



# Community Development Department Building & Safety Division

## Instructions for Plan Submittals in Eprocess360

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

The screenshot shows the Eprocess360 Home dashboard. At the top, there is a navigation bar with a home icon, 'Reviews', and 'Building Dept. Permits'. Below this is a 'Home' section with six icons: Workflows, Groups, Users, Profiles, Parcels, and Reports. Under 'Existing', there is a list of three projects: '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'. Under 'Create New', there is a 'Building Permit Application' card with the text: '[Building Department] Apply for a Building Permit. Electronic documents may be required if your project requires a review.'

3. Follow the description of the project below
- Choose the correct descriptors from each area that opens up as you check boxes.

The screenshot shows the 'Tell us about your project' form. At the top, there is a navigation bar with 'Information', 'Scope of Work', 'Application', 'Submittals', 'Fees', and 'Issuance'. Below this is the heading 'Tell us about your project' and the instruction 'Select the details that best describe your scope of work.' The form is divided into three columns of checkboxes. The first column has 'Residential' (checked), 'Non-Residential' (unchecked), and 'Mixed Use' (unchecked). The second column, titled 'Residential', has 'New Construction' (checked), 'Floor Area Addition' (unchecked), 'Remodel' (unchecked), 'Repair & Replace' (unchecked), 'Accessory Structure' (unchecked), 'Re-Roof & Roof Conversions' (unchecked), 'Pool / Spa' (unchecked), 'Electrical' (unchecked), and 'Plumbing' (unchecked). The third column, titled 'New Construction Residential', has 'Single Family (Custom)' (unchecked), 'Single Family (Master Plan / Tract)' (checked), and 'Multi-Family' (unchecked). At the bottom right, there is a blue button labeled 'Save and Continue'.

# Electronic Plan Review Submittals

## 4. Enter Project Details for the following items only:

- **Street Address** – if a temporary address type in “99991 Temporary”
- **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	<input type="text" value="8368 Tract"/>	<input type="button" value="Valid"/>
Parcel Number	<input type="text" value="Parcel Number"/>	
Unit	<input type="text" value="Unit number, such as suite or apartment, if not given in the au"/>	
Project Name	<input type="text" value="Huntington (N.17) @ Boulevard"/>	
Tract #	<input type="text" value="8368"/>	
Declared Valuation	<input type="text" value="\$ 370506"/>	<input type="button" value="Valid"/>
Detailed Description of Work	<input type="text" value="Residential: Single Family Detached Master Plan Submittal."/>	

### Additional Questions

Are you requesting a master plan check?  Yes  No

# of Stories	<input type="text" value="3"/>	# of Units	<input type="text" value="37"/>
Finished Floor Area (sqft)	<input type="text" value="Finished Floor"/>	Unfinished Floor Area (sqft)	<input type="text" value="Unfinished Flo"/>
Garage Area (sqft)	<input type="text" value="Garage Area ("/>	Porch/Deck Area (sqft)	<input type="text" value="Porch/Deck Ar"/>
Construction Type	<input type="text" value="VB"/>		

Admin Only

Permit Number

Office Use Only

Occupant Load

Comments

Notes to Applicant are displayed to the applicant on the application page. They are also the comments given when an applicant is rejected.

Notes to Applicant

Comments will be listed on the issued building permit.

Comments

# Electronic Plan Review Submittals

## 5. Enter Applicant Information

- Applicant
- Owner
- Additional Contacts – Professional (Choose Engineer- \*this is set as default)

### Applicant Information

Choose one profile to enter your details:

<b>Contractor</b>	Owner/Builder	Applicant
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**Contractor** [Edit](#)

General

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

(925) 743-8000  
nicole.moore@brookfieldrp.com  
959 107 **ACTIVE**

**\* REQUIRES VERIFICATION**




### Required Contacts

**Owner** [Edit](#)

Property Owner

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

(925) 743-8000  
Nicole@brookfieldrp.com



### Additional Contacts

Add a: Professional [Add](#)

**Professional Engineer**

Type: **Engineer**

Name:  ⓘ

Address:  ⓘ


Unit:

City:  ⓘ State: **CA** Zip:  ⓘ

Phone:  ⓘ Fax:

Email:

**Remove from Project**



# Electronic Plan Review Submittals

## 6. Upload submittal documents and plans

- a. Make sure you separate all the disciplines
- 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

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
- Zone 7 Forms ?
- Plot Plans ?
- Plot Plan Submittal Form ?

- 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

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.

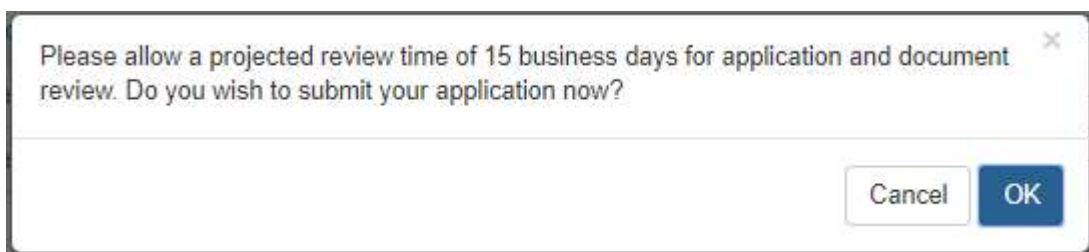
You may drag and drop files here to add files to this submittal. The files are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further files may be added.

Required Files:

- Application
- Zone 7 Forms ?
- Plot Plans ?
- Plot Plan Submittal Form ?

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

## 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.