



# City of Pacifica

## ONLINE PERMIT PORTAL SUBMITTALS

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To submit for new projects and revisions, you can apply online using the online permit system.

From the main Building Division page, click the link [Apply for a Building Permit ONLINE here!](#)

1. Select the permit button, then "Apply for new permit":
2. Do you have an Existing account section - as this is a new project permit, select "No, I just want to apply for this project. Then Create a permit without registration
3. Complete Permit Application (Step 1 through Step 4). **IMPORTANT:** Please read the permit instructions:
  - **Step 1: Job info**
    - Project address: do not write in the address, click the blue link that says "click here..."
    - Project description: do not write in the project type, please click "click here to pick from a full list of available permits"
    - Enter Project valuation (labor/ materials), area of work SqFt, short/brief description of work, notes.
    - By clicking on the links, it should allow you to upload the plan/documents, if applicable. (see below file upload tips)
  - **Step 2: Contact info**
    - Be sure to specify who you are from the dropdown at the top of the page.
    - Please include **owner email and phone number**
    - Be sure email addresses are spelled correctly
  - **Step 3: File upload**
    - Pop up box – "The project you selected does not require and file uploads. Do you want to skip uploading files?"
      - No, I want to upload files – will provide a list of categories to upload applicable files.
      - Yes, move on – will take you to review and submit without uploading
    - Please submit PDF files only – Submit full set of plans as one file (do not separate architectural, Mech., Plumb., etc)
  - **Step 4: Review and submit**
    - review the information prior to submitting the application.
    - Mark the box at the bottom of the page to verify you have read the agreement
    - Once you click submit the page will display you project log in information and a confirmation email will be sent to the e-mail address on file
4. Plan check fees due prior to plan review
  - a. Log into project account
  - b. From the dropdown at the top right of the page, select View fees/Receipts
    - i. If your project requires plan check, take note of the "Bldg – PC Fee" amount
  - c. You can pay the Bldg – PC Fee online to the web link below INDICATING THE PROJECT ADDRESS AS THE DESCRIPTION OF PAYMENT. Please note, there is an automatic \$3.00 service charge for online payment.  
<https://www.cityofpacifica.org/payment>

Plan review:

1<sup>st</sup> review takes about 3-4 weeks.

Resubmittal reviews take about 2-3 weeks.