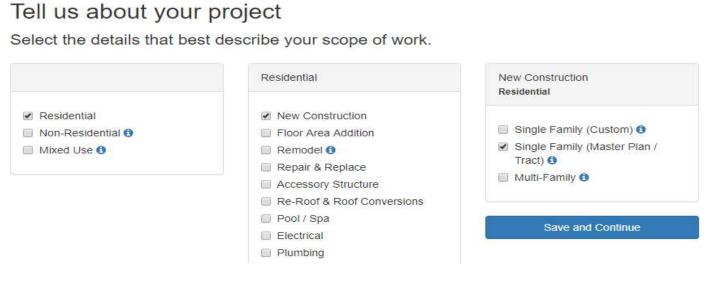DUBLIN
CALIFORNIA

Instructions for Plan Submittals in Eprocess360

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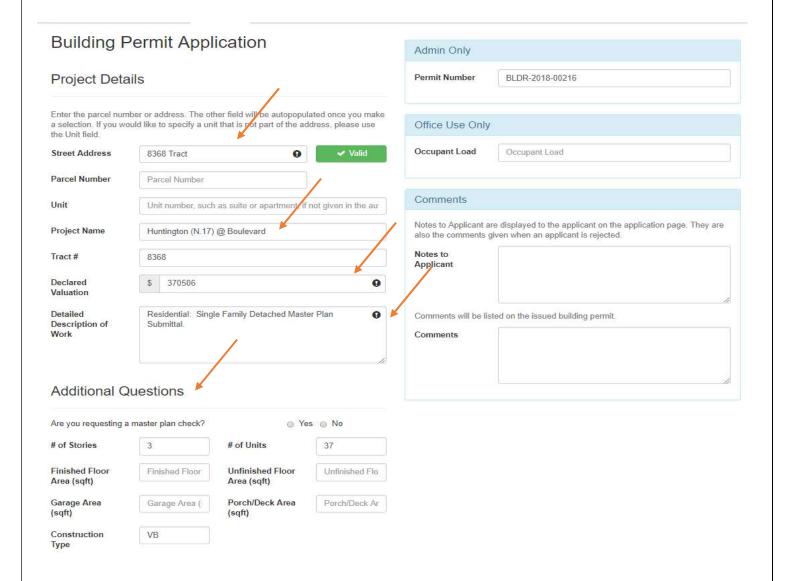
2. **Create New Building Permit Application**

3. **Follow the description of the project below**

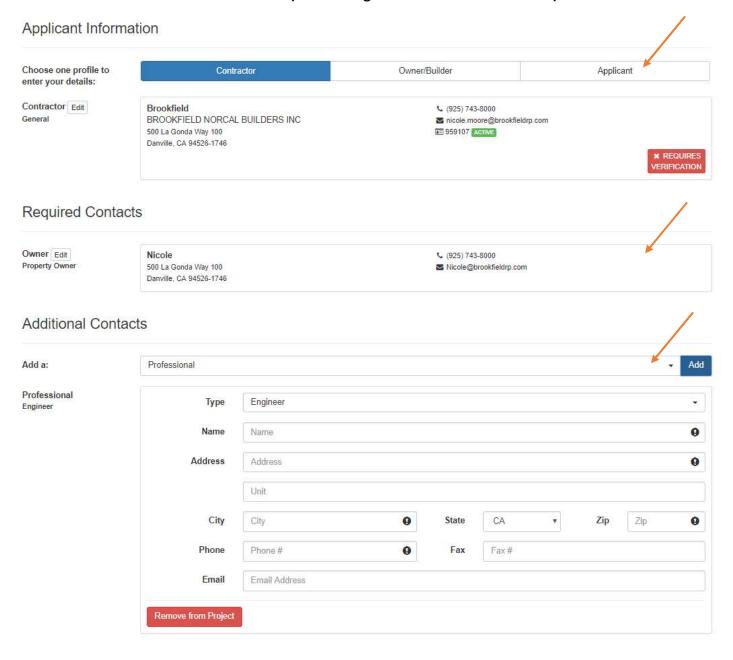- **Choose the correct descriptors from each area that opens up as you check boxes.**

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

Admin Only

Permit Number	BLDR-2018-00216

Office Use Only

Occupant Load	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

Additional Questions

Are you requesting a master plan check?   ○ Yes ○ No

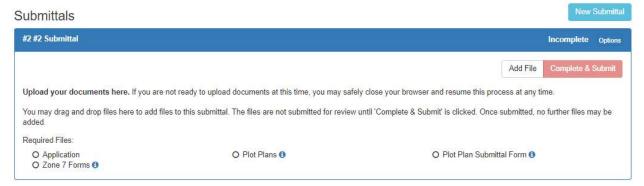| # of Stories	3	# of Units	37
Finished Floor Area (sqft)	Finished Floor	Unfinished Floor Area (sqft)	Unfinished Flo
Garage Area (sqft)	Garage Area (	Porch/Deck Area (sqft)	Porch/Deck Ar
Construction Type	VB		

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:

| Contractor | Owner/Builder | Applicant |

Contractor [Edit]
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 [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

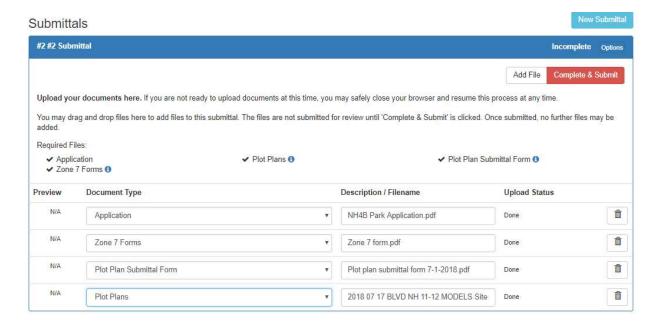|		
Type	Engineer ▼	
Name	Name	❶
Address	Address	❶
	Unit	
City	City ❶	**State** CA ▼ **Zip** Zip ❶
Phone	Phone # ❶	**Fax** Fax #
Email	Email Address	

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"**

    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.**

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.