“Applying for Simple Permit Online”

The online services at http://santaclaraca.gov/government/departments/community-development/building-division/permits/online-permit-and-inspection-2101 consist of simple permit, complex permit and inspection scheduling.

1. Create an online account
In order to use the City online services, you first need to create an online account by clicking the “Create an Account” button located on the left side of the screen. All fields with red text are required to be filled in. It should be noted that your new password must contain minimum of six (6) characters with at least one (1) number or special symbol.

If you want to schedule inspection for an active permit which was not applied for online, you need to check “Request validation” box.

After verification of your information, the City staff will validate your registration. An email will be sent to you notifying that you can add any permit, which was not applied for online, to your account. After adding the permit to your online account, you can schedule inspections for that permit online.
In case you forgot your user name or password, please click on “Forgot User Name” or “Forgot Password” button located on the left side of the screen to acquire your user name or temporary password.

After log-in to your account you can update or modify your personal information by clicking “Update Profile” button located on the left side of the screen. You can also change your password by clicking “Change Password” button.
2. **Apply for Simple Permit**

**Note:** Any projects that do not require plan check can be applied for online as “Simple Permit”.

Please click on “Application for Simple Permit Without Design Drawing” button located on the “Online Building and Inspection Request” home page for a list of types of work to be issued a permit online.

Upon completing the online permit application and paying for the permit, you will receive an electronic copy of the Building Permit that must be posted on the job site.
Application for Simple Permits Without Design Drawing

Introduction | Permit Applicant | Property | Permit Information | Declarations | Documents | Review
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As a convenience for our customers, the City of Santa Clara’s online Permit Center provides for the automated issuance of building permits for a variety of projects that do not require plan checks or reviews. Upon completing the online permit application and paying for the permit, you will receive an electronic copy of the Building Permit that must be posted on the job site. Inspections will be required for all issued permits. Permit expires if a valid inspection is not requested within 180 days of permit issuance, or 180 days from the last valid inspection.

The City of Santa Clara Building Inspection Office allows issuance of an online permit for the following types of work:

- Replacement / Installation of water heaters and/or furnaces excluding tankless water heaters since plan check is required. Handout
- Repair on site gas, sewer, or water lines and re-pipes
- Residential electrical service change up to 200 amps at the same location Handout
- Replacement/Installation of outlets and fixtures
- Residential Re-roofing (when roof diaphragm is replaced and no plan check is required) Handout
- Re-roofs for commercial, industrial, and apartments and condo with flat roofs, will require plan(s) to be submitted. These type of projects can be submitted using “Applications w/Docs”.

To start the application and purchase process, click the button to “Continue” below.

CLICK BACK BUTTON TO GO BACK TO THE PREVIOUS PAGE

CLICK CONTINUE BUTTON TO GO TO THE NEXT PAGE

Application for Simple Permits Without Design Drawing

Introduction | Permit Applicant | Property | Permit Information | Declarations | Documents | Review
--- | --- | --- | --- | --- | --- | ---

Enter the following information about the person or organization that is submitting the application for a Building Permit. Items marked in RED are required values.

**Applicant Type:** # Contractor C Owner

**Company Name:** ABC Heating and Cooling
**Contr License #:** #809999
**First Name:** David
**Last Name:** Tran
**Address:** 1500 Warburton Ave
**City:** Santa Clara
**State:** California
**Zip Code:** 95050
**Primary Phone:** 408-615-2436 (xxx-xxx-xxxx)
**Mobile Phone:** (xxx-xxx-xxxx)
**FAX Phone:** (xxx-xxx-xxxx)
**Email Address:** dtran@santaclaraca.gov

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Note:
There may be “Special Hold” conditions on some properties or parcel because of historical significance, correction notices, expired permit, etc. The simple permit cannot be applied for online these properties. A window message will notify you to contact the Permit Center.

You only need to enter a couple letters of the street name. Do not type “Street Type” such as Avenue, Street, etc.
Enter the project description and select either "MEP Permit" or "Re-roof Permit".

Please select the desired type of permit below:

- Mechanical/Electrical/Plumbing Permit
- Re-roof Permit

Enter the quantity number for Electrical, Mechanical, and Plumbing components in the fields below:

<table>
<thead>
<tr>
<th>Electrical Items</th>
<th>Mechanical Items</th>
<th>Plumbing Items</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlets-switches-receptacles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting fixtures (first 20 / add)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signs and circuits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appliances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc. apparatus / Power Panel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary distribution system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motors - 1 H.P.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motors - 2-10 H.P.</td>
<td></td>
<td></td>
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<tr>
<td>Motors - 11-50 H.P.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service - to 200A</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Click on appropriate tab for your project to enter different item quantities. Example:
- Select "Electrical Items" for "Service Upgrade"
- Select "Mechanical Items" for "New Furnace". It should be noted that furnace model is required.
- Select "Plumbing Items" for "Water Heater"
Re-roofing permit cannot be obtained online when one of the following conditions occurs:

a. Three or more layers of existing roofing to remain on a roof. Only three layers are allowed on a roof, existing layers must be removed. OR
b. Changing from existing “Asphalt Composition Single” to new “Clay-Concrete Tile”. OR
c. Cool roof is required.
LICENSED CONTRACTORS DECLARATION

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

LICENSE CLASS: C20
LICENSE NO.: 809999
DATE OF EXPIRATION: Jun 27, 2012
DECLARANT NAME: David Tran
I certify that the above information is correct.

CITY OF SANTA CLARA BUSINESS LICENSE INFORMATION

BIZNOSSE LICENSE NO.: 112233
EXPIRATION DATE: May 31, 2012

CERTIFICATE OF EXEMPTION FROM WORKER’S COMPENSATION INSURANCE

This section need not be completed if the permit is for one hundred dollars ($100) or less of Value or work done.

I hereby affirm, under the penalty of perjury, that in the performance of the work for which this permit is issued I shall not employ any person in any manner so as to become subject to the worker’s compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those sections.

DECLARANT NAME:
I certify that the above information is correct.

NOTICE TO APPLICANT: If, after making this Certificate of Exemption, you should become subject to the

EXEMPTION FROM WORKER’S COMPENSATION INSURANCE IS NOT ALLOWED FOR RE-ROOFING
Note: For service upgrade, the contractor is required to complete “Service Acknowledgement” on the second tab next to “Contractor Declarations”.

The contractor shall submit a copy of “Santa Clara Business License” and/or “Worker’s Compensation Insurance Certificate” to the online portal. It is the contractor’s responsibility to provide a valid and current copy of these documents. Upon simple permit issuance online, the copy of the “Santa Clara Business License” and/or “Worker’s Compensation Insurance Certificate” will be saved in the City permit tracking system (Tidemark). The permit staff will verify this information. The permit will be invalidated if the “Santa Clara Business License” or “Worker’s Compensation Insurance Certificate” is expired or invalid.
a. Click on the “Add Documents to this permit” button. A new “Add Plan Review Documents” will be opened.
b. Click on the “Browse” button to choose files to upload
c. Select appropriate “Document Type”
d. “Click Add Document” button. After document has been uploaded, you can add another document if applicable. After all required documents have been added, click the close button at the upper right corner of the “Add Plan Review Documents” screen to exit.
e. A message window appears stating that “Your documents have been uploaded.”
On the Review tab, you can review the “Contact Information”, “Project Description”, “Fee Summary” and “Project Property”. If all information shown on the review page is correct, you can click “Save Application” button. After saving the application, it will be listed in the “Checkout” tab. **Applications that are saved without payment for more than a week will be deleted from the system.**

The following options are available at “Checkout” tab

a. Click “Edit” button to modify the submitted information prior to payment
b. Click “Delete” button to cancel the saved application
c. Click “Copy” button to duplicate the submitted application.
d. Click “Checkout” button to pay for the submitted application.
3. Apply for Multiple Simple Permits
Sometimes, the contractor would like to apply for the same type of simple permit for many properties. For example, applying for new water heater for 4 units in an apartment complex. This can be done easily by using the “Copy” option at the “Checkout” tab.

a. First, complete simple permit application for one property.

b. Then, click on the “Copy” button at the Checkout tab to copy the similar permit work information or owner/property information to the new permit application.

c. Review or edit the information on each tab as required for new permit and save application
3. Checkout
a. The permit fee of the submitted application has to be paid online by clicking the “Checkout” button.
b. Select the items to be paid by clicking the small box in the “Pay” column and click “Continue” button.
c. Pay by credit card is the only online payment method for simple permit. Click “Proceed to Payment” button to input your credit card information.
After the payment process is complete, a copy of payment receipt and permit card will be shown online. You can print these copies or save them to your computer. Also the same copy of payment receipt and permit card will be sent to your email account.