

Applying for a Permit with Electronic Plan Review



STEP 1

Document Submission Standards

The following details the recommended **Submission Standards** when uploading Plans as part of your application/permit

Submission File Format Requirements:

- To support accurate measurement, the ability to search for text and for optimized performance, applicants should only submit vector files. Files containing raster or scanned content can be viewed and processed in our electronic plan review system, but for the reasons listed, vector is recommended.
- All text in submitted PDF files should be searchable
- PDF files must NOT require a password in order to view or to restrict the PDF permissions within the file
- For optimized performance and integration with the permitting system, the file size of each submission file may not exceed 225MB
- PDF Packages / Portfolios are not accepted

File Naming Standards:

- The file names of Plans and other supporting documents should describe the file contents and include the submission order number, for example **Architectural Plan Set – Round 1.pdf**
- The same file name may be used for resubmissions, but the Submission number should be incremented for each resubmission by the applicant, for example **Architectural Plan Set – Round 2.pdf**

Plan Sheet Numbering Standards:

- PDF files containing **Plan / Drawing Sheets** should contain a **PDF bookmark for each sheet**, that contains the Sheet Reference Number and optionally a Sheet Title, for example **A1.0 LOWER FLOOR**
- **Plan Sheet Reference Numbers** should be unique within a Record/Permit, two different drawing sheets should not have the same **Sheet Reference Number**. Take that into account when the number is entered manually and when verifying the sheet numbers.
- **TIP** – For best results, your plan sets should include a table of contents, i.e., book-marks, of the sheet names.

Suggested order for the table of contents is as follows:

1. C (ex: Cover sheet, construction plans, civil)
2. G (ex: General notes)
3. S (ex: Structural)
4. A (ex: Architectural)
5. E (ex: Electrical)
6. M (ex: Mechanical)
7. P (ex: Plumbing, preliminary plat)
8. L (ex: Landscape)
9. T (ex: Title -24, energy)
10. CG (ex: Cal Green)

- **Plan Sheets** should be correctly orientated in the PDF submission file, to allow the Sheets to be viewed without needing to rotate the sheet, typically Landscape

- If **Plans** need to be revised and resubmitted, exactly the same **Plan / Drawing Sheet Reference Number** should be used for each subsequent submission version of the same drawing sheet
- Plans should be generated to a fixed scale, for example ¼" to 1', 1/8" to 1', 1cm to 1m

Supporting Document Standards:

- Supporting documents should be submitted as separate files and not combined as part of a plan sheets submission file where applicable
- Documents that contain multiple pages, for example Structural Calculations, should be submitted as a single, multi-page file.
- Different categories of supporting documents should be submitted as separate files, for example Structural Calculations, Truss Calculation, Soil Report, etc.
- Documents should be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page, typically Portrait

STEP 2

Login to submit an application

engineering

We require login for security reasons. If you are an existing user, please enter your user name and password to login for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Sign In

USERNAME OR EMAIL: *
ccannon@truepointsolutions.cc

PASSWORD: *

[Forgot Password?](#)

SIGN IN

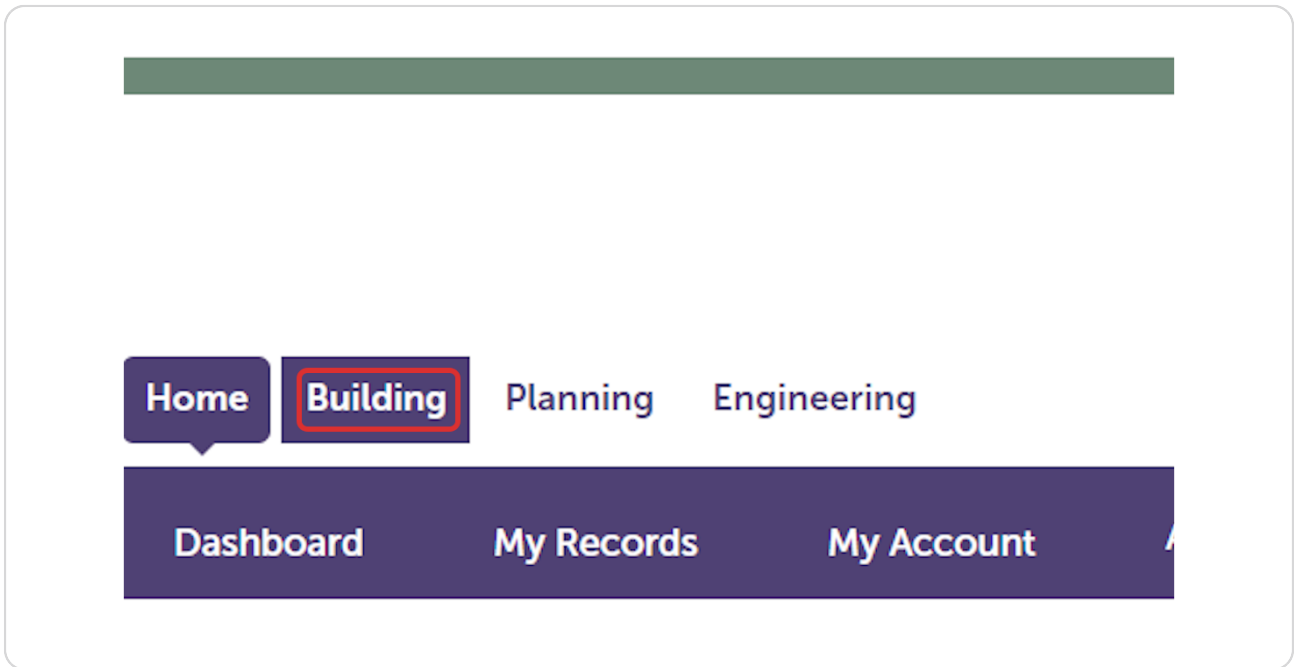
Remember me on this device

[Not Registered?](#)

[CREATE AN ACCOUNT](#)

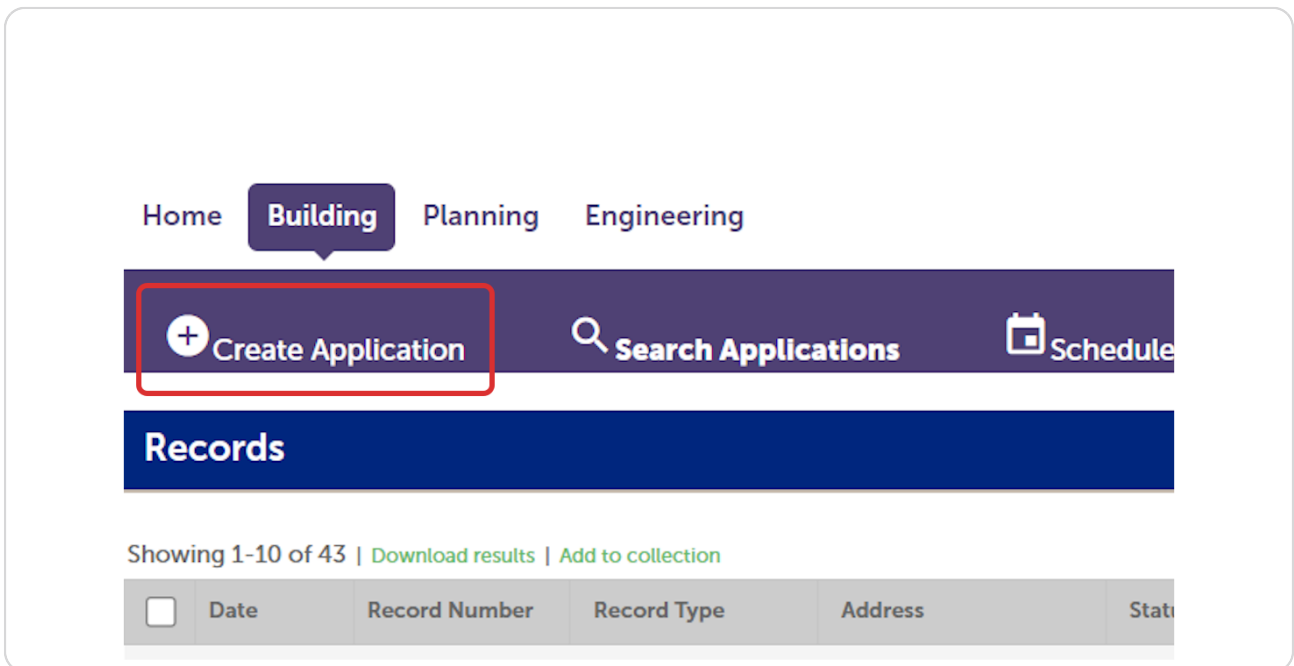
STEP 3

Click on Building



STEP 4

Click on Create Application



STEP 5

Check I have read and accepted the above terms and select Continue Application

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer

General Disclaimer
While the City of Livermore attempts to keep its Web information accurate and timely, the City of Livermore neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

STEP 6

Select the appropriate license associated to the account or None Applicable

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

--Select--

--Select--
CONTRACTOR G100
None Applicable

[Continue Application »](#)

STEP 7

Click on Continue Application »

Bob Builder
GENERAL CONTRACTORS INC
100 W First St Suite 1001
Pleasantville, CA 97777
United States


Home Phone:915-555-1
Mobile Phone:916-223-
Fax:
CONTRACTOR
G100

Continue Application »

STEP 8

Select the permit type to apply for

Additional SolarAPP+ Information



▶ Building

- Accessory Dwelling Unit Permit
- Dwelling Permit
- Electrical
- Furnace/AC
- Photovoltaic
- Plumbing
- Pool Spa
- Roof

STEP 9

Click on Continue Application »

▾ Building

- Accessory Dwelling Unit Permit
- Dwelling Permit
- Electrical
- Furnace/AC
- Photovoltaic
- Plumbing
- Pool Spa
- Roof
- Solar Permit with Solar App Plus
- Temporary Power
- Water Heater

Continue Application »

STEP 10

Enter street # and street name then select search

Step 1: Work Location > Location

Address

For best results please enter the **Street #** and **Street Name ONLY** and click Search. It is best to enter the first 3 characters of the Street # and the entered Street Number.

If you cannot find the address, search by Parcel Number below. If the Parcel search does not return the address, then just leave the Address field blank.

* Street No.: Direction: * Street Name: Street Type:

Search **Clear**

Parcel

* Parcel Number:

STEP 11

Enter phone and e-mail for Owner

Search Clear

Owner

Owner information is imported from property information. If Owner is incorrect, do not make edits, please contact the office to notify.

Owner Name: CITY OF LIVERMORE

Address Line 1: 1052 S LIVERMORE AVE

City: LIVERMORE CA State: Zip: 94550

Phone: 1112223333

E-mail:

Search Clear

[Continue Application »](#) [Save and resume later](#)

STEP 12

Type in Detailed Description

Create Application Search Applications Schedule an Inspection

Dwelling Permit

1 Work Location	2 Contact	3 General Declaration	4 Acknowledgement	5 Professional	6
-----------------	-----------	-----------------------	-------------------	----------------	---

Step 1: Work Location > Permit Details

Detail Information

* Detailed Description of the scope of work
New Single Family Residence - 3600 sq ft

Custom Fields

GENERAL INFORMATION

Subtype: --Select--

SMIP: --Select--

Fire Sprinklers: Yes No

STEP 13

Complete application questions and click on Continue Application »

No. of Units:

Addition:

Remodel:

Window Replacement:

Natural gas emergency generator (residential only):

Siding/Stucco:

Square footage of material: SqFt

Custom Lists

MULTIPLE OCCUPANCIES

Showing 0-0 of 0

Occupancy	Type of Construction	Sq Footage
No records found.		

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#) [Save and resume later](#)

STEP 14

Applicant information will populate from logged in user

[Create Application](#) [Search Applications](#) [Schedule an Inspection](#)

Dwelling Permit

1 Work Location	2 Contact	3 General Declaration	4 Acknowledgement
-----------------	-----------	-----------------------	-------------------

Step 2: Contact > Contacts

Applicant

To add a new contact, click the Add Contact link. To edit a contact, go to Account Management.

Christine Cannon
3262 Penryn Rd Suite 100-B
Loomis, CA 95650
ccannon@truepointsolutions.com
Home phone:714-337-9169
Mobile Phone:

[Edit](#) [Remove](#)

[Continue Application »](#)

STEP 15

Complete DECLARATIONS...

Step 3: General Declaration > Declaration
Check A, B or C below

* indicates a required field.

Custom Fields

DECLARATIONS
Select A, B or C below

- I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Labor Code Section 3700, for the performance of the work for which this permit is issued. My policy number is:
Policy:

- I have and will maintain workers' compensation insurance, as required by Labor Code Section 3700, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy are:
Policy:
Carrier:
Phone:
Expires:

- I certify 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 workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Labor Code Section 3700, I shall comply with those provisions:

WARNING: Failure to secure workers' compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to \$100,000, in addition to the cost of compensation, damages as provided for in Labor Code Section 3706, interest, and attorney's fees. I hereby affirm under penalty of perjury one of the following declarations.:

STEP 16

Select who work is being performed by

Create Application Search Applications Schedule an Inspection

Dwelling Permit

1 Work Location	2 Contact	3 General Declaration	4 Acknowledgement	5 Professional
-----------------	-----------	-----------------------	-------------------	----------------

Step 3: General Declaration > Work Performed By
If Owner - Check one box for A, B, or C

Custom Fields

WORK PERFORMED BY

* This permit is being pulled by?:

[Continue Application »](#)

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STEP 17

Work Performed by may require additional documentation

Home Building Planning Engineering

Create Application Search Applications Schedule an Inspection

Dwelling Permit

1 Work Location 2 Contact 3 General Declaration 4 Acknowledgement 5 Professional 6 7 8 9

Step 3: General Declaration > Work Performed By
If Owner - Check one box for A, B, or C

* indicates a required field.

Custom Fields

WORK PERFORMED BY

A Letter of Authorization is needed prior to permit issuance. If the permit is being pulled by a contractor, letter must be signed by someone from the Contractors State License Board Personnel List. (CSLB) <https://www.cslb.ca.gov/Licensees.aspx> If the permit is being pulled as Owner-Builder, the letter must be signed by the property owner. Section C of a completed Building Permit Application can be filled out instead of this letter.

* This permit is being pulled by?: Agent for Contractor

Continue Application » Save and resume later

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STEP 18

At any point in the application Save and resume later can be selected

Home Building Planning Engineering

Create Application Search Applications Schedule an Inspection

Dwelling Permit

1 Work Location 2 Contact 3 General Declaration 4 Acknowledgement 5 Professional 6 7 8 9

Step 3: General Declaration > Work Performed By
If Owner - Check one box for A, B, or C

* indicates a required field.

Custom Fields

WORK PERFORMED BY

A Letter of Authorization is needed prior to permit issuance. If the permit is being pulled by a contractor, letter must be signed by someone from the Contractors State License Board Personnel List. (CSLB) <https://www.cslb.ca.gov/Licensees.aspx> If the permit is being pulled as Owner-Builder, the letter must be signed by the property owner. Section C of a completed Building Permit Application can be filled out instead of this letter.

* This permit is being pulled by?: Agent for Contractor

Continue Application » Save and resume later

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STEP 19

The license selected in the beginning will appear here and require affirmation

Create Application Search Applications Schedule an Inspection

Dwelling Permit

1	2	3 General Declaration	4 Acknowledgem...	5 Professional	6 Documents	7 Review
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Step 5: Professional > Contractor

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Bob Builder
GENERAL CONTRACTORS INC
License Type: CONTRACTOR
License Number: G100
Address: Pleasantville 97777
Edit Remove

Custom Fields

PROFESSIONAL INFORMATION

* I hereby affirm under penalty of perjury that I am licensed under provisions of Business and Professions Code Division 3, Section 7000 of Chapter 9, and my license is in full force and effect:

Continue Application » Save

STEP 20

Upload Files: The blue banner displays all the required documents in order to submit

Dwelling Permit

1	2	3	4 Acknowledgem...	5 Professional	6 Documents	7 Review	8 Pay Fees
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Step 6: Documents > Upload Plans and Documents

Digital Projects

Submission Package Files Comments Approved Plans / Documents

Status: NOSTATUS

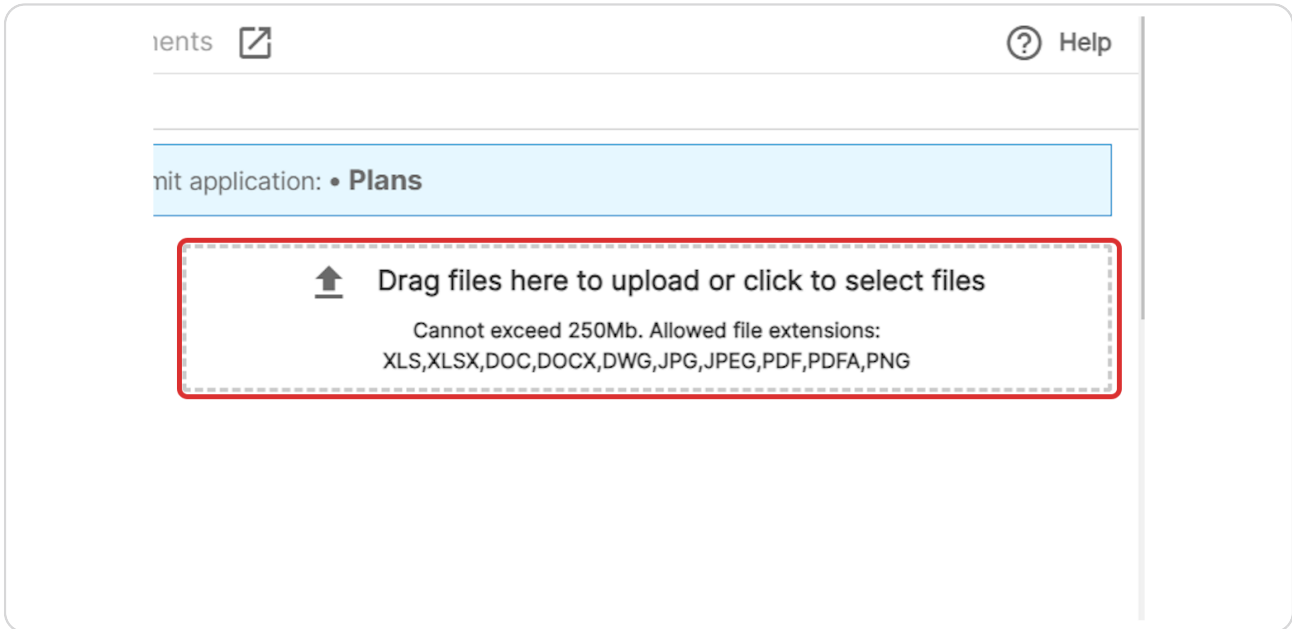
Upload files. The following Document Types must be uploaded for this permit application: • Plans

Submission Package Description*
Submission Package 1

Drag files here to upload or click to select
Cannot exceed 250Mb. Allowed file extensions:
XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

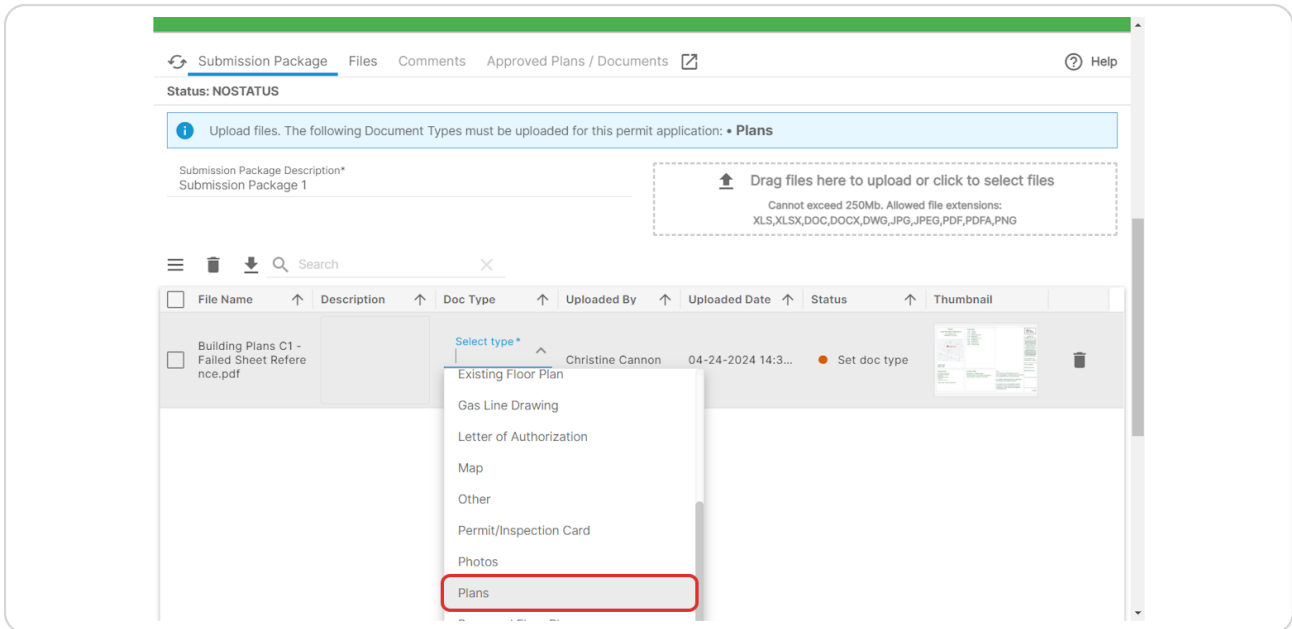
STEP 21

To upload files click on the box or from an open folder drag the files into the box



STEP 22

Click on Select Type and choose the one that matches the document uploaded



STEP 23

As the required doc type is selected it will be removed from the blue banner

The screenshot shows a web application interface for a submission package. At the top, there are navigation tabs: 'Submission Package', 'Files', 'Comments', and 'Approved Plans / Documents'. Below the navigation, the status is 'NOSTATUS'. A blue banner with an information icon and the text 'Check file status' is highlighted with a red box. Below the banner, there is a 'Submission Package Description*' field containing 'Submission Package 1'. To the right, there is a dashed box for file uploads with the text 'Drag files here to upload or click to select files' and 'Cannot exceed 250Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG'. Below this, there is a search bar and a table of files. The table has columns: 'File Name', 'Description', 'Doc Type', 'Uploaded By', 'Uploaded Date', 'Status', and 'Thumbnail'. The first row in the table is: 'Building Plans C1 - Failed Sheet Reference.pdf', 'Plans', 'Christine Cannon', '04-24-2024 14:3...', 'Failed Plan Sheet checks, click here to resolve', and a thumbnail image. The 'Status' cell is highlighted with a red box.

STEP 24

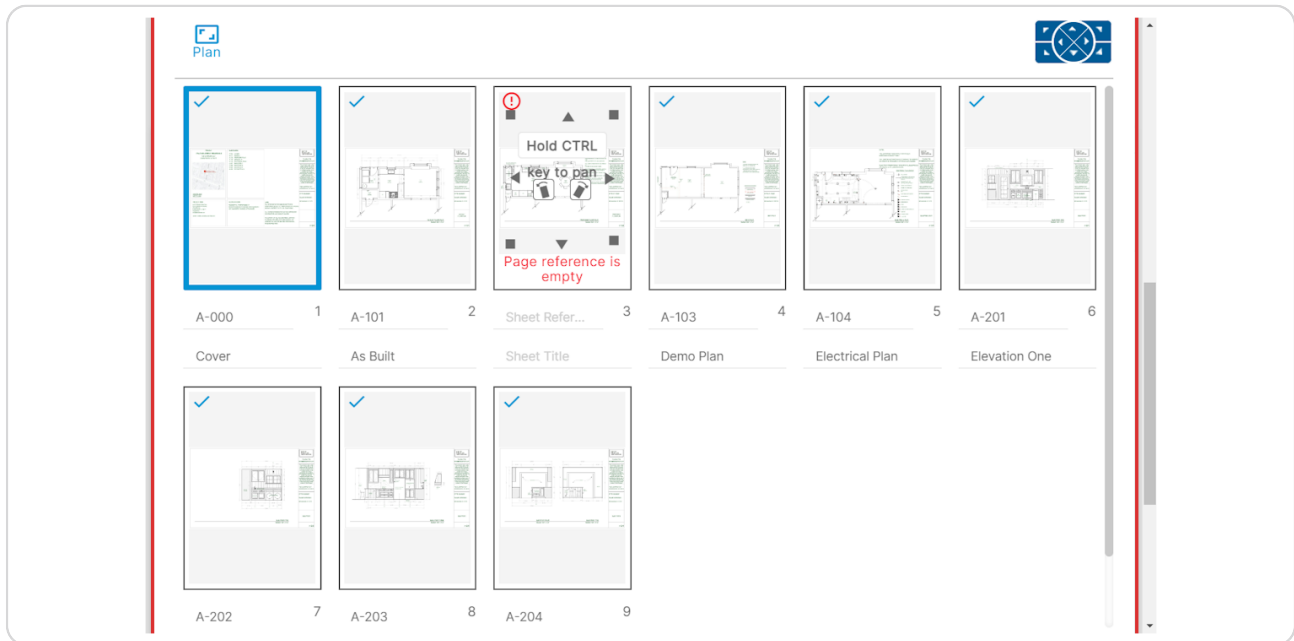
For plans the sheets need to be bookmarked or sheet references added in order to submit.

Click on the status Failed Plan Sheet checks, click here to resolve

This screenshot is identical to the one in Step 23, but with a red box highlighting the 'Failed Plan Sheet checks, click here to resolve' status in the table row. The rest of the interface, including the navigation tabs, status, description, upload area, and search bar, remains the same.

STEP 25

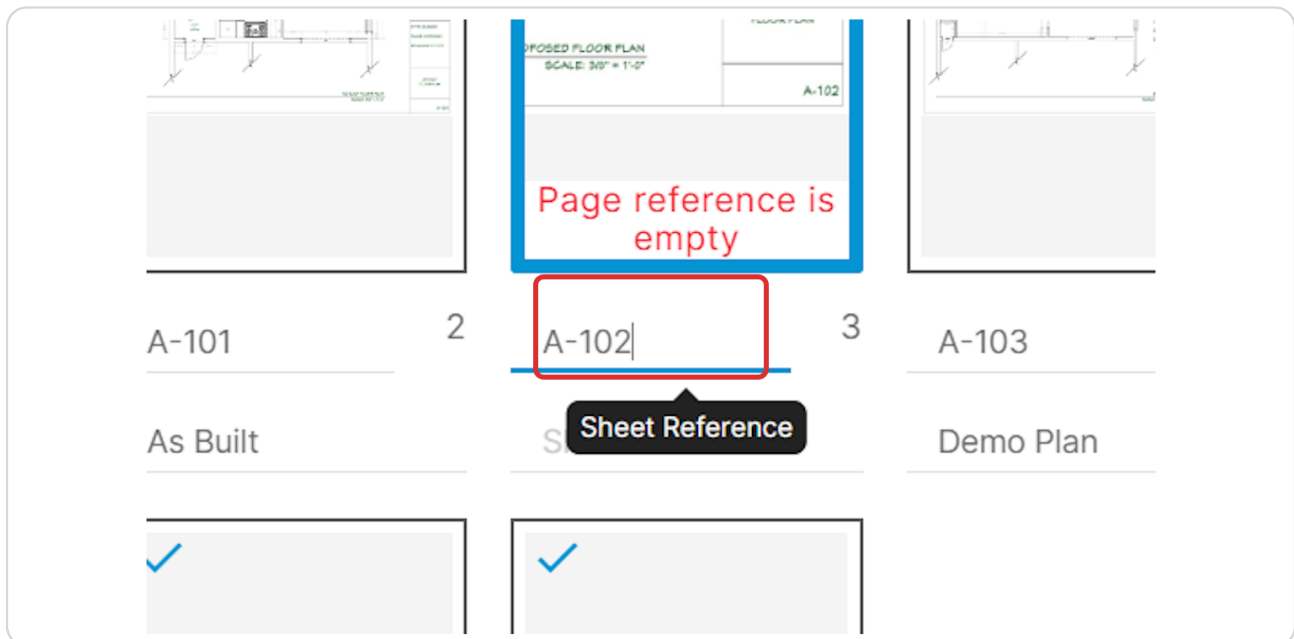
Click on square in the bottom right to zoom in to sheet



STEP 26

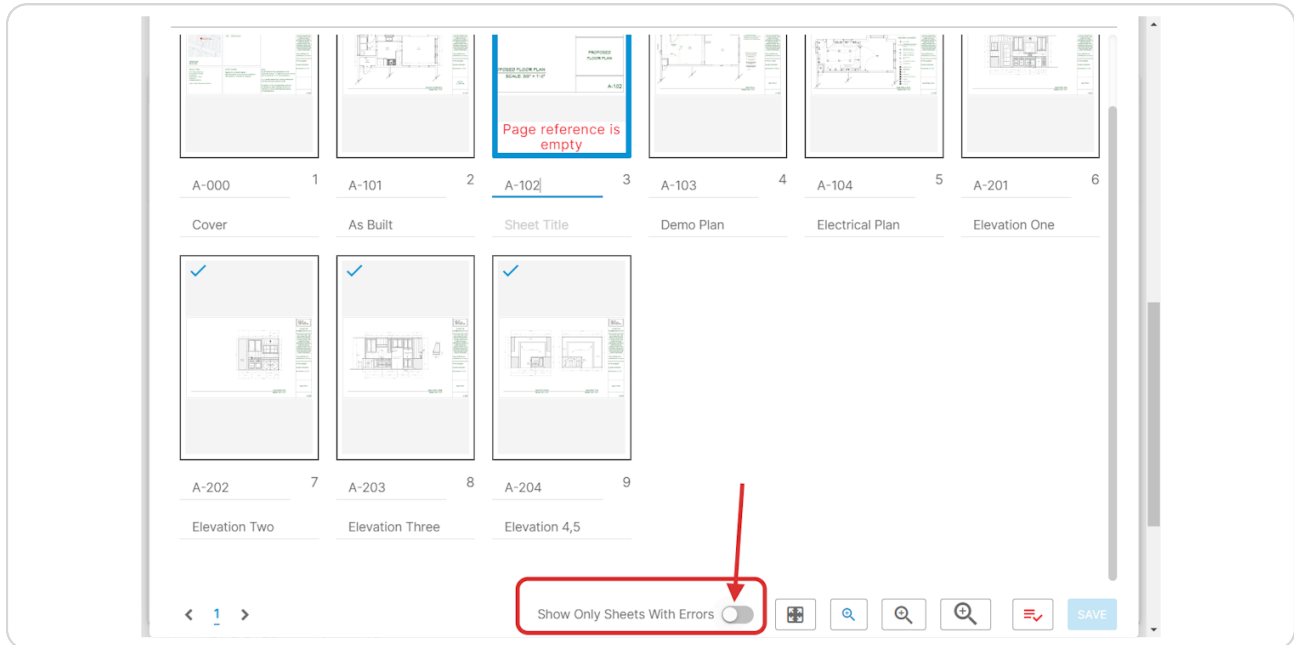
Add sheet reference

Sheet references must be unique across all documents



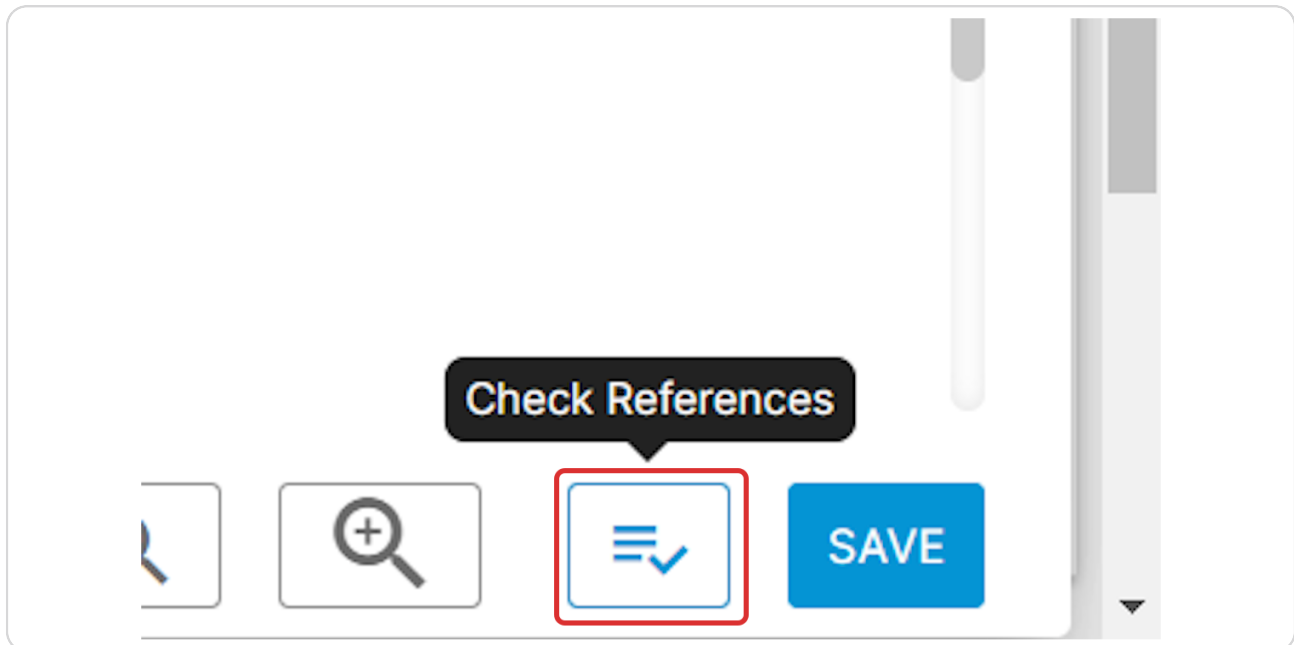
STEP 27

There's an option to toggle and only show sheets with errors



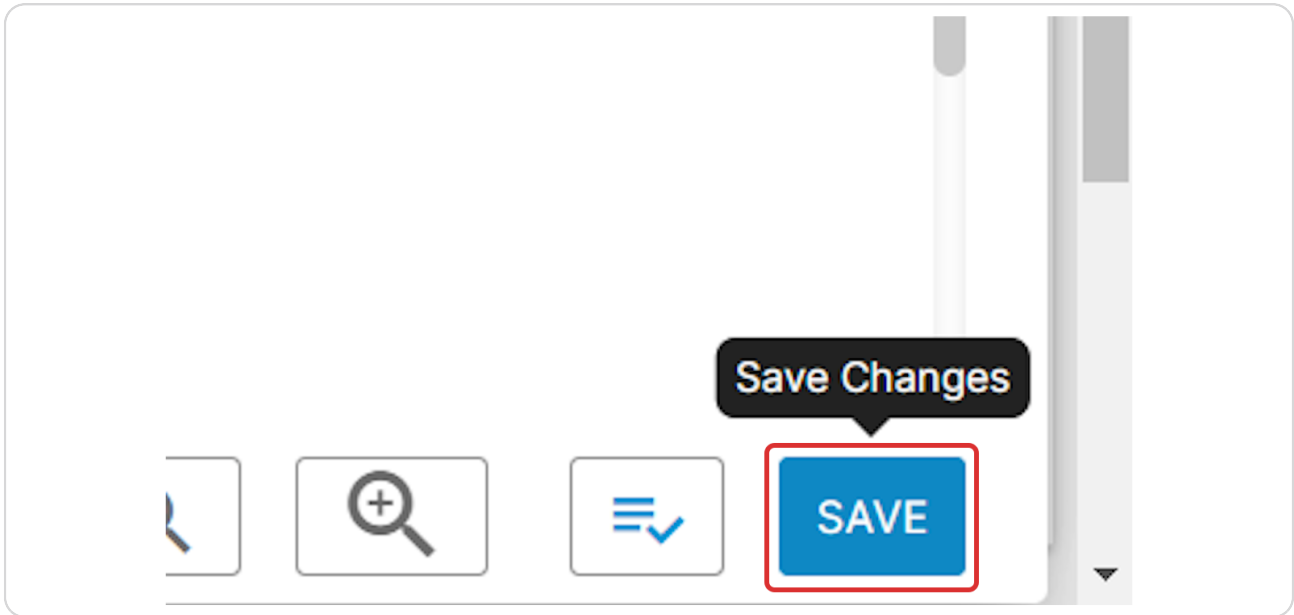
STEP 28

Once all sheets have unique sheet references the check references will update to blue



STEP 29

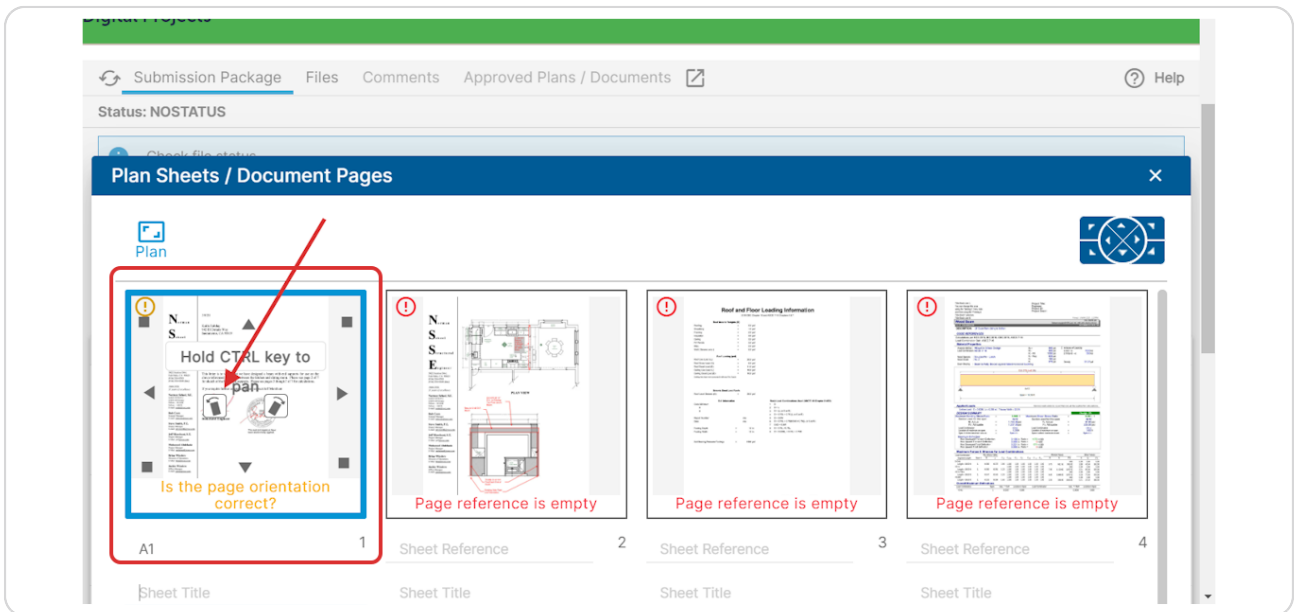
Click on Save Changes...



STEP 30

Yellow message on Plans doc type – Does not prevent submittal

Plans are assumed to be in landscape mode. If uploaded in portrait mode a message will display asking if this is correct. If so no action is required. If the sheet needs to be rotated use the rotate icon on displayed on the sheets.



STEP 31

Once all required docs are uploaded and sheet references added the blue banner will indicate the package is ready to submit

The screenshot shows the 'Digital Projects' submission interface. At the top, there is a navigation bar with 'Submission Package' selected. Below it, the status is 'NOSTATUS'. A blue notification banner at the top states 'Package is ready to submit, or upload additional files'. Below the banner, there is a 'Submission Package Description*' field containing 'Submission Package 1'. To the right, there is a dashed box for file uploads with the text 'Drag files here to upload or click to select files' and 'Cannot exceed 250Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG'. Below this is a table of files with columns: File Name, Description, Doc Type, Uploaded By, Uploaded Date, Status, and Thumbnail. The table contains one entry: '942 Dorado Calc.p df' with a status of 'Ready to Submit'.

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail
942 Dorado Calc.p df		Energy Calcl	Christine Cannon	04-24-2024 14:3...	Ready to Submit	

STEP 32

Once done Click on Continue Application »

The screenshot shows a summary screen with the text '2 of 2 files are ready for submittal'. Below this text, there is a button labeled 'EXPORT LIST'. At the bottom, there is a prominent green button labeled 'Continue Application »' which is highlighted with a red border.

STEP 33

At the review page if more docs need to be uploaded click on the documents step above

The screenshot shows a web application interface. At the top, there is a search bar and navigation tabs for 'Home', 'Building', 'Planning', and 'Engineering'. Below this is a dark blue header with three main actions: '+ Create Application', 'Search Applications', and 'Schedule an Inspection'. The main content area is titled 'Dwelling Permit' and features a progress bar with steps 1 through 9. Step 6, 'Documents', is highlighted with a red box. Below the progress bar, the text 'Step 7: Review' is displayed. There are two buttons: 'Continue Application »' and 'Save and resume later'. A message states: 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.' Below this are three green sections: 'Record Type' (containing 'Dwelling Permit'), 'Address', and 'Edit'.

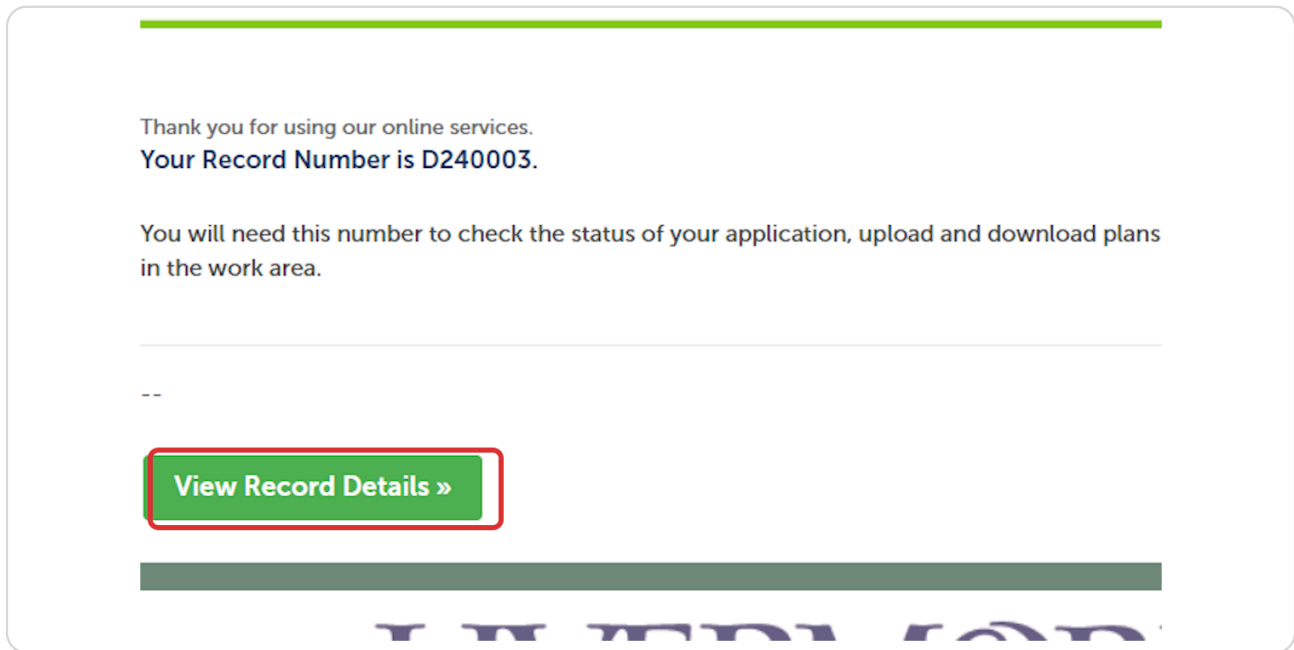
STEP 34

To submit check the certification and click on Continue Application »

The screenshot shows a 'PROFESSIONAL INFORMATION' page. At the top right is an 'Edit' button. The main text reads: 'I hereby affirm under penalty of perjury that I am licensed under provisions of Business and Professions Code Division 3, Section 7000 of Chapter 9, and my license is in full force and effect:'. Below this is a large text area containing a certification statement: 'I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.' At the bottom left, there is a checked checkbox with the text 'By checking this box, I agree to the above certification.' At the bottom right, the date 'Date: 04/24/2024' is displayed. There are two buttons: 'Continue Application »' and 'Save and resume later'.

STEP 35

Application is now submitted Click on View Record Details » to go to application



Thank you for using our online services.
Your Record Number is D240003.

You will need this number to check the status of your application, upload and download plans in the work area.

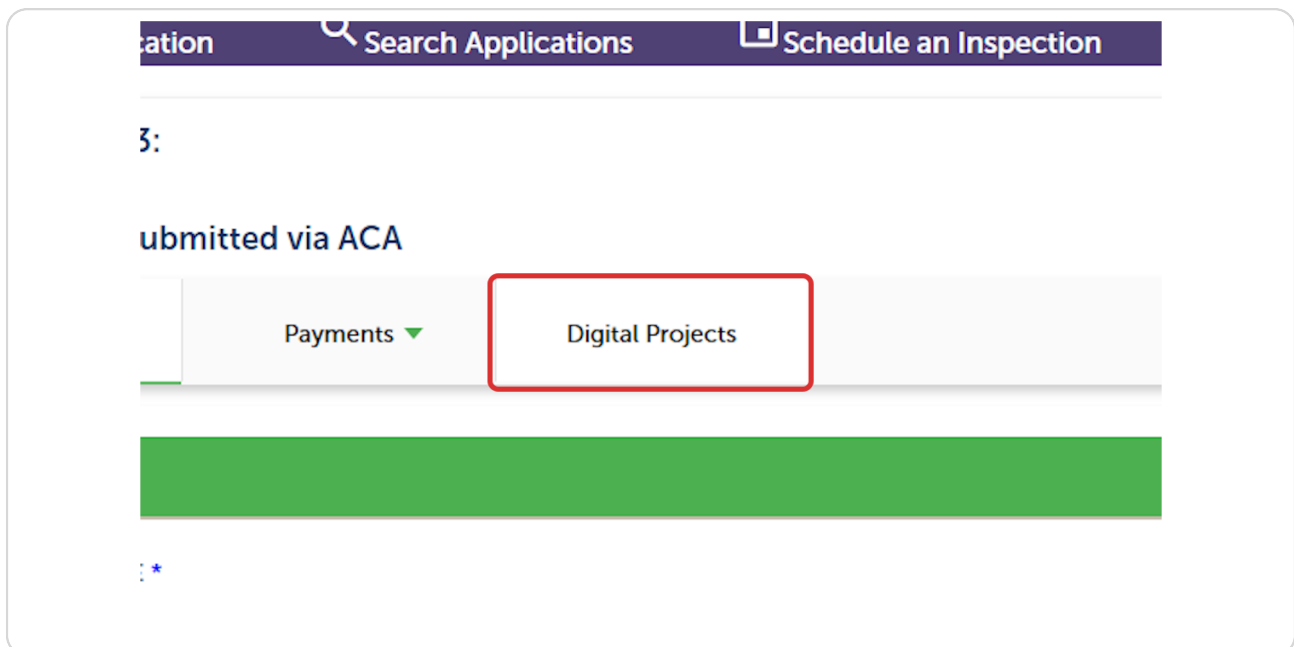
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[View Record Details »](#)

The screenshot shows a confirmation message with a green button labeled "View Record Details »" highlighted with a red border. The background is white with a green header bar at the top and a green footer bar at the bottom.

STEP 36

Within the record Click on Digital Projects to view documents



ation Search Applications Schedule an Inspection

3:

ubmitted via ACA

Payments ▼ Digital Projects

The screenshot shows a record page with a dark blue header bar containing "ation", "Search Applications", and "Schedule an Inspection". Below the header, there is a section titled "3:" and "ubmitted via ACA". A navigation bar contains "Payments ▼" and "Digital Projects", with "Digital Projects" highlighted by a red border. A green bar is visible at the bottom of the page.

STEP 37

Uploaded files will be displayed here in Digital Projects Files

The screenshot shows a web application interface for digital projects. At the top, there are navigation tabs for 'Home', 'Building', 'Planning', and 'Engineering'. Below this is a dark blue header with buttons for 'Create Application', 'Search Applications', and 'Schedule an Inspection'. The main content area displays record information for 'Record D240003: Dwelling Permit', with a status of 'Submitted via ACA' and an 'Add to collection' link. A tabbed interface below shows 'Record Info', 'Payments', and 'Digital Projects' (which is selected). Under 'Digital Projects', there are sub-tabs for 'Submission Package', 'Files' (highlighted with a red box), 'Comments', and 'Approved Plans / Documents'. A search bar and a 'DOWNLOAD' button are also present. The 'Files' tab displays a table of uploaded files.

<input type="checkbox"/>	Thumbnail	File Name	Description	Classification	Status	Uploaded Date	Submission Package
<input type="checkbox"/>		Building Plans C1 - Failed Sheet Reference.pdf	Building Plans C1 - Failed Sheet Reference.pdf	PLAN	Uploaded	04-24-2024 14:35:59	00001
<input type="checkbox"/>		942 Dorado Calc.pdf	942 Dorado Calc.pdf	DOCUMENT	Uploaded	04-24-2024 14:36:00	00001