



What to Expect Next for Building Permit Intake Submittals, Planning Pre-Screening Application, Public Works Encroachment Pre-Screening Application

What happens after I submit an online application on the ePermits Center?

If your application number starts with the following:

Record Numbers starting with:	Pre-Screening Type:
BISUB	Building permit submittal
CDYY	Planning minor application
CDZZ	Planning major application
PWET	Public Works Encroachment permit

You have applied for a pre-screening submittal. The applications above are pre-screening applications to help staff determine the best type of official application numbers to file for your project description. The pre-screening application allows staff to ensure all the documents needed to review your project have been submitted. When accepted, the application numbers above will show a status of *Intake Completed* or *Completed*. This means that the pre-screening review is complete and the official application number has been filed by staff.

How do I know what the official application number is?

The applicant (the registered ePermits Center user who applied) will receive email notifications throughout the life of the project:

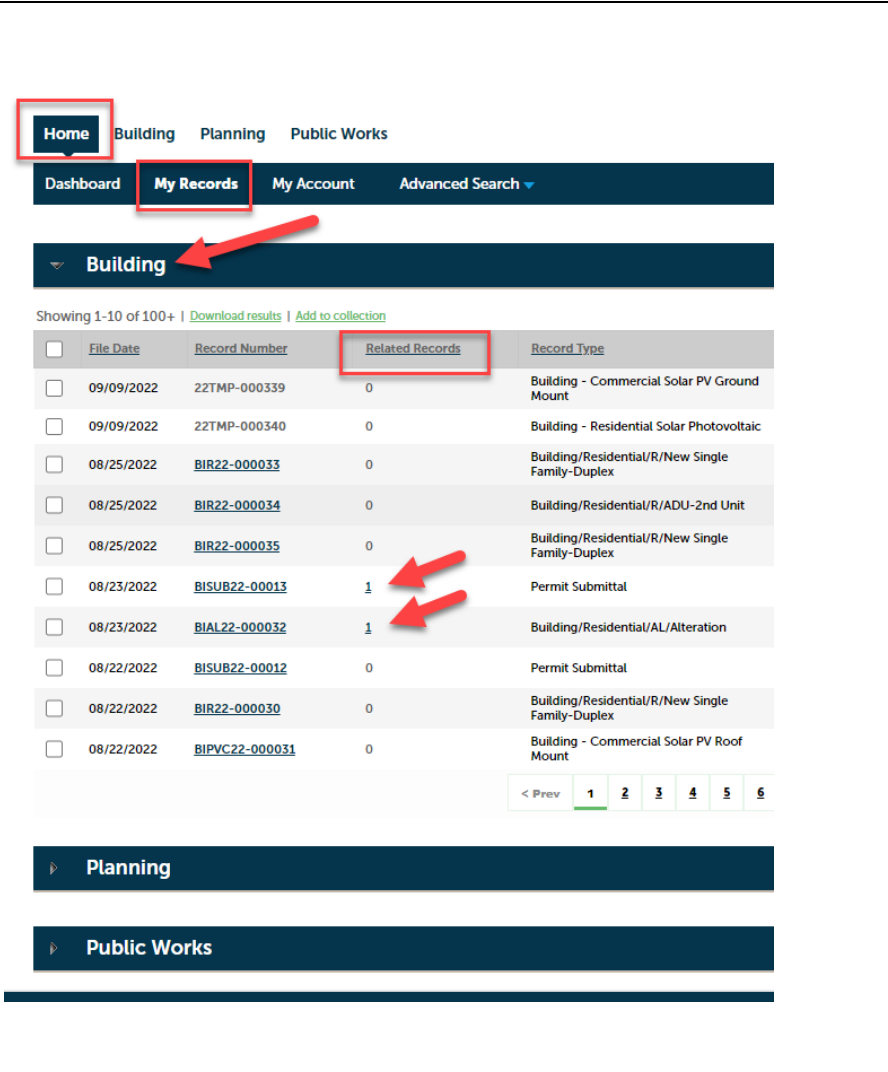
- Upon submittal of the pre-screening application
- When additional documents or information are requested
- When the official application number is filed to identify the official application number
- When review statuses change
- When fees are ready for payment
- When the permit or entitlement is issued and ready for download

****NOTE**** if the applicant is not receiving emails, check the email junk or spam folder. Only the applicant will receive emails related to application processing. The applicant is responsible for sharing/gathering additional requirements with the property owner, contractor or other parties involved in the project.

How can I check online if the official application number has been filed?

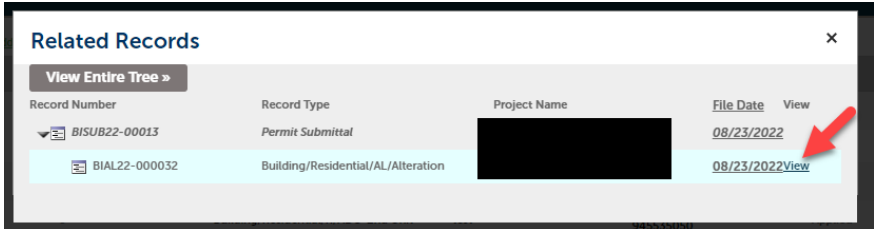
1. Log in to the ePermits Center.
2. Click Home then click My Records.
3. Expand Building, Planning or Public Works depending on the application type you are researching.

Click the number hyperlink from the Related Records column.

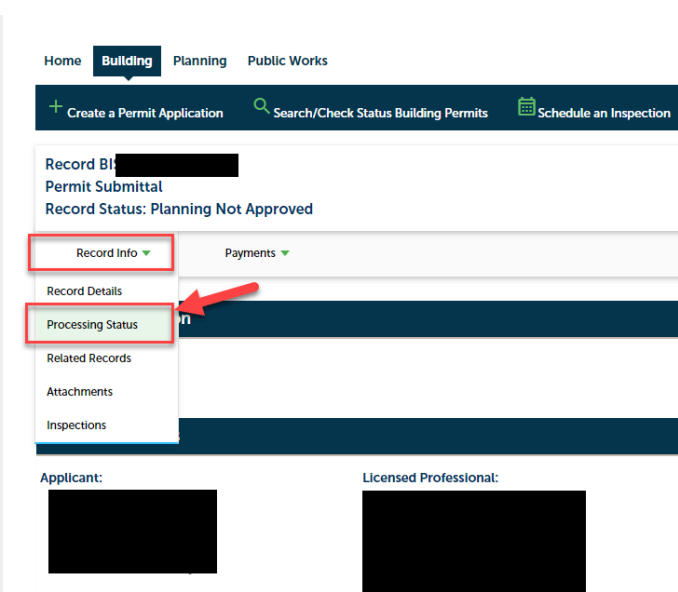
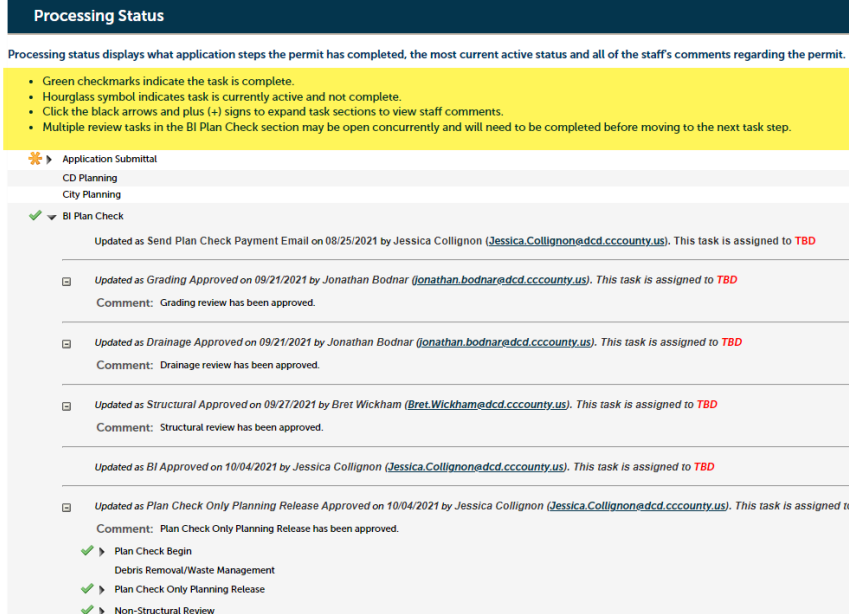


The official application number(s) will be shown on the ePermits Center in the Related Records column of your original pre-screening submittal number.

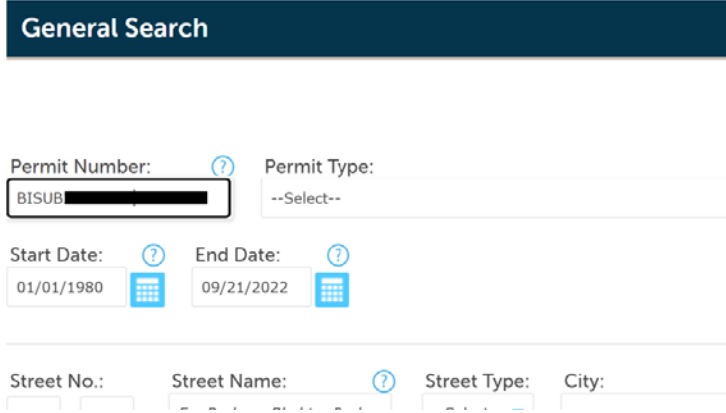
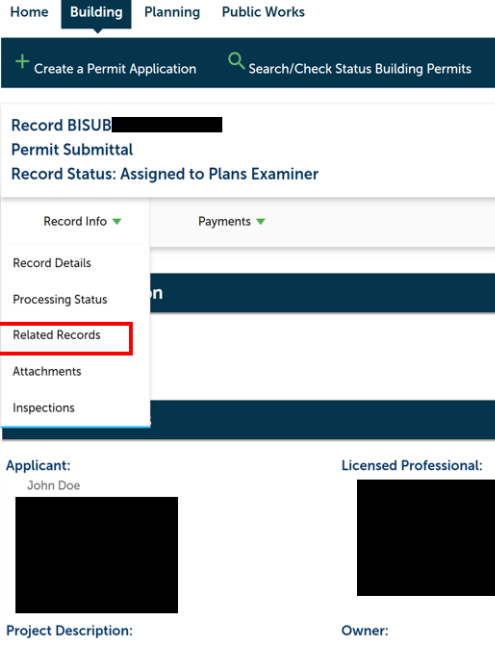
Click View to review the details of the official application number.



How can I check the status of the official application number online?

<p>In the application, click Record Info then Processing Status</p>	
<p>In the Processing Status page, you can view the real time status updates and comments from staff.</p> <p>Follow this guide to expand/contract the status and comments:</p> <p>Green checkmarks indicate the task is complete.</p> <p>Hourglass symbol indicates task is currently active and not complete.</p> <p>Click the black arrows and plus (+) signs to expand task sections to view staff comments.</p>	

Can anyone check the status of the application without being registered or logged in?

<p>Yes, search the pre-screening application number that starts with BISUB, CDZZ, CDYY or PWET.</p> <p>You can also search by the project address instead.</p>	<p>Example: 123 Pacheco Blvd: enter 123 in Street Number field, enter Pacheco% in Street N.</p> 
<p>Once you find the pre-screening application number, click <i>Related Records</i> under Record Info.</p>	

The Related Records window shows all the official applications that are related to your pre-screening submittal.

Click “View” to go to the official application to view document uploads, check status, make a payment, etc.

Record BISUB [redacted]
Permit Submittal
Record Status: Assigned to Plans Examiner

Record Info ▾ Payments ▾

Related Records

View Entire Tree >

Record Number	Record Type	Project Name	File Date	View
BISUB [redacted]	Permit Submittal	[redacted]	CA 07/26/2022	
BICA [redacted]	Building/Commercial/CA/Addition	[redacted]	CA 08/12/2022	View
BIGN [redacted]	Building/Grading/GN/Grading Unsupervised	[redacted]	CA 08/03/2022	View
BIAD [redacted]	Building/Residential/AD/Single Family Addition	[redacted]	CA 08/03/2022	View

Then follow the steps from the previous question to view the Processing Status

I’ve been requested to upload additional files to my application.

If you need to upload more documents please refer first to the email sent by staff requesting the files. This email will indicate **which application number** you need to upload the file(s) to. If needed, follow this [link for how to upload attachments \(PDF\)](#)

****Warning**** Your upload will fail if you try to upload a file to the closed/completed pre-screening application. Confirm which application number staff would like you to upload the file to before you begin.

I applied online but my number doesn’t start with BISUB or PWET.

The ePermits Center allows for direct application of minor building permits and utility encroachment permits. If your number does not start with BISUB or PWET, then you have an official permit number. All email notifications as described above and sent to the applicant will be directed to this official permit number and you can follow the same instructions above to search for the permit and check processing status.