



Community Development Department Building & Safety Division

Instructions for Plan Submittals in Eprocess360

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

Home

Existing

- 5800 NUGGET WAY Form Pending
Residential: Other Accessory Structure, Residential: Switches / Lights
- 8325 Tract Under Review 3
Residential: Single Family (Master Plan / Tract)
- 8362 Tract Under Review 3

Create New

- Building Permit Application
[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.

Tell us about your project

Select the details that best describe your scope of work.

Information | Scope of Work | Application | Submittals | Fees | Issuance

Residential
 Non-Residential ⓘ
 Mixed Use ⓘ

Residential

- New Construction
- Floor Area Addition
- Remodel ⓘ
- Repair & Replace
- Accessory Structure
- Re-Roof & Roof Conversions
- Pool / Spa
- Electrical
- Plumbing

New Construction Residential

- Single Family (Custom) ⓘ
- Single Family (Master Plan / Tract) ⓘ
- Multi-Family ⓘ

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="!"/>
Detailed Description of Work	<input type="text" value="Residential: Single Family Detached Master Plan Submittal."/>	

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

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"/>		

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
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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: Name

Address: Address


Unit: Unit

City: City State: CA Zip: Zip

Phone: Phone # 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”

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

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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
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- 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.