by the County and **“Revisions”** are requested by customer – each subsequent submittal shall be numbered accordingly. **Examples:**

BLD20-01234_JONES_ENERGY CALCS_1ST CORRECTIONS

BLD20-01234_JONES_PV PLANS_2ND REVISION

At permit issuance, the customer will be provided with the approved PDF documents with “_APPROVED” added to each file name. **Please do not apply any security settings that will interfere with approval mark ups and file combining as the County will Lock and Flatten all necessary stamps and mark ups.**

File submittals not adhering to the direction above, may be subject to additional Plan Check and/or processing fees.