

How to Perform New Submittals (Public)



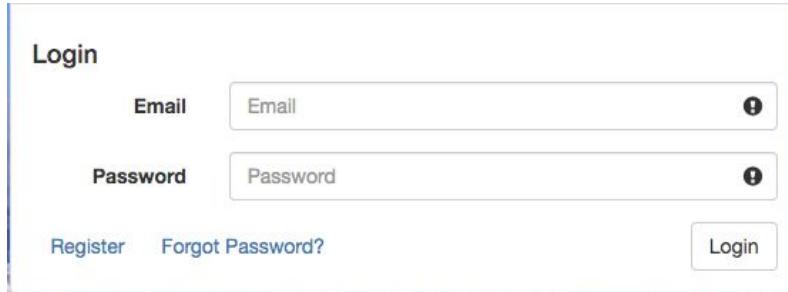
New User Registration

To submit an application using the Online Permitting Portal, you must create a user account.

Click on the **Register** button on the Login page, enter ALL required information, click on the **Register** button followed by the **I Agree** button on **License Agreement**.

Log In

Authorized users with a registered email and password can login to the Online Permitting Portal from the Login Page by entering your **Email** and **Password** and clicking on the **Login** button.

A screenshot of the Login form. It has a light blue header with the word "Login". Below the header are two input fields: "Email" and "Password", each with a small "i" icon to the right. At the bottom of the form are three buttons: "Register", "Forgot Password?", and "Login".

If you forget your **Password**, select [Forgot Password?](#) for guidance.

Begin Application

After successfully logging in and agreeing to the User Agreement, click on the **Building Permit Application** on the **Create New** column of the **Homepage** to apply for a new permit.

The Permit Center will be closed for all in-person services. The City will be continually monitoring the situation and will update the public on potential changes.

Customers will be provided information on Permit Center services that are currently available online or via e-mail or telephone, including inquiry, permit applications, plan submittals, permit issuance, and other services. City staff will strive to respond to all phone calls and emails as soon as possible. Your patience is much appreciated during this interim Permit Center closure period.

In addition to the electronic permit submittals for essential projects and re-submittal of construction documents for the existing permit applications, City of Millbrae is accepting new electronic permit submittals for remodels, additions, and other Projects/Permits that does not require prior planning commission approval.

- You can submit a new application or re-submit documents after addressing prior plan check comments via this portal.
- After receiving a new or resubmittal application and construction documents, staff will contact you either by email or telephone to inform if submittals are complete or additional information is required.
- Upon acceptance of the new application, applicant will be informed of the required plan check fee which can be paid by credit card to the City's Finance department by completing the one time use of credit card authorization form that will be emailed to the applicant.
- Upon receiving the plan check fees, staff will commence the plan reviews.

Existing

11 Downing Street	Fee Deposit Pending
Non-Residential: Building Demolition	
9876 Large Street	Under Review
Residential: Termite Repair	
4567 Small Street	Acceptance Pending
Mixed Use: Floor Area Alteration	

Create New

Building Permit Application

[Building Department] Apply for a Building Permit. Electronic documents may be required if your project requires a review.

[See All 3 Projects](#)

After completing the **Scope of Work**, followed by the **Application** page; the **Submittals** page will facilitate applicants to submit electronic documents for staff review.

BUILDING PERMIT APPLICATION

7426 BRIDGTON CT RESIDENTIAL: 2ND FLOOR ADDITION

Submittal Pending Go to Current Step

Information Scope of Work Application Submittals

Submittal Documents

All Folders / Submittal Documents

Submittals

#1 Submittal Incomplete Expand 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 or use the 'Add file' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

Required Documents:

- Collated Plans

If documents are not listed explicitly as required documents, that does not necessarily imply that no documents are needed. Applicants are responsible for submitting all necessary documents with the application as omitted documents are a common cause for returned applications or delays in processing permits. If you realize you are not yet ready with the electronic documents, you can log out and return to upload files before the application can be classified as abandoned. If the partially completed application is abandoned by the system, you will need to start a new application.

How to submit documents

After preparing the set of electronic documents, go to the blue Submittals frame on the **Submittals** page.

1. Click the Add File button in the blue submittal frame

Submittals

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If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

Required Documents:

Collated Plans 1

If needed to add multiple documents, multiple files can be selected and added by dragging-and-dropping the selected files into the blue Submittal frame or clicking the blue open button after selecting the required files:

The screenshot shows a file selection dialog box overlaid on a Submittals page. The dialog box contains a list of files with checkboxes. A blue arrow points from the 'Select Files' button in the dialog to the 'Add File' button in the submittal frame. Another blue arrow points from the 'To Upload Files' button in the dialog to the 'Open' button in the submittal frame. The submittal frame at the bottom has a red circle around the 'Add File' button. The submittal frame content includes:

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

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

#2 Submittal Incomplete ✓ Expand 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 or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

#1 Submittal Uploaded: 08/19/2020 Reviews Completed Not Approved ✓ Expand Options

2. After adding your files, select and identify the document type from the list for each file.

Submittals

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Add File Complete & Submit

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If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

Required Documents:

Collated Plans

Download	Document Type	Description / Filename	Upload Status
Download	Collated Plans	Screen Shot 2020-08-21 at 4.32.00 PM.png	Done
Download	N/A	Screen Shot 2020-08-21 at 4.32.00 PM.png	Done
Download	<input checked="" type="checkbox"/> Architectural Plans	Screen Shot 2020-08-21 at 4.32.00 PM.png	Done
Download	Checklist	Screen Shot 2020-08-19 at 5.08.58 PM.png	Done
Download	Civil Plans	Screen Shot 2020-08-19 at 5.08.58 PM.png	Done
Download	Comments	Screen Shot 2020-08-21 at 4.29.09 PM.png	Done
Download	Electrical Plans	Screen Shot 2020-08-20 at 4.52.50 PM.png	Done
Download	Gas Line Plans		
Download	Manufacturer Specs		
Download	Master Plans		
Download	Mechanical Diagram		

3. Make sure all necessary documents have been uploaded and labeled correctly before

Complete & Submit

Selecting **Complete & Submit** as the final step to upload the files. Until the Complete & Submit button is clicked, your application and documents will not be submitted to the staff. If you realize you have not included all documents after Uploading files, you will need to contact staff.

Submittals

#1 Submittal Incomplete Expand 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 or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

Required Documents:

Collated Plans

Download	Document Type	Description / Filename	Upload Status
Download	Collated Plans	Screen Shot 2020-08-20 at 4.52.09 PM.png	Done
Download	<input checked="" type="checkbox"/> Electrical Plans	Screen Shot 2020-08-20 at 4.46.58 PM.png	Done
Download	Structural Calculations	Screen Shot 2020-08-20 at 4.45.52 PM.png	Done
Download	Architectural Plans	Screen Shot 2020-08-20 at 4.44.01 PM.png	Done

*Note: If there are **Required Files**, the Complete & Submit button will not turn dark red until all **Required Files** are added.*

4. You should be automatically redirected to a page informing that your application was successfully submitted. Staff will be notified to review your application for its completeness and that all necessary documents have been included.