



Permitting Online Portal: Building User Guide

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Getting Started

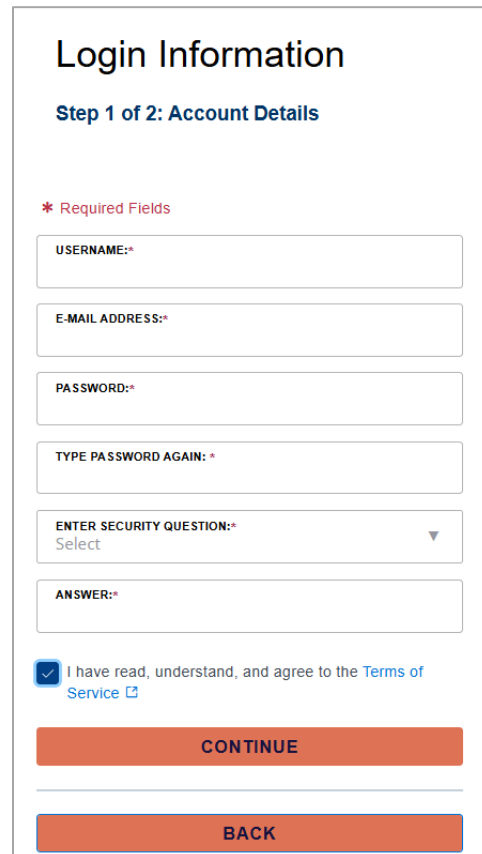
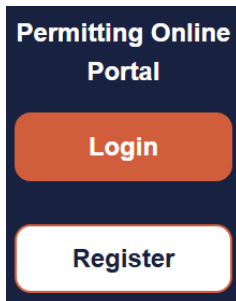
The Permitting Online Portal (POP) is the City's online permitting system that allows Santa Clara residents and businesses to apply for permits. The POP allows you to submit permit applications, check permit status, pay fees, and schedule inspections. The POP is available 24 hours a day, 7 days a week at your convenience.

The Permit Assistant, a guided tool that helps you identify the right permit for your project, is an enhancement to the POP. It provides instructions and required forms, as you go through the application process.

Compatible browsers for POP include Google Chrome, Microsoft Edge, Apple Safari, and Mozilla Firefox browsers. Set your browser to allow pop-ups from this site.

Create an Account

1. Go to SantaClaraCa.gov/Permits
2. On the right side of the home page, click on **Register**.
3. Fill out the Login Information form with Account Details.
4. Read the Terms of Service and check the box. Then click **Continue**.

A white rectangular form titled "Login Information" with a subtitle "Step 1 of 2: Account Details". A red asterisk and the text "* Required Fields" are positioned above the first input field. The form contains several input fields: "USERNAME:*", "E-MAIL ADDRESS:*", "PASSWORD:*", "TYPE PASSWORD AGAIN: *", "ENTER SECURITY QUESTION:*" (with a dropdown menu showing "Select"), and "ANSWER:*". Below the input fields is a checkbox with a blue checkmark and the text "I have read, understand, and agree to the Terms of Service" with a small blue link icon. At the bottom of the form are two orange buttons: "CONTINUE" and "BACK".

5. Fill out Contact Details, using the same email as the previous step. The Contact Type is automatically completed for you. Then click **Submit**.

Login

You can perform basic searches without logging in. However, you must log in to submit applications, upload/download files, schedule inspections, and see more search details for projects you are connected to.

1. Go to SantaClaraCa.gov/Permits
2. Click **Login** button on the right side of the screen.
3. Enter your email address or your username.
4. Type your password.
5. Click **Sign In**.

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

[Forgot Password?](#)

SIGN IN

Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)

Select Contact Type

Step 2 of 2: Contact Details

*Required Fields

FIRST:*

LAST:*

NAME OF BUSINESS:

ADDRESS LINE 1:*

CITY:*

STATE:*

Select

ZIP:*

COUNTRY:

United States ×

HOME PHONE:

WORK PHONE:

MOBILE PHONE:*

E-MAIL:*

SUBMIT

BACK

Note: If you've forgotten your password, click on the **Forgot Password?** link and you will be emailed a link to reset your password.

Connect Your Permitting Online Portal Account to Existing Building Permits

! Important: Your account must be connected to the Building (BLD) permit to upload/download files or to schedule an inspection online. If you did not submit the building permit under your account through the POP, you must ask for your account to be connected by City staff.

To request that your POP account be added to a BLD permit, email the Permit Center at permitcenter@santaclaraca.gov.

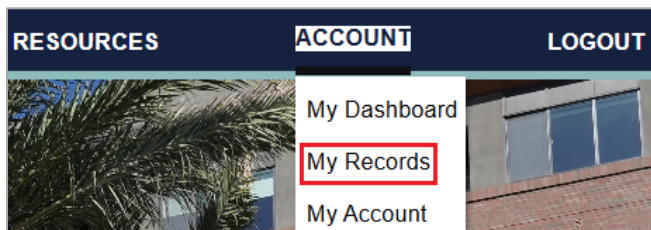
Please provide:

- Full name
- Username
- Email address used when you made your Permitting Online Portal Account
- BLD permit number(s)
- Your role in the project(s)

Allow a few business days for us to process your request.

View your Records

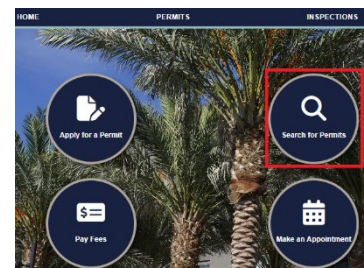
To view your permits, log in to the Permitting Online Portal. From **Account** in the top navigation, select **My Records**. Your records will display on a page by department. Click the permit number to view more details.

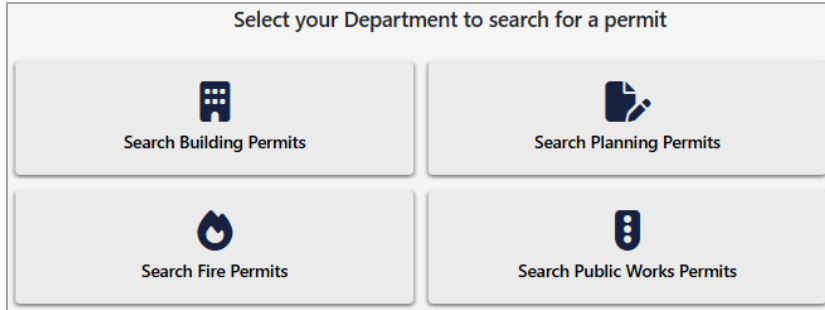


Building					
Showing 1-6 of 6 Download results					
<input type="checkbox"/>	02/13/2026	BLD26-00007	Regular Building Permit	Use pre-approved design plan for	AV, SANTA CLARA CA 95051 In Review
<input type="checkbox"/>	09/22/2025	BLD25-01106	Regular Building Permit	RE-roof of commercial building	1500 WARBURTON AV, SANTA CLARA CA 95050 In Review

Search for Permits

1. From the home page, click on the **Search for Permits** icon.
2. Each Department or Division has its own search function.
3. Click on the **Search Building Permits** button to search relevant department.

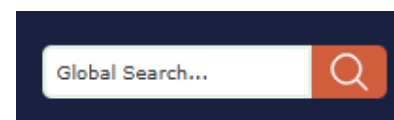




4. If you are logged in, the list of permits your account is connected to will display first. Scroll down to see the **General Search** fields.
5. In the General Search section, enter information in any of the available fields. Click **Search**.
 - Record Number in the format BLD##-#####. You can search by the specific record number or you can search by all permits during the year (e.g., BLD26)
 - Parcel No. in the format xxx-xxx-xxxx (Example: 291-02-003)
 - Start Date and End Dates will limit searches to that date range.

6. Search results display below the General Search section. Click on the permit number to see more details.
7. If you were searching for a specific permit number, details for that permit will display in the browser window.

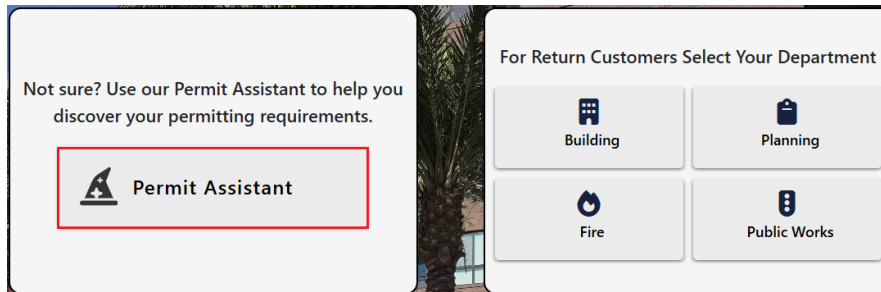
Note: Another search option in Permitting Online Portal, is to use the Global Search feature in the top right Global Search bar to search permits. Search by Permit Number, Parcel Number, or Address.



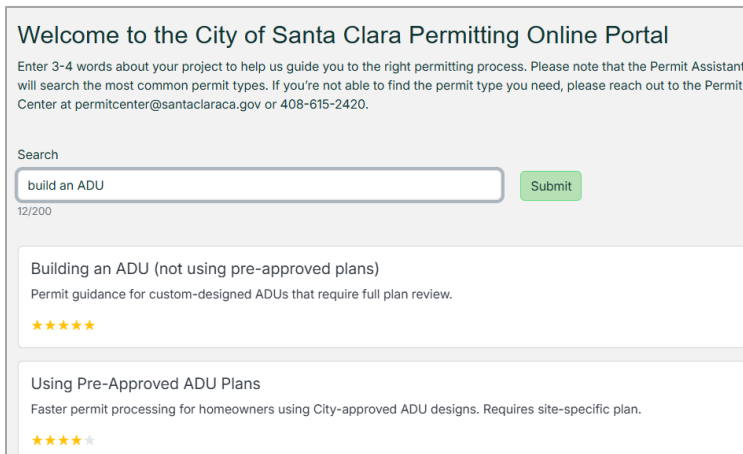
Apply for a Building Permit with Permit Assistant

The **Permit Assistant** is a guided tool that helps identify the right permits for your project. It provides instructions and requirements, including forms, as you go through the application process.

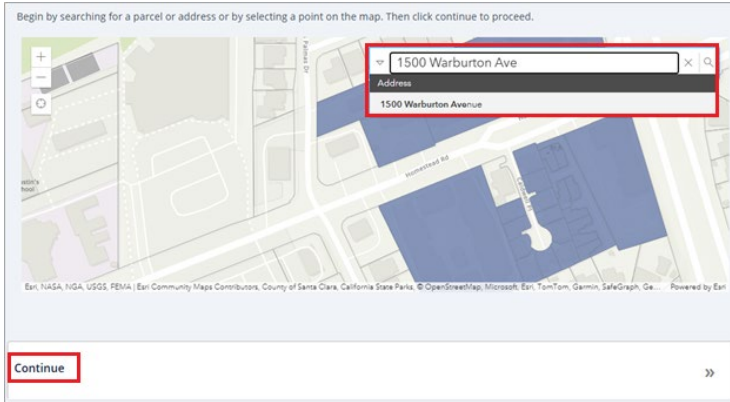
1. Log in to SantaClaraCA.gov/Permits.
2. Click on **Apply for a Permit**.
3. Click on **Permit Assistant**.



4. Enter a search term or phrase of the type of project or permit you are applying for in the search box.



5. Select the Building-related permit from the top of the search results that matches the description of your project.
6. The Address Search screen with map will appear to enter your address using your street number and street name. A dropdown will show suggested addresses in the system. Click **Continue**.



7. Property information will display. **Click Continue.**
8. In the following screens, the Permit Assistant may ask a question, provide instructions, or launch the Project Roadmap to start the application for you.

Accessory Dwelling Units projects can be submitted as a Building Permit, except for new attached second-story ADU on a single-story residence which would require an Architectural Review.

- Planning regulations for ADUs: [ADU and JADU Handout](#)
- For information about Pre-approved ADU: [Pre-approved ADU Plans Handout](#)

Converted ADU: An Accessory Dwelling Unit (ADU) converted from an existing primary dwelling or accessory structures such as garage, pool house, storage areas, or similar uses

Construction of a new Detached ADU with Pre-Approved Plans: Must have PRE APPROVED ADU PLANS

New ADU: Construction of a new Accessory Dwelling Unit (ADU)

Type of Accessory Dwelling Unit (ADU)

Converted ADU	»
Construction of a new Detached ADU with Pre-Approved Plans	»
Construction of a New ADU	»

New ADU

Are there any additions or other alterations to the existing single-family dwelling as part of this permit?

Yes »

No »

9. The Permit Assistant will help start your application, but you must click on the **Building Permit** link to continue your application in the Permitting Online Portal (Refer to the below steps, starting from [Applicant](#)).

A Standard Review will be required

Regular Building Permit

Apply in our Permitting Online Portal. We've started the application for you:
You must click the link below to continue your application

[Regular Building Permit \(26TMP-000207\)](#)

Required Documents

- Site Plans
- Architectural Plans
- Structural Plans and Calculations
- Energy documentation
- Solar PV plans (If Applicable)

Apply for a Permit without Permit Assistant

1. Log into SantaClaraCa.gov/Permits.
2. [Create a Permitting Online Portal account](#) if you do not yet have one.
3. From the top navigation of the home page, under **Permits**, select Building. Or, another way is to click on the **Apply for Permit** icon from the home page, and then select the department.

The screenshot shows two panels. The left panel has the text "Not sure? Use our Permit Assistant to help you discover your permitting requirements." and a button labeled "Permit Assistant" with a magnifying glass icon. The right panel is titled "For Return Customers Select Your Department" and contains four buttons: "Building" (with a building icon and a red border), "Planning" (with a clipboard icon), "Fire" (with a flame icon), and "Public Works" (with a traffic sign icon).

4. Read the Building permit descriptions and requirements before selecting your Building permit type. Review the General Disclaimer before checking the Terms and Conditions box.
5. Click **Continue Application**.

You are applying for a Building permit, which is generally required for any construction, alteration, or renovation of structures. This can include new construction, additions or expansions, major alterations, installation of new systems (e.g., plumbing, electrical, air conditioning or heating), or demolition of structures.

For residential projects, The State of California requires smoke and carbon monoxide alarms to be installed in all residential occupancies, care facilities, I-2 and I-4 occupancies and classrooms in educational settings, and in buildings which contain a fuel-burning appliance, fireplace or forced-air furnace. If all work is exterior, you will need to provide a Smoke and Carbon Monoxide Alarm Self-Certification.

Simple Permits are available for limited, like-for-like projects for single-family dwellings, duplexes and ADUs only. Projects located in historic areas, with active code enforcement cases, or that have other Parcel Conditions are not eligible for Simple Permits. Townhomes, apartment complexes, and condos are also not eligible.

Fees and Refund Policy
 Applicants are responsible for selecting the correct permit type. If an incorrect permit type is selected the permit will be deemed invalid and revoked by City staff. The applicant will be required to resubmit their application through the standard permitting process. The original permit record will be canceled.

Important: Fees paid for an invalid permit are **non-refundable** and will **not** be credited or applied toward any future or corrected permit application. Applicants are strongly encouraged to read all instructions and acknowledgements carefully before submitting.

For Simple Permits, we only accept online payments. Please use the regular building permit type if you need to pay your fees via another method (i.e., check, cash, or bank account).

Contact the Permit Center with any questions.

- Email: permitcenter@santaclearca.gov
- Phone: 408-615-2420
- Address: 1500 Warburton Ave, Santa Clara, CA 95050

Choose one of the following building permit types. If you are not sure which option to select, then select "Building Regular Permits."

Building Regular Permits

Regular Building Permit

Building Simple Permits

Residential HVAC

Residential PV Permit with SolarAPP+

Residential Re-Roof

Residential Sewer or Water

Residential Water Heater

What type of Building Permit should I use, Regular or Simple?

When in doubt, use the **Regular Building** permit type. You can always use the Regular Building permit type, regardless of the size of the project.

Simple Permits are available for limited, like-for-like projects for single-family dwellings, duplexes and ADUs only. Projects located in historic areas, with active code enforcement cases, or that have other Parcel Conditions are not eligible for Simple Permits. Townhomes, apartment complexes, and condos are also not eligible.

To see if your project qualifies for a Simple Building permit type, go to SantaClaraCa.gov/SimplePermits

Building Regular Permits

Regular Building Permit

Building Simple Permits

Residential HVAC

Residential PV Permit with SolarAPP+

Residential Re-Roof

Residential Sewer or Water

Residential Water Heater

Follow the instructions in the Permitting Online Portal. The steps will vary based on the type of Building permit.

At any point in the application process, you can click on the **Save and resume later** to pause the application and come back at a later time.

To continue an application you saved, go to **Accounts** on the top navigation of the home page, and select **My Records**.

- Expand Building to view your list of in-progress Building permit applications. (The permit number begins with TMP-in the permit number.)
- Click on **Resume Application** in the **Action** column.

<input type="checkbox"/>	Date	Permit Number	Record Type	Description	Address	Status	Action
<input type="checkbox"/>	03/30/2026	26TMP-000	Regular Building Permit	ADU	AV, SANTA CLARA CA 95051		Resume Application
<input type="checkbox"/>	03/30/2026	BLD26-00	Regular Building Permit	new ADU	PL, SANTA CLARA CA 95051	Submitted	
<input type="checkbox"/>	02/13/2026	BLD26-00	Regular Building Permit	Use pre-approved design plan	SANTA CLARA CA 95051	In Review	
<input type="checkbox"/>	09/22/2025	BLD25-64	Regular Building Permit	RE-roof of commercial building	1500 WARBURTON AV, SANTA CLARA CA 95050	Issued	
<input type="checkbox"/>	03/30/2026	26TMP-000	Regular Building Permit	test	E AV, SANTA CLARA CA 95051		Resume Application

If you need assistance to complete the process, email permitcenter@santaclaraca.gov or call 408-615-2420. Provide the project address or temporary application number (e.g., 23TMP-12345) in all communication.

Applicant

When you submit for a Building permit, the Contact information from your Permitting Online Portal Account is listed as the Applicant and the Primary Contact. The Primary Contact will receive critical correspondence such as fee notices and plan check comments.

How to add Contacts to a Building Permit

- **To add other contacts** to the permit, after you submit the permit application, email permitcenter@santaclaraca.gov with the permit #, their contact information, and their role on the project.
- **To change the Applicant or Primary Contact** on the permit, after you submit the permit application, email permitcenter@santaclaraca.gov with permit # and

the contact information of the person and ask them to be added as the Primary Contact.

Location (Address or Parcel Number)

1. Search by **Parcel Number (APN)** or **Street No.** and **Street Name**. Click **Search**.

- When searching by **Parcel Number**: use the format xxx-xx-xxx.
- When searching by **Street No and Street Name**: use % as a wildcard after the partial Street Name if you are unsure of the entire name.
 - Example: Pepper will not find anything. However, Pepper% will find Pepperwood, Pepper Tree and Peppertree.
- If no records are found, review the information you typed. If there are no structures on the site, search by Parcel Number, since the addresses have likely been retired.
- Owner information will populate from the County's records, which may be a few months behind. If Owner information is incorrect, after you submit the application, upload proof of ownership with a letter asking for the Owner information to be updated.

Regular Building Permit

1 Applicant 2 Location 3 Contractor Information 4 Description of Work 5 Project Details

Step 2: Location > Address

Address

For best results please enter the Street # and Street Name ONLY and click Search. It is best to enter the first 3 characters of the Street Name followed by a % sign. I.E. "ABE%" will bring back anything starting with "ABE" with the entered Street Number. If you cannot find the address, search by Parcel Number below. If the Parcel search does not return the address, then just leave the Address section blank and have the Parcel Number field below filled out.

Street No.: Direction: Street Name: Street Type: Unit No.:

Parcel

Search in this format: ###-##-####. If you search by Parcel and there is no address, then leave the Address section above blank and have the Parcel Number field below filled out.

Parcel Number:

Owner

Owner Name: Address Line 1:

City: State: Zip:

Job Value (Valuation)

For the Job Value field, enter a dollar amount (no special characters) for the value of the labor plus value of the materials for the entire scope of work. Even if you are doing all the work yourself, the Job Value needs to include the value of the labor in dollars.

Contractor Information

Note: If you do not have a contractor yet, or the permit is being pulled as Owner-Builder, then you should skip this step.

1. To add a contractor, click **Add**.
2. Enter their **State License Number** and then click outside of the field, in the surrounding white space. Please wait a few moments as other fields are automatically populated from the [Contractor State License Board](#) (CSLB) current data.

Contractor Information

Type in your contractor's license #, then click outside of that field, and wait a moment. It will auto-populate information from CSLB.
If your business license # is not associated with your contractor's license #, it will not auto-populate here. If you do not have a business license #, or you need to renew or associate your contractor's license with it, contact the City's Business Tax & License division.

* License Type: * State License Number: Name of Business:

* First: * Last: Business License #: **After entering your State License Number, click outside the box in white space.**

* Address Line 1: * City: * State: * Zip:

Mobile Phone: * E-mail:

Save and Close **Clear** [Discard Changes](#)

- a. If no Business License # populates automatically, enter the Contractor's City of Santa Clara Business License. To confirm the Business License #, please contact the Finance Department's Business License at 408-615-2310 or BusinessLicense@santaclaraca.gov or check online at business.santaclaraca.gov
3. Enter the remaining required information.
 4. Click **Save and Close**.

Attachments: Uploading or Downloading Files

You must be logged in and your account must be connected to the specific Building (BLD) permit to upload or download files.

- When uploading drawings, calculations, or forms as part of your permit application submittal, they must be in .pdf format. Digital plans and documents must be in a text searchable .pdf format. For drawings, please follow the [Electronic Plan Submittal Guide](#).
- Image files (e.g., .jpeg, .png, etc.) and .zip files are not accepted.
- The maximum file size for attachments is 300 MB.

Note: Some Building permit types require specific file(s) to be uploaded in order to submit the application. This will be noted on the Attachments step during application. In these scenarios, you will need to use the “Type” dropdown list to properly associate the file.

Uploading Files to Your Permit Application

Regular Building Permit

1 2 3 4 Description of Work 5 Project Details 6 Attachments 7 Review 8 Pay Fees 9

Step 6: Attachments > Required Documents

A Building Permit Application form is required. A Smoke Alarm and Carbon Monoxide Alarm Certification is required for residential permits that will not have an inspection inside of the dwelling.

* indicates a required field.

Attachment

The maximum file size for attachments is 300 MB.
ade;adp;bat;chm;cmd;com;cpt;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mvp;mst;php;pif;scr;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Action	Type	Size	Latest Update	Description	Document Status	Status Date	Upload Date	Virtual Folders
No records found.									

Add

Save and resume later

Continue Application >

1. If you are adding files to your permit application submittal, access your Building record to add required documents.
 - a. From the POP home page, go to **Account** in top navigation > My Accounts.
 - b. Click on the record number, if your permit has already been submitted. Go to the Record Info dropdown to select **Attachments**. Click on the **Add** button to open the File Upload screen and browse to files on your computer.
 - i. To select and upload multiple files, use Ctrl + Click.

- ii. Click **Continue**.
2. Select the **Type**. Use “Uploaded from ACA” unless the screen instructions list required files. For example, use the Type “CF1R” for the Simple Residential HVAC.
 - a. Write a detailed Description for each file (Example: “Drawings - 1st Submittal” or “C&D Waste Form”)
3. Click **Save**.

Regular Building Permit

1 2 3 4 Description of Work 5 Project Details 6 Attachments 7 Review 8 Pay Fees 9

Step 6: Attachments > Required Documents

A Building Permit Application form is required. A Smoke Alarm and Carbon Monoxide Alarm Certification is required for residential permits that will not have an inspection inside of the dwelling.

* indicates a required field

Attachment

The maximum file size for attachments is 300 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sect;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Action	Type	Size	Latest Update	Description	Document Status	Status Date	Upload Date	Virtual Folders
No records found.									

*Type:

File: GA26a Building Permit Application.pdf

*Description:

100%

Save **Add** **Remove All**

Save and resume later **Continue Application »**

4. Click **Continue Application** when you have finished uploading files.
5. You’ll see a green confirmation message, “The attachment(s) has/have been successfully uploaded” near the top of the screen.
6. You can sort documents by Date or other by clicking on the column name.

Downloading Files from Your Application

To download a file, click the file name.

Deleting Files

To remove a file that was mistakenly updated:

1. Click on the Action dropdown menu next to the file you want to delete.
2. Select **Delete**.

Note: You cannot delete files that were uploaded or moved by City staff.

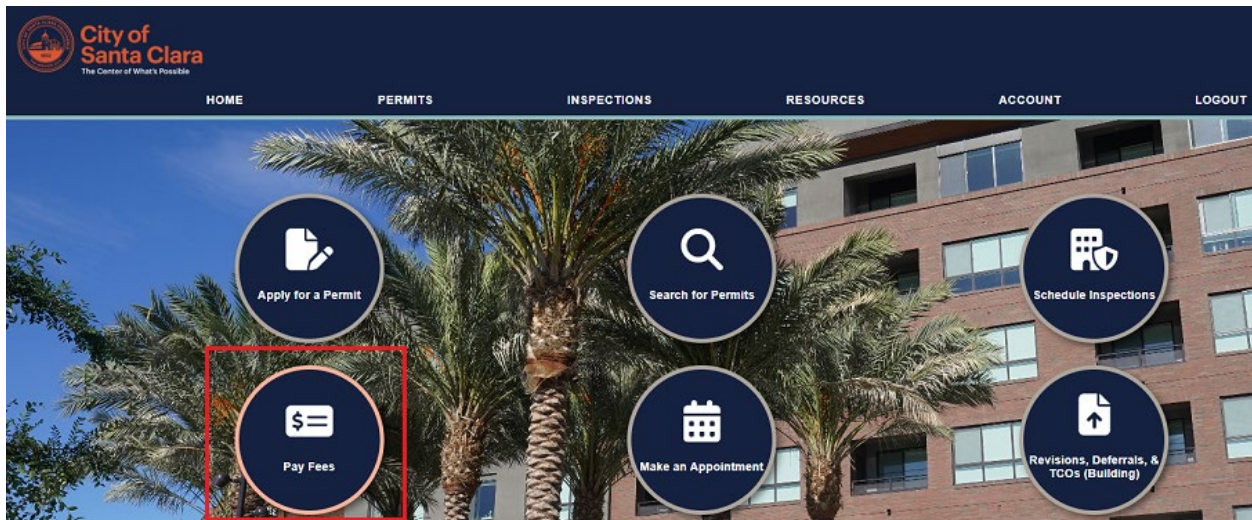
Pay Fees Online

For the best experience, create a Permitting Online Portal account, and [log in](#) to your existing account, before making online payments. You can access your payment history, download receipts, and make payments faster.

You do not need to have your account connected to a specific BLD permit to pay a fee. Once fees are invoiced, a link will appear in the **Actions** column to allow you to pay fees with a credit/debit card or with an e-check/ACH/bank account number and routing number.

Note: Fees of \$100,000 or more must use e-check (bank account), check, or wire transfer. Fees of \$500,000 or more must be paid by check or wire transfer.

1. To view and/or pay a fee, log in to SantaClaraCa.gov/Permits.
2. Click on the **Pay Fees** icon on the home page.



3. From the Home screen, click **My Records**. Your permits or records will display on the screen when you are logged in. Expand the department records you would like to view.

- Click on the **Pay Fees Due** link that appears in the Actions column of the associated record.

Showing 1-18 of 18 | [Download results](#)

<input type="checkbox"/>	Date	Permit Number	Record Type	Description	Address	Status	Action
<input type="checkbox"/>	03/30/2026	BLD26-000-REV1	Building Revision	testing	EL CAMINO REAL, SANTA CLARA CA 95050	Submitted	
<input type="checkbox"/>	03/30/2026	BLD26-000	Regular Building Permit	ADU - Build a new	SANTA CLARA CA 95051	Submitted	
<input type="checkbox"/>	03/19/2026	BLD26-000	Regular Building Permit	MEP mins	1500 WARBURTON AV, SANTA CLARA CA 95050	Submitted	Pay Fees Due
<input type="checkbox"/>	03/17/2026	BLD26-000	Regular Building Permit	MEP fees - calc mins etc	1500 WARBURTON AV, SANTA CLARA CA 95050	Submitted	Pay Fees Due

- Review the fees and click **Pay Fees** to pay by credit/debit card or e-check (bank account/ACH).

Regular Building Permit
Record Status: Submitted

Record Info Conditions 1

A notice was added to this record on 08/06/2024.
Condition: Expired Permit Severity: Notice
Total Conditions: 1 (Notice: 1) [View Condition](#)

Note: All due dates are approximate.

Fees

Outstanding:

Date	Invoice Number	Amount	
03/17/2026	144360	\$100.00	Pay Fees
03/17/2026	144360	\$100.00	
03/17/2026	144360	\$100.00	
03/17/2026	144360	\$100.00	
03/17/2026	144960	\$100.00	

< PreV Additional Results: 1 23456 Next >

Total outstanding fees: \$11,995.00

- In the next payment details screen, complete the billing and payment information. All fields with an asterisk are required.

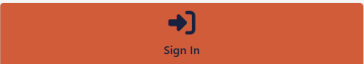
Note: Make sure the name matches what is on the card or bank account.
Refunds are made only to the exact billing name and billing address provided during payment.

- Click **Pay**. A confirmation message will appear at the top of the page.
- Click **Print/View Receipt** to print a hard copy of your receipt. The same receipt will also be emailed to the email address provided in the Payment Details.


Payments without Signing In


- Go to **Pay Fees** from the home page.
- Under Quick Pay, go to **Search and Pay Building Permits**.


Please Sign In
 For the best experience, we recommend customers sign-in before making an online payment. You can access your payment history, download receipts and make payment faster




Quick Pay
 You can make a quick payment without an account login by using the following steps
 1. Select the Department you want to pay for below.
 2. Search for your permits by typing Permit or Record Number and click "Search"
 3. Select the permit or record that you want to pay fee.


 Search and Pay Building Permits


 Search and Pay Planning Permits


 Search and Pay Fire Permits



 Search and Pay Public Works Permits

3. Search by Building Record Number.
4. Under the Action column, click on the **Pay Fees Due** link for the associated permit number.
5. Review the fees and click on **Pay Fees**.

Please continue paying your fees due online.

Application Fees

Fees	Qty.	Amount
Electrical - Garages, carports and accessory buildings	238	\$238.00
Electrical - Garages, carports and accessory buildings	212	\$212.00
Electrical - Commercial Building	238	\$238.00
Electrical - Commercial Building	1412	\$1,412.00
Electrical - Residential Buildings	238	\$238.00
Electrical - Residential Buildings	962	\$962.00
TOTAL FEES: \$7,400.00		



6. Enter your payment and billing information and click **Continue**.
7. A confirmation screen will appear. Click **Print/View Receipt** to print a hard copy of your receipt.

How to Resubmit (Respond to Plan Check Comments)

You must be logged in and your [account must be connected](#) to the specific Building (BLD) permit to resubmit.

! Important: Do not resubmit until you receive all plan check comments. When all the plan check comments have been released, the application will be in the status: “Pending Corrections” and the Primary contact will have received a formal email.

1. Log into SantaClaraCa.gov/Permits
2. Open your permit application (BLD##-#####) using [Search](#) or [My Records](#).
 - If you are responding to plan check comments for a Revision, Deferred Submittal or other child record, then open that child record (Example: BLD##-##### REVx instead of the parent permit (BLD##-#####)). You should upload your resubmittal on the child record.
3. [Upload](#) the following files:
 - The [Transmittal Form](#) for Building Permits
 - **Letter** responding to all comments
 - **Full set of drawings with clouds, delta, & date** that indicate the changed/added scope of work and any changes per comments received. Do not submit only the revised sheets. Submit the full set of drawings compiled into one file.
 - Refer to the [Electronic Plan Submittal Guide](#).
 - If you are responding to comments on a **Revision**, **submit all of the sheets affected by that Revision**, even if some of those sheets were not affected by the plan check comments.
 - If the drawing file is over 300MB, then you may split the file by trades.
 - Any other **documents that were changed due to plan check comments**, such as structural calculations, Title 24 documentation, etc.

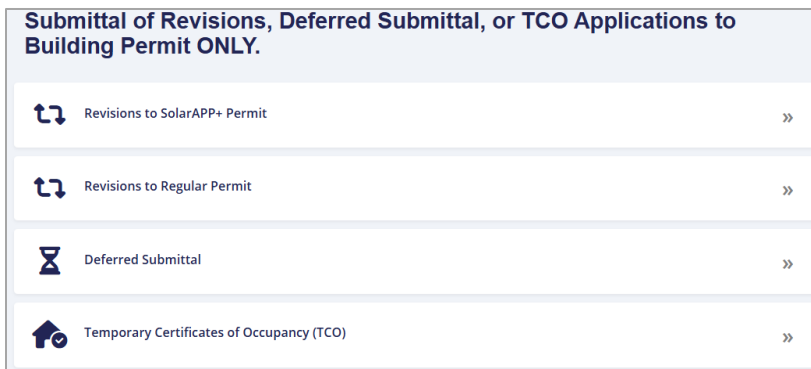
City staff are automatically notified when a file is uploaded.

Submit a Revision, Deferred Submittal, Temporary Certificate of Occupancy for Building Permits

! Important: You must be [logged in](#) to your Permitting Online Portal account and be connected to the specific Building (BLD) permit to submit a Revision, Deferred Submittal, or Temporary Certificate of Occupancy (TCO).

- You can only submit revisions, deferred submittals and TCOs on Regular Building permits that **have been issued but not yet final or in review**.
 - This process is not for Simple Residential permits, except for Revisions to SolarAPP+ Permits.
 - If you have questions, please email the permitcenter@santaclaraca.gov.
1. From the POP home page, click on the **Revisions, Deferrals, & TCOs (Building)** icon.
 2. On the next screen, click on one of the options listed: 1) Revisions to SolarAPP+ Permit, 2) Revisions to Regular Permit, 3) Deferred Submittal, or 4) Temporary Certificates of Occupancy (TCO).

Note: This process is for submitting new applications for deferred submittals, revisions, or TCOs. Revisions are not for responding to plan review comments for a resubmittal. Revisions and [resubmittals](#) are different.



3. For Revisions, Deferred Submittals, and Temporary Certificates of Occupancy, the Permit Assistant will ask for your Building Permit Number. Click **Continue**.

Building Permit Number:*

*Required field

 **Continue**

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Note: For all options, you'll want to follow the instructions and prompts on the screen, as the Permit Assistant provides requirements and guides you through the process.

Submittal of Revision to Building Permit



The following files are required to be uploaded to the Permitting Online Portal:



- Transmittal form for Building Permit: Please download this [PDF form](#) and upload it at a later step.
- A written narrative letter outlining the changes made to the permit.
- Revised drawings (including updated date, delta and clouded changes).
- Other supported documents as needed (i.e. calculations, manufacturer's cut sheet, specifications, etc.).

Added Valuation Due To The Scope Of Revisions:

Scope Of Revisions:*

*Required field

 **Continue** 

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Deferred Submittal to Building Permit


Deferred submittal (shop drawings and calculations) shall be reviewed and approved by the architect and/or engineer of record prior to submitting to the City for review and approval. The deferred submittal items shall be reviewed and approved by the City prior to fabrications and installations of these items.



Please upload these following files:

- The Transmittal Form for Building permit: Please download this [PDF Form](#), completely fill out and upload it below.
- Shop drawings which have been reviewed and approved by the architect and/or engineer on record.
- Structural Calculations (if applicable) which have been reviewed and approved by the engineer of record.
- Other supported documents as needed (i.e. Title 24 documentations, specifications, etc.).

Scope Of Deferred Submittal:*

*Required field

Continue 

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TCO Applications to Building Permit

Acknowledgement: TCO Applications will be only considered under the following conditions.

Approved Building Permit Number: BLD26-00013
 Your Application Type is Valid: **Regular Building Permit**
 Your status is valid: **Issued**

I confirm that all revisions and deferred submittal have been approved and issued.

I confirm that all electrical, plumbing, and mechanical systems serving the areas for which a TCO is being requested have been City staff inspected and approved.

I confirm that all life safety systems, including but not limited to: required fire ratings, exit paths, exit doors, door hardware, exit signage, emergency egress lighting, fire extinguishers, fire alarm, fire sprinkler and suppression systems, exterior building numbering and exterior lighting serving the areas occupancy is being requested have been inspected and approved by City Staff.

I confirm that all elements subject to the accessibility requirements serving the areas for which TCO is being requested have been City staff inspected and approved.

I acknowledge that all applicable City development-related agreements have been executed and finalized.

Area of the requested TCO:*

*Required field

Continue »

4. Enter a descriptive scope in the Scope description field.
5. The Permit Assistant will summarize the information you've entered and prepare you for the next steps to upload required documents to the Permitting Online Portal.
6. Check the box to acknowledge you've read the instructions and click **Continue** to begin the submittal process for your Deferred Submittal, Revision, TCO. It has not yet been submitted.

You are submitting a Deferred Submittal to Building permit

Building Permit Number: BLD26-00013
 Scope of Deferred Submittal: TEST

Important: Your Deferred Submittal is not yet submitted. Please click "Continue" below to finish.

You will be routed to the Permitting Online Portal to Upload your required documents. Click 'Back' below if you want to make changes to information entered within the Wizard.

Continue »

[← Back](#) [↻ Restart](#)

7. The Permit Assistant will list required documents. Click **Continue to Document Upload**.

Building Deferred Submittal

IMPORTANT: Your Application is not finished yet! You must click the button below, upload the required documents, and continue to finish submitting your application:

Continue to Document Upload

Required Documents

- Transmittal Form
- Shop Drawings and/or Calculations
- Other supported documents as needed


The Permit Center will be notified when a deferred submittal is submitted after uploading documents. Our permit technician will review your submittal for completeness. If your submittal is incomplete, a staff member will contact you to request the missing information. When the submittal is processed, staff will open a child record number for this deferred submittal and route it for review.

8. The Permit Assistant will route you to the Attachments page of the Permitting Online Portal so you can [upload required documents](#) and finish submitting your application.
9. Click on **Add** to select your files.

10. Browse to the required files for Deferred Submittals, TCO, or Revisions on your computer, and click **Add** to upload more files, or **Continue** when you are done. Follow the instructions to [Upload Documents](#) until you have uploaded all required files (e.g., Transmittal Form, Shop Drawings and/or Calculations, Written Narrative, other Supporting Documents, etc.).
11. For each file, associate the **Type** of document, include a description, and click **Save**.


12. Click **Continue Application**.

Note: If you have not uploaded the required documents, an Error message will display at the top of the page indicating, "An error has occurred" and list missing required documents.

 **An error has occurred.**
The following documents are required:

1. Shop Drawings and/or Calculations
2. Transmittal Form

If you have uploaded all of the required documents successfully, you will receive the confirmation on the top of the page.

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

13. Review your information.


14. Click **Continue Application**.

15. The system will assign an application number. If there is sufficient information for Plan Check, your application will be routed for review. When a revision, deferred submittal, or TCO is processed, staff will open a child record of the parent building permit. If there are issues, City staff will contact you for additional information as needed.

Building Deferred Submittal

1 Step 1	2 Review	3 Confirmation
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Step 3: Confirmation

 Your payment has been successfully submitted.
Click [Print/View Receipt](#) to see a receipt. A different receipt will also be emailed to the email address provided in the Payment Details.
Both receipts are required for refunds.

Thank you for using our online services.
Your Record Number is DEFAPP26-0004

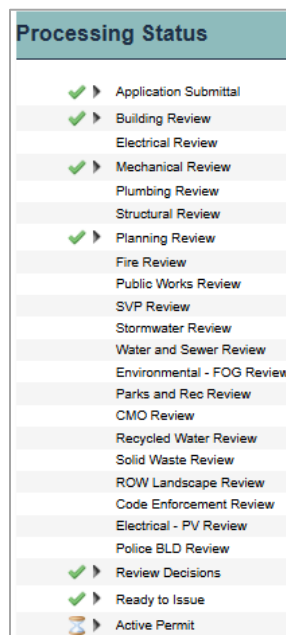
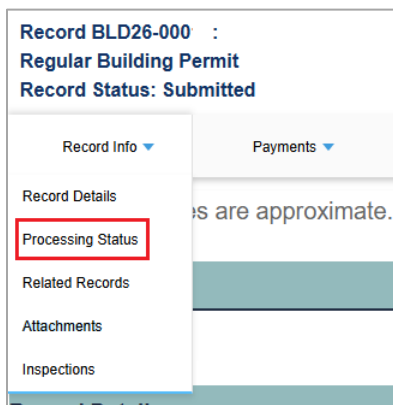
Work may not begin until the permit has been issued. Once the permit has been issued, a printed copy of the permit card must be posted on the jobsite. Schedule Building inspections by logging into Accela Citizen Access or calling 408-615-2400.

[View Record Details »](#)

Check Status of a Building Permit or Application

After logging in, you can check the status of your permit or application by going to the top navigation under **Account** and go to **My Records**.

1. Expand and can see a list of your permits by relevant department.
2. Look at the Status column, where you will see **General Status** such as Submitted, In Review, or Issued.
3. To find the **Detailed Status**, click on your Permit Number, click on the Record Info dropdown menu, and select Processing Status. Click the black arrow to the left of a status item to see details.



Under **Application Submittal**:

- **Target Date** is not applicable since this action depends on when the Permit Center received the submittal and the length of the queue.
- **Green check mark** means that the most recent submittal has been routed for review.
- **Hourglass** means the application or resubmittal has not been routed for review. Possible reasons: it has not been submitted to the Permit Center yet; it is in the queue to be processed, or more information is needed before it can be routed.

Under **Planning Review**:

- **Target Date** is approximate.

- **Black triangle** means this permit has been routed for plan review. No black arrow means that this permit was not routed to reviewer. Click the black arrow to see details including if review was approved or had corrections, target date, and how many rounds of review there have been.
- **Hourglass** means that plan review is still in progress.
- **Green check mark** only means that reviewer completed the current round of review. Click on the black arrow to see if they approved the permit or not.

Under **Review Decisions**:

- **Target Date** is approximate.
- **Hourglass** means the results of the most recent round of review is in the queue to be processed.
- **Yellow asterisk** means that comments have been issued to the Applicant / Primary contact via email.
- **Green check mark** means that all relevant reviewers have approved the permit.

Under **Ready to Issue**:

- **Target Date** is not applicable, since the action depends on when the Permit Center receives all outstanding items and length of the queue.
- **Green check mark** means the permit is ready to issue.
- **Hourglass** means the permit has been prepped for issuance. Permit Center has emailed a list of what is needed in order to issue the permit to the Applicant / Primary contact.

Active Permit

- **Green check mark** means permit has been issued.

Conditions

Conditions are put on applications and Building permits to help ensure requirements are met.

How to view Conditions

1. Log into SantaClaraCa.gov/Permits
2. Open your permit application (BLD##-#####) using Search or My Records.
3. On your record, click Conditions or View Condition to see more details.

Status

- **Applied** means the Condition is still applicable to your project.

- **Not Applied** means the Condition has been met or is not applicable to your project.

Conditions
Showing 1-2 of 2
<p>Default - 2 Applied Prior to Final FIR Sprinkler Permit Final Required <i>A fire sprinkler permit (FIR) is required. The fire sprinkler permit must be issued and finalized, prior to final of this building (BLD) permit. contact the Fire Department: 408-615-4970 or CRRD@SantaClaraCA.gov NOTES TO FIRE STAFF: Fire Staff - please make the FIR Applied Notice 05/22/2023</i></p>
<p>Prior to Issuance Permit Application Needed <i>Completed Permit Application required prior to issuance Applied Notice 05/22/2023</i></p>

Common Condition Types:

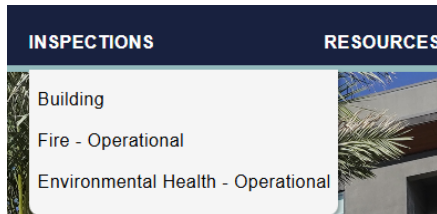
- **Prior to Issuance** - prevents permit from being issued
- **Prior to Final** - prevents permit from passing final inspection
- **Prior to Routing** - prevents routing the application for plan review
- **Prior to Inspection Schedule** - prevents any inspections being scheduled
- **Prior to Passing Rough Inspections** - prevents rough inspections from being passed and prevents final inspections from being scheduled
- **Prior to Schedule Final Inspection** - prevents final inspections from being scheduled

Schedule or Request an Inspection

You can schedule, cancel, and check the status of building inspections online in the Permitting Online Portal (POP).

There are two ways you can access Inspections from the POP home page:

1. From **Inspections** in the top navigation, select **Building**.
2. Click on the **Schedule Inspections** icon.

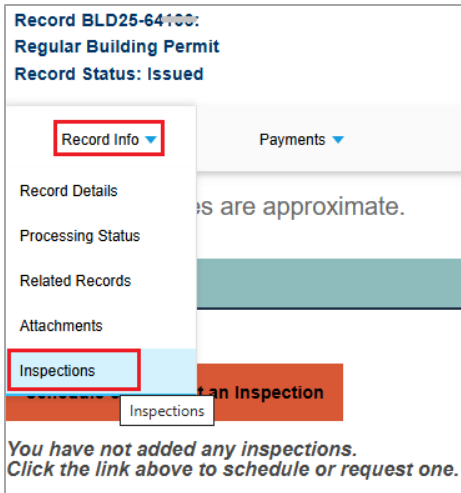


Note: To schedule inspections online, your user account must be connected to the Building permit. Unless you are the original applicant, you must contact a City staff member to request your POP account be connected. Please email building@santaclaraca.gov or call 408-615-2440 for assistance.

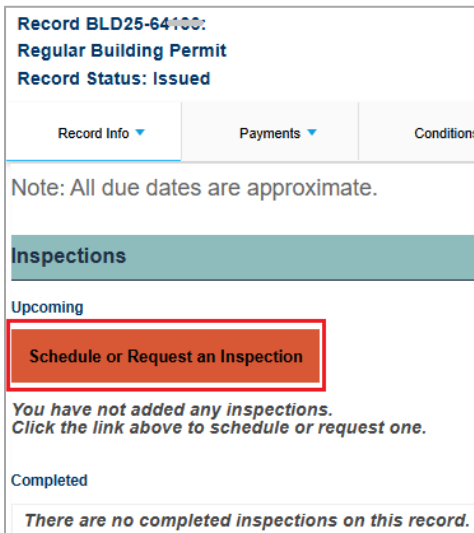
Please have your building permit number (e.g., BLD23-01234) and inspection types ready.

Follow the steps to schedule an inspection via the Permitting Online Portal:

1. [Log in](#) to your POP account.
2. Click on the Schedule Inspections icon on the home page or from the top navigation.
3. Select Building.
4. Click the BLD Permit Number of the permit for which you'd like to schedule an inspection.
5. Click on the Record Info dropdown tab and select **Inspections**.



6. In the Inspections Upcoming section, click **Schedule or Request an Inspection**.



7. From the **Available Inspection Types** category dropdown menu, choose the appropriate inspection category.
8. Select the inspection type from the list. Click **Continue**.

Click [HERE](#) to Schedule/Request an Inspection for this Permit

Available Inspection Types (51)

Show optional inspections

- 101 FOUNDATION (optional)
- 104 REBAR (optional)
- 111 UNDERFLOOR FRAMING (optional)
- 112 FLOOR NAILING (optional)
- 113 HOLDDOWNS (optional)
- 114 INTERIOR SHEAR (optional)
- 115 EXTERIOR SHEAR (optional)
- 116 ROOF NAILING (optional)
- 118 ROUGH FRAME (optional)
- 119 Rough All Trades (optional)

[< Prev](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[Next >](#)

- Select an available date and time frame. Available dates will appear in blue (inspections may be scheduled up to 10 business days in advance).

Click [HERE](#) to Schedule/Request an Inspection for this Permit

the calendar below. If you are unable to select the time frame that date is unavailable.

Apr 2026							May 2026							Jun 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th		
			1	2	3	4					1	2		1	2	3	4			
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

[< Prev](#)

Available Times for Friday, Apr 24 2026

Morning

12:00 AM - 11:59 PM

- Click **Continue**.
- Review the Location and Contact screen.

Click [HERE](#) to Schedule/Request an Inspection for this Permit

Inspection type: 116 ROOF NAILING

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location
1500 WARBURTON AV

Contact

Contact Name
Phone

[Change Contact](#)

Select an existing contact
 Name

Specify another person (for this inspection only)
 * First Name Middle Name * Last Name
 * Phone Number

- 12. If correct, click **Continue**.
- 13. If incorrect, click **Change Contact** and select an existing contact or specify a different contact for this inspection only. Click **Submit**.
- 14. Review the confirmation screen. You may click Include Additional Notes for Your Inspector to add optional comments.

Note: Inspections must be canceled or rescheduled before 2:00 p.m. on the business day prior to the scheduled inspection to avoid re-inspection fees.
- 15. Click **Finish** to complete the request.

Click [HERE](#) to Schedule/Request an Inspection for this Permit x

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.
Please check back after 8am on the day of your inspection for your two hour time window.

Inspection Type: 116 ROOF NAILING
Date and Time: 4/24/2026 12:00 AM
Location: 1500 WARBURTON AV
Contact: XXXXXXXXXXXX

[Click Here to Include Additional Notes for Your Inspector](#)

Cancellation and Reschedule Policy:
Reschedule must be made before 02:00 PM 1 day(s) prior to the inspection date/time.
Cancellations must be made before 02:00 PM 1 day(s) prior to the inspection date/time.

Finish [Back](#) [Cancel](#)

Common Abbreviations

- BLD = Building Permits (BLD##-##### or, if created prior to 8/23/21: BLD##-#####)
 - DEF = Deferred Submittal (BLD##-#####-DEF#), a “child” record
 - REV = Revision (BLDxx-xxxx-REVx), a “child” record
 - TCO = Temporary Certificate of Occupancy application (BLD##-#####-TCO#), a “child” record
 - AMMC = Alternate Means & Methods of Construction application (BLD##-#####-AMMC#), a “child” record
- TMP = Temporary Record, an application that has been saved, but not yet submitted (##TMP-#####)
- CEB = Code Enforcement Building Record created on/after 8/21/23 (CEB##-#####)
- CRN = Code Enforcement Building Record created prior to 8/23/21 (CRN##-#####)
- SER = Service Request (SER##-#####)
- FIR = Fire Records (FIR##-#####)
- PLN = Planning Records (PLN##-#####)
- EP = Encroachment Permits

Contact Information

Permit Center: 408-615-2420 | **Email:** permitcenter@santaclaraca.gov

Building Division: 408-615-2440 | **Email:** building@santaclaraca.gov

