

How to Upload Attachments in ePermits Center

<https://epermits.cccounty.us>

First, log into your ePermits Center account with your username and password.

The screenshot displays the Contra Costa County ePermits Center website. At the top, there is a dark blue header with the Contra Costa County logo on the left, the text "CONTRA COSTA COUNTY, CALIFORNIA" in the center, and "Welcome to the ePermits Center Department of Conservation and Development | 925-655-2700" on the right. A "Help & How To Guides" button is located in the top right corner. Below the header, there are navigation links for "Announcements", "Register for an Account", and "Login". A secondary navigation bar includes "Home", "Building", and "Planning". A search bar labeled "Advanced Search" is positioned below the navigation. The main content area is divided into two columns. The left column contains text about applying for permits, a list of user roles (Contractor/Contractor Agent, Property Owner, Property Owner's Agent or Design Professional, Contact), and instructions for applying for a planning project. The right column features a login form with fields for "User Name or E-mail" (containing "janedoe") and "Password", a "Login >" button, and a "Remember me on this computer" checkbox. Below the login form is a "Help Guides" section listing various user guides such as "How to Search for a Permit (PDF)", "ePermits Process Guide (PDF)", and "How to Upload Attachments (PDF)".

CONTRA COSTA COUNTY, CALIFORNIA
Welcome to the ePermits Center
Department of Conservation and Development | 925-655-2700

Help & How To Guides

Announcements Register for an Account Login

Home Building Planning

Advanced Search

Apply for ALL Building/Grading permits and Planning Applications here on the ePermits Center. Read the sections below before registering or applying.

Visit our [Applying for a Building or Grading Permit web page](#) before starting an application here to ensure you have all the information, necessary approvals and documents prepared for your project. All construction plans and supporting documents will be reviewed electronically and are required to be uploaded at the time of submittal. Review our electronic file guidelines prior to applying: [Preparing Files for Electronic Submittal \(PDF\)](#). Visit our [ePermits Center Help & How to Guides](#) link for information on our processes and navigation help.

Ready to apply for a permit? First, [register for an account](#).

- If you are a **Contractor/Contractor Agent**, log in after registering and add your CSLB license to your account. Follow our [guide](#) to learn how to connect a CSLB license after registering. You may apply for a building permit with the approved license after we review the license. Permit applications by contractors cannot be successfully submitted without first having a CSLB license connected to the user account.
- If you are registering as a **Property Owner, Property Owner's Agent or Design Professional**, log in immediately after registering and start your application.
- Register as a **Contact** if you are not one of the above and would like to be associated with an active application. After registering, submit a [request](#) to connect your online account with an existing application.

Applying for a planning project within the Unincorporated County?
[Register for an account](#) first then log in to start your application.

ePermits Center Features (log in not required):

- Check [building permit status](#) or [planning application status](#)
- **Making a payment?** Click Building or Planning above then search the application's site address or project number that starts with BI for building permits or CD for planning applications. [How to Make a Payment Guide \(PDF\)](#).
- Schedule/Cancel inspections
- View [Daily Inspection Time Frames \(PDF\)](#) posted after 8:45AM, Monday-Friday.
- Looking for historical Construction Permits or Plans? Submit a [Records Request \(PDF\)](#) to request copies.

What would you like to do today?

Register first then log in to apply

User Name or E-mail:

Password:

Login >

Remember me on this computer

[Forgot Password?](#)
[New Users: Register for an Account](#)

Help Guides
ePermits Center Help & How To Guides for full list of guides, information and permit related forms

- How to Search for a Permit (PDF)
- ePermits Process Guide (PDF)
- PVR Online Permit Guide (PDF)
- How to Add CSLB License (PDF) for new registered contractors
- How to Upload Attachments (PDF)
- How to Download Attachments (PDF)
- How to Print Approved Plans (PDF)
- How to Check Permit/Application Status (PDF)
- How to Make a Payment Guide(PDF)
- How to Make a Payment Video

Search your permit application



CONTRA COSTA

COUNTY, CALIFORNIA

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Department of Conservation and Development | 925-655-XXXX

[Announcements](#)

Home **Building** Planning

Create an Application **Search/Check Status Building Permits** Schedule an Inspection

Records

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	File Date	Record Number	Record Type	Description	Address
<input type="checkbox"/>	08/31/2021	21CSLB-000264	Building/CSLB/License Professional/Add License Professional		
<input type="checkbox"/>	08/31/2021	21CSLB-000265	Building/CSLB/License Professional/Add License Professional		

Once you find your record, click on the permit application number in your list

CALL LARRY FORD @ (920) 31
9137 FOR DIRECTIONS.

<input type="checkbox"/>	11/24/2020	BIPVR20- 011775	Building - Residential Solar Photovoltaic	TEST application
<input type="checkbox"/>	11/17/2020	BIE20- 011775	Building - Residential Electrical	ret

[< Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#)

Looking for Permit History?

Permit history such as permit description, inspection history and status from January 1, 1980 to present can be viewed on this historical plans on this site. To view or request copies of plans and a complete permit history, submit a [Records Request Form](#)

Help Guides

[How to Check Permit/Application Status \(Video\)](#)

[How to Make a Payment Guide \(PDF\)](#)

[How to Make a Payment \(Video\)](#)

Search Tips if your search has no results

If you enter the street number and street name into the appropriate fields and do not get results, try entering the street num

In your record, go to Record Info -> ATTACHMENTS

Home

Building

Planning

Create an Application

Search/Check Status Buildi

Record BIE20-011375:
Building - Residential Electrical
Record Status: Void

Record Info ▼

Payments ▼

Record Details

Processing Status

Attachments

Inspections

Attachments

Valuation Calculator

Applicant:

Jane Doe

Click **ADD** button to add files

Record BIE20-011375:
Building - Residential Electrical
Record Status: Void

Record Info ▾

Payments ▾

Attachments

How To Guides

[How to upload attachments \(PDF\)](#)

[How to download attachments \(PDF\)](#)

[How to print approved plans \(PDF\)](#)

Visit our [ePermits Center Help & How to Guides](#) page for additional guides.

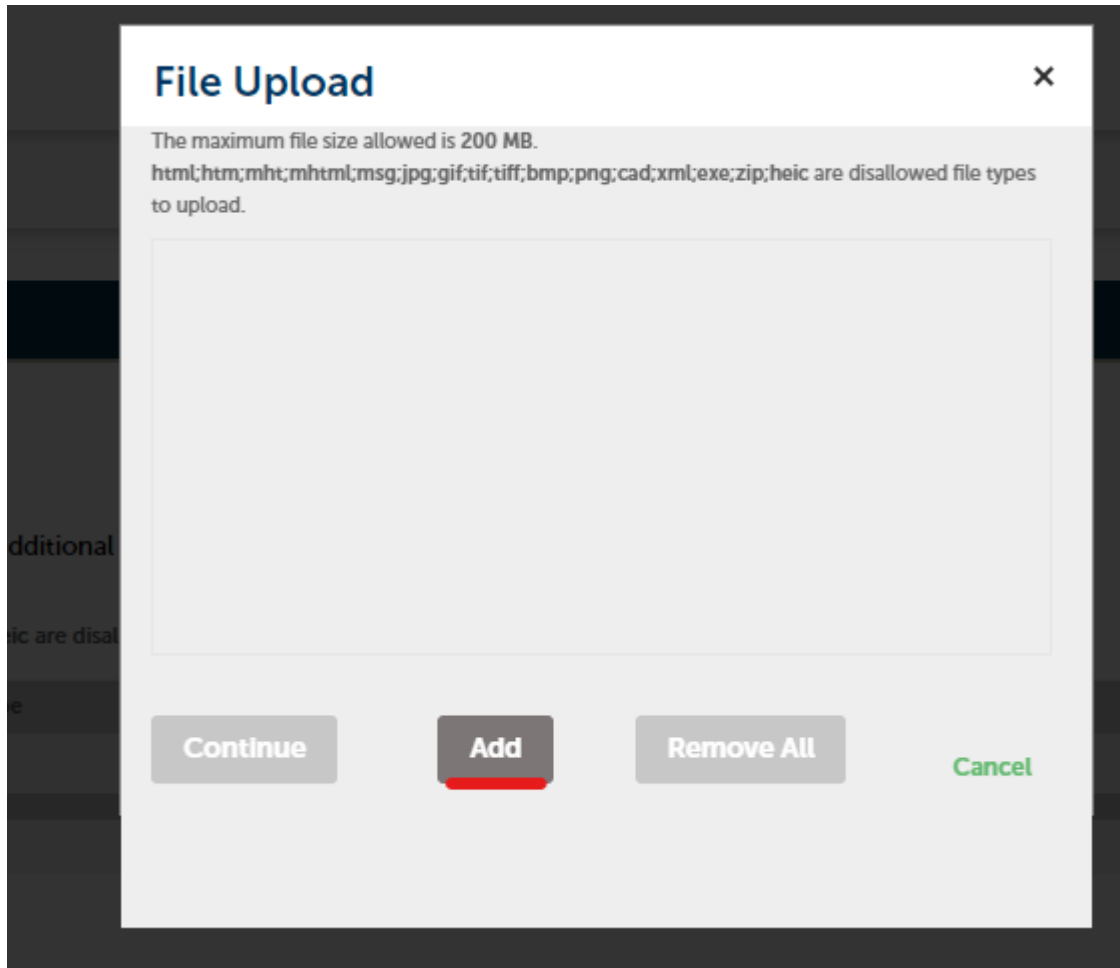
The maximum file size allowed is 200 MB.

html;htm;mht;mhtml;msg;jpg;gif;tif;tiff;bmp;png;cad;xml;exe;zip;heic are disallowed file types to upload.

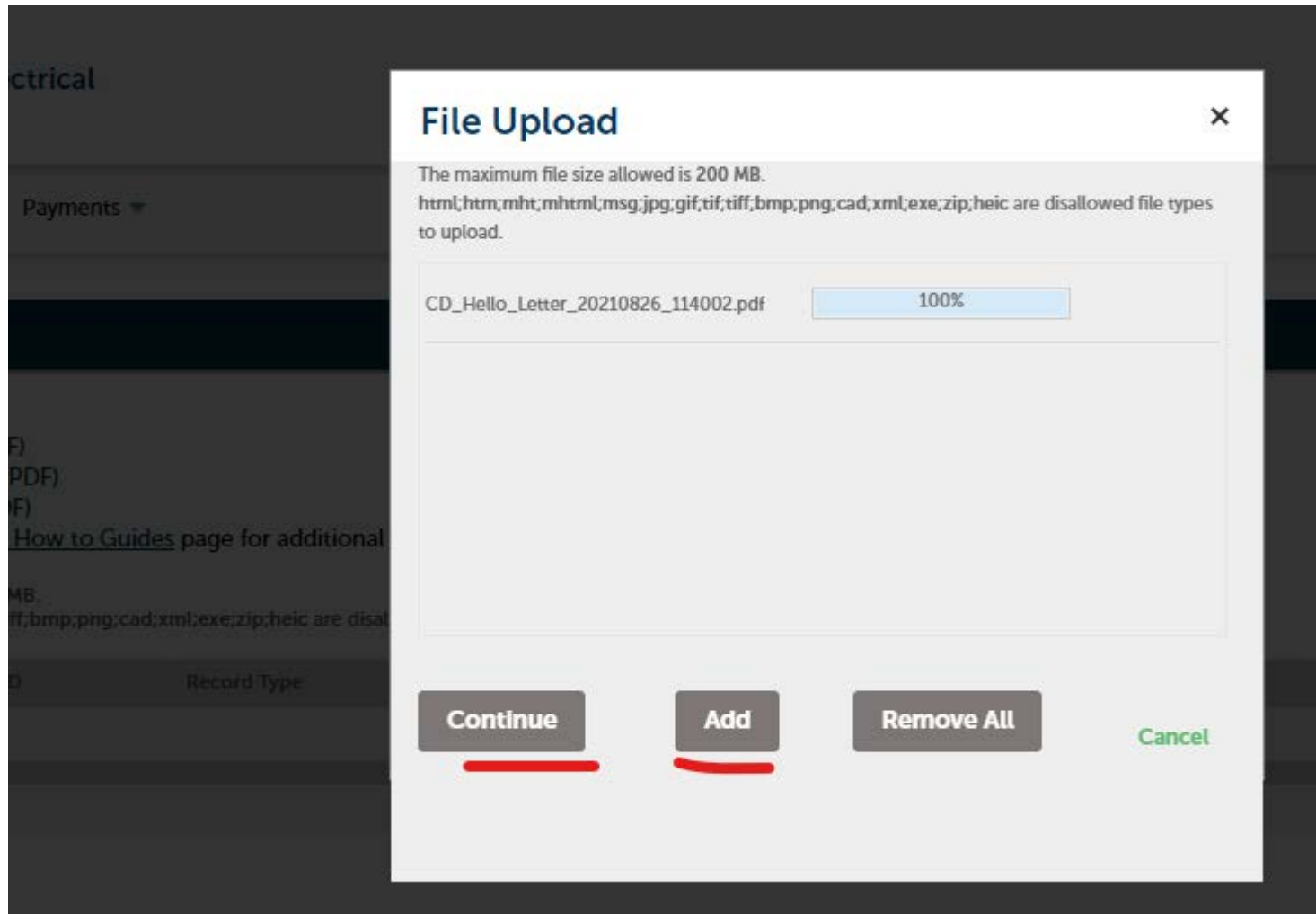
Name	Record ID	Record Type	Entity Type	Type	Size	Latest U
No records found.						

Add

Click **ADD** again to select files



After selecting the files, click **CONTINUE** for next step or **ADD** to add more files



Once click continue for next step, fill in the required fields for File Description and Document Type. Click **SAVE** to finish.

Record BIE20-011375:
Building - Residential Electrical
Record Status: Void

Record Info ▼

Payments ▼

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The maximum file size allowed is 200 MB.

html;htm;mht;mhtml;msg;jpg;gif;tif;tiff;bmp;png;cad;xml;exe;zip;heic are disallowed file types to upload

Name	Record ID	Record Type	Entity T
No records found.			

File Name:

CD_Hello_Letter_20210826_114002.pdf

100%

* Document Type:

--Select--

* Description:

Save

Add

Remove All

Document Type Guide

The maximum file size allowed is 200 MB.
html;htm;mht;mhtml;msg;jpg;gif;tif;tiff;bmp;png;cad;xml;exe;zip;heic are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type
No records found.			

File Name:
CD_Hello_Letter_20210826_114002.pdf
100%

* Document Type:
--Select--
--Select--
Authorization of Agent Form
Calculations
Compliance Form
Correction Notice Response
Electronic Plans Field Revisions
Electronic Plans First Submittal
Electronic Plans Resubmittal
Submittal Checklist

* Description:

Save Add Remove All

Department of Conse

Please pick corresponding Document Type

Authorization of Agent Form – when uploading authorization of agent forms

Calculation – when uploading plan calculation related files

Correction Notice Response – when uploading correction notice response related documents

Electronic Plans Field Revisions – when uploading Electronic Plans field revisions

Electronic Plans First Submittal – when uploading electronic plans for the first time

Electronic Plan Resubmittal – when uploading electronic plans for resubmittal

Online Application Section B – when uploading online application section B files

Owner Builder Form – when uploading owner builder forms

Submittal Checklist – when uploading submittal checklist files

All of your uploaded attachments should be in the list. If you have more files- simply click **ADD** to attach more.

Record Info ▼ Payments ▼

Attachments

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The maximum file size allowed is 200 MB.
html;htm;mht;mhtml;msg;jpg;gif;tif;bmp;png;cad;xml;exe;zip;heic are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
CD_Hello_Letter_20210826_114002.pdf	BIE20-011375	Building - Residential Electrical	Record	Authorization of Agent Form	0 bytes	09/02/2021	Actions ▼	Building - Residential Electrical - BIE20-011375

Add