



Community Development Department Building & Safety Division

Instructions for Plan Submittals in Eprocess360

www.dublin.ca.eprocess360.com

1. Log into Eprocess360
2. Create New Building Permit Application

The screenshot shows the Eprocess360 interface. At the top, there's a navigation bar with a home icon, 'Reviews', and 'Building Dept. Permits'. Below is the 'Home' section with icons for Workflows, Groups, Users, Profiles, Parcels, and Reports. The 'Existing' section lists three items: '5800 NUGGET WAY Form Pending' (Residential: Other Accessory Structure, Residential: Switches / Lights), '8325 Tract Under Review' (Residential: Single Family (Master Plan / Tract)), and '8362 Tract Under Review'. The 'Create New' section has a box for 'Building Permit Application' with the sub-instruction: '[Building Department] Apply for a Building Permit. Electronic documents may be required if your project requires a review.'

3. Click 'Continue' on the Information tab. Choose the correct scope of work from each section, as they open up:

The screenshot shows the 'Information' tab selected. In the 'Scope of Work' section, there are three columns: 'Residential' (checkboxes for Residential, Non-Residential, and Mixed Use), 'New Construction Residential' (checkboxes for Single Family (Custom), Single Family (Master Plan / Tract), and Multi-Family), and a 'Save and Continue' button.

Electronic Plan Review Submittals

4. Enter Project Details for the following items only:

- **Street Address** – if a temporary address type in “99991 Temporary”. If the address does not link in the system, manually type the correct address into the ‘Street Address’ field, then click into the next field you wish to complete.
- **Project Name** (for example: Neighborhood Name, Neighborhood #, Division)
- **Enter Declared Valuation**
- **Detailed Description of Work**
- **Fill out the Additional Questions section as applicable**

Building Permit Application

Project Details

Enter the parcel number or address. The other field will be autopopulated once you make a selection. If you would like to specify a unit that is not part of the address, please use the Unit field.

Street Address	8368 Tract		
Parcel Number	Parcel Number		
Unit	Unit number, such as suite or apartment, if not given in the address		
Project Name	Huntington (N.17) @ Boulevard		
Tract #	8368		
Declared Valuation	\$ 370506		
Detailed Description of Work	Residential: Single Family Detached Master Plan Submittal.		

Additional Questions

Are you requesting a master plan check?		<input type="radio"/> Yes	<input checked="" type="radio"/> No
# of Stories	3	# of Units	37
Finished Floor Area (sqft)	Finished Floor	Unfinished Floor Area (sqft)	Unfinished Flo
Garage Area (sqft)	Garage Area (sqft)	Porch/Deck Area (sqft)	Porch/Deck Ar
Construction Type	VB		

Admin Only	
Permit Number	BLDR-2018-00216
Office Use Only	
Occupant Load	Occupant Load
Comments	
Notes to Applicant	
Comments will be listed on the issued building permit.	
Comments	

Electronic Plan Review Submittals

5. Enter Applicant Information

- **Applicant Information (select one option 'Contractor', 'Owner/Builder', or 'Applicant')**
- **Required Contacts – enter property owner information**
- **Additional Contacts – as applicable, for example a Professional contact**

Applicant Information

Choose one profile to enter your details:

	Contractor	Owner/Builder	Applicant
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Contractor General

Brookfield
BROOKFIELD NORCAL BUILDERS INC
500 La Gonda Way 100
Danville, CA 94526-1746

📞 (925) 743-8000
✉️ nicole.moore@brookfieldrp.com
✉️ 959107 ACTIVE

✖ REQUIRES VERIFICATION

Required Contacts

Owner Property Owner

Nicole
500 La Gonda Way 100
Danville, CA 94526-1746

📞 (925) 743-8000
✉️ Nicole@brookfieldrp.com

Additional Contacts

Add a:

Professional Engineer

Type	Engineer				
Name	Name				
Address	Address				
Unit					
City	City <input type="button" value=""/>	State	CA <input type="button" value=""/>	Zip	Zip <input type="button" value=""/>
Phone	Phone # <input type="button" value=""/>	Fax	Fax # <input type="button" value=""/>		
Email	Email Address				

Electronic Plan Review Submittals

6. Upload submittal documents and plans

- a. Make sure you separate all documents in their own individual PDF
- b. Make sure the plans are separate from the calculations (t-24 and structural for example)
- c. Click on "Add File"

Submittals

New Submittal

#2 #2 Submittal

Incomplete Options

Add File Complete & Submit

Upload your documents here. If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

You may drag and drop files here to add files to this submittal. The files are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further files may be added.

Required Files:

Application Plot Plans ? Plot Plan Submittal Form ?

Add File Complete & Submit

- d. Submittal is not complete until all documents are submitted – the “Complete and Submit” button will turn bright red when all documents are uploaded and file type described.

Submittals

New Submittal

#2 #2 Submittal

Incomplete Options

Add File Complete & Submit

Upload your documents here. If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

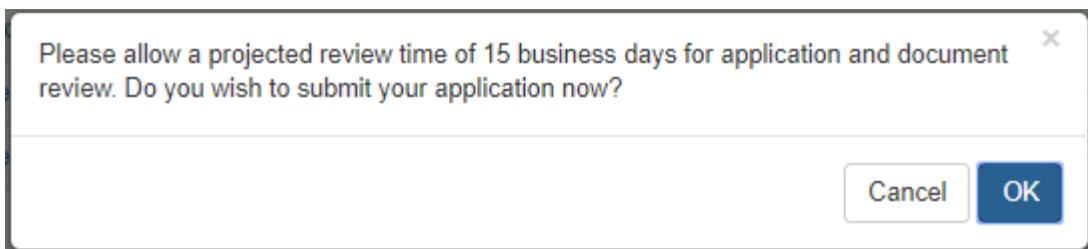
You may drag and drop files here to add files to this submittal. The files are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further files may be added.

Required Files:

Application Plot Plans ? Plot Plan Submittal Form ?

Preview	Document Type	Description / Filename	Upload Status
N/A	Application	NH4B Park Application.pdf	Done
N/A	Zone 7 Forms	Zone 7 form.pdf	Done
N/A	Plot Plan Submittal Form	Plot plan submittal form 7-1-2018.pdf	Done
N/A	Plot Plans	2018 07 17 BLVD NH 11-12 MODELS Site	Done

7. Submit application



- a. Please note the timeline for review statement is a generic statement. Refer to the handouts for timelines of plan review based on your project and valuation.