

# Applying for a Permit with Electronic Plan Review

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## STEP 1

### Document Submission Standards

The following details the recommended **Submission Standards** when uploading Plans as part of your application/permit

#### **Submission File Format Requirements:**

- To support accurate measurement, the ability to search for text and for optimized performance, applicants should only submit vector files. Files containing raster or scanned content can be viewed and processed in our electronic plan review system, but for the reasons listed, vector is recommended.
- All text in submitted PDF files should be searchable
- PDF files must NOT require a password in order to view or to restrict the PDF permissions within the file
- For optimized performance and integration with the permitting system, the file size of each submission file may not exceed 225MB
- PDF Packages / Portfolios are not accepted

#### **File Naming Standards:**

- The file names of Plans and other supporting documents should describe the file contents and include the submission order number, for example **Architectural Plan Set – Round 1.pdf**
- The same file name may be used for resubmissions, but the Submission number should be incremented for each resubmission by the applicant, for example **Architectural Plan Set – Round 2.pdf**

#### **Plan Sheet Numbering Standards:**

- PDF files containing **Plan / Drawing Sheets** should contain a **PDF bookmark for each sheet**, that contains the Sheet Reference Number and optionally a Sheet Title, for example **A1.0 LOWER FLOOR**
- **Plan Sheet Reference Numbers** should be unique within a Record/Permit, two different drawing sheets should not have the same **Sheet Reference Number**. Take that into account when the number is entered manually and when verifying the sheet numbers.
- **TIP** – For best results, your plan sets should include a table of contents, i.e., bookmarks, of the sheet names.

Suggested order for the table of contents is as follows:

1. C (ex: Cover sheet, construction plans, civil)
2. G (ex: General notes)
3. S (ex: Structural)
4. A (ex: Architectural)
5. E (ex: Electrical)
6. M (ex: Mechanical)
7. P (ex: Plumbing, preliminary plat)
8. L (ex: Landscape)
9. T (ex: Title -24, energy)
10. CG (ex: Cal Green)

- **Plan Sheets** should be correctly orientated in the PDF submission file, to allow the Sheets to be viewed without needing to rotate the sheet, typically Landscape

- If **Plans** need to be revised and resubmitted, exactly the same **Plan / Drawing Sheet Reference Number** should be used for each subsequent submission version of the same drawing sheet
- Plans should be generated to a fixed scale, for example ¼" to 1', 1/8" to 1', 1cm to 1m

### Supporting Document Standards:

- Supporting documents should be submitted as separate files and not combined as part of a plan sheets submission file where applicable
- Documents that contain multiple pages, for example Structural Calculations, should be submitted as a single, multi-page file.
- Different categories of supporting documents should be submitted as separate files, for example Structural Calculations, Truss Calculation, Soil Report, etc.
- Documents should be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page, typically Portrait

## STEP 2

### Login to submit an application

engineering

ency require login for security reasons. If you are an existing user, please enter your user name

for a free Citizen Access account. It only takes a few simple steps and you'll have the added  
f applications, access to invoices and receipts, checking on the status of pending activities, and

### Sign In

USERNAME OR EMAIL: \*  
ccannon@truepointsolutions.cc

PASSWORD: \*

[Forgot Password?](#)

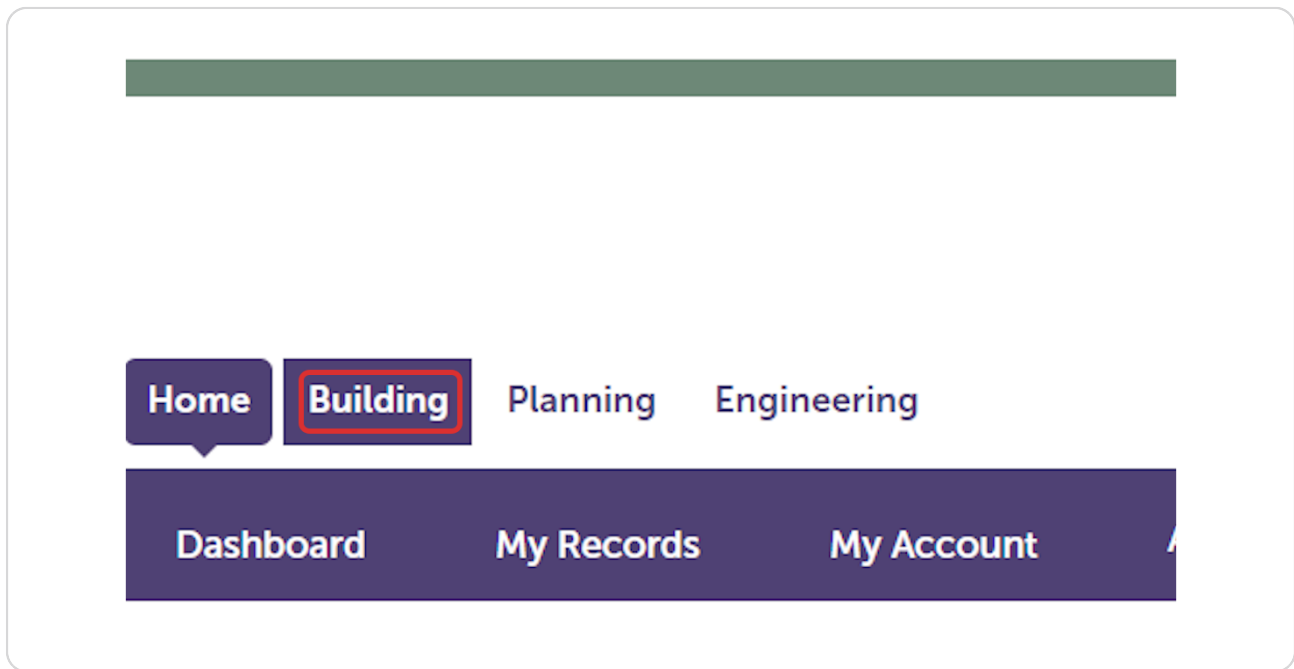
**SIGN IN**

☐ Remember me on this device

Not Registered?  
[CREATE AN ACCOUNT](#)

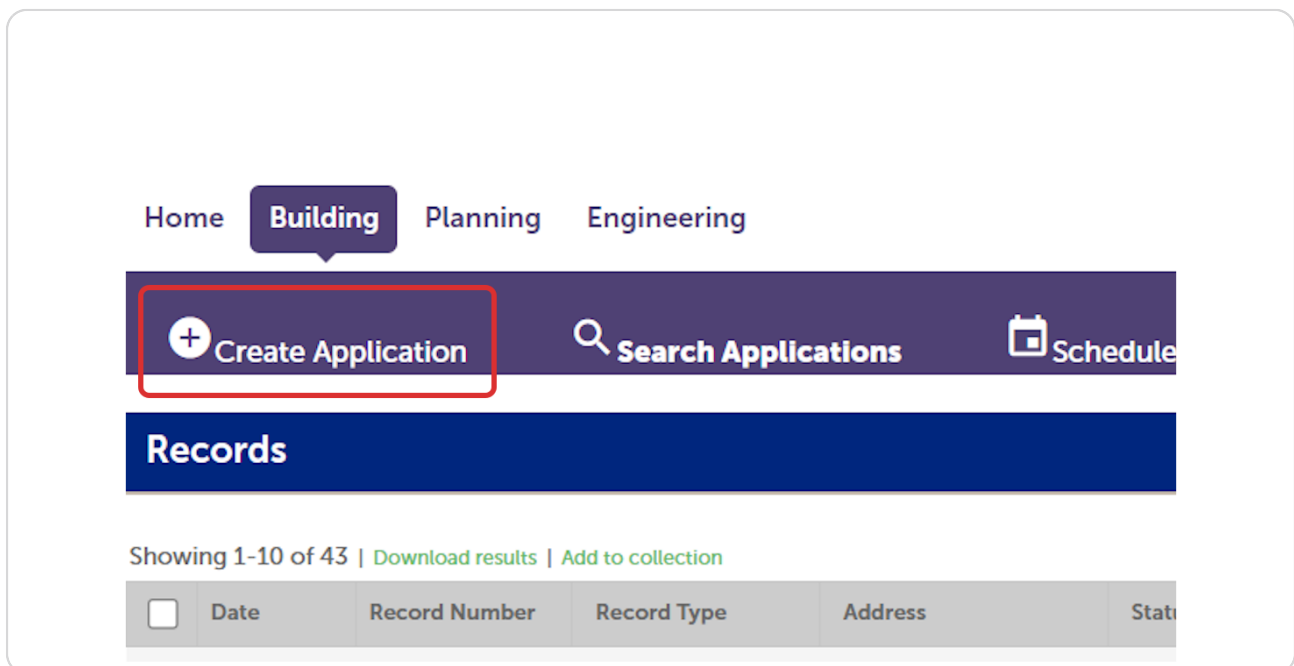
### STEP 3

#### Click on Building



### STEP 4

#### Click on Create Application



## STEP 5

### Check I have read and accepted the above terms and select Continue Application

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer

**General Disclaimer**

While the City of Livermore attempts to keep its Web information accurate and timely, the City of Livermore neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☒ I have read and accepted the above terms.

[Continue Application »](#)

## STEP 6

### Select the appropriate license associated to the account or None Applicable

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

\* Licenses:

--Select--

--Select--  
CONTRACTOR G100  
None Applicable

[Continue Application »](#)

## STEP 7

Click on Continue Application »

Bob Builder  
GENERAL CONTRACTORS INC  
100 W First St Suite 1001  
Pleasantville, CA 97777  
United States


Home Phone:915-555-1  
Mobile Phone:916-223-  
Fax:  
CONTRACTOR  
G100

Continue Application »

## STEP 8

Select the permit type to apply for

Additional SolarAPP+ Information



Search

► Building

☒ Dwelling Permit

☐ Accessory Dwelling Unit Permit

☐ Electrical

☐ Furnace/AC

☐ Photovoltaic

☐ Plumbing

☐ Pool Spa

☐ Roof

## STEP 9

Click on Continue Application »

Building

- ☐ Accessory Dwelling Unit Permit
- ☒ Dwelling Permit
- ☐ Electrical
- ☐ Furnace/AC
- ☐ Photovoltaic
- ☐ Plumbing
- ☐ Pool Spa
- ☐ Roof
- ☐ Solar Permit with Solar App Plus
- ☐ Temporary Power
- ☐ Water Heater

Continue Application »

## STEP 10

Enter street # and street name then select search

Step 1: Work Location > Location

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 and 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 field blank.

|               |            |                |              |
|---------------|------------|----------------|--------------|
| * Street No.: | Direction: | * Street Name: | Street Type: |
| 1052          | --Select-- | livermore      | --Select--   |

SearchClear

Parcel

\* Parcel Number:

## STEP 11

### Enter phone and e-mail for Owner

Search Clear

**Owner**

Owner information is imported from property information. If Owner is incorrect, do not make edits, please contact the office to notify.

Owner Name: CITY OF LIVERMORE

Address Line 1: 1052 S LIVERMORE AVE

City: LIVERMORE CA State: Zip: 94550

Phone: 1112223333

E-mail:

Search Clear

[Continue Application »](#) [Save and resume later](#)

## STEP 12

### Type in Detailed Description

Create Application Search Applications Schedule an Inspection

**Dwelling Permit**

1 Work Location 2 Contact 3 General Declaration 4 Acknowledgement 5 Professional 6

**Step 1: Work Location > Permit Details**

**Detail Information**

\* Detailed Description of the scope of work  
New Single Family Residence - 3600 sq ft

**Custom Fields**

**GENERAL INFORMATION**

Subtype: --Select--

SMIP: --Select--

Fire Sprinklers: Yes No



## STEP 13

Complete application questions and click on Continue Application »

No. of Units:

Addition: ☐

Remodel: ☐

Window Replacement: ☐

Natural gas emergency generator (residential only): ☐

Siding/Stucco: ☐

Square footage of material:  SqFt

### Custom Lists

**MULTIPLE OCCUPANCIES**

Showing 0-0 of 0

| Occupancy         | Type of Construction | Sq Footage |
|-------------------|----------------------|------------|
| No records found. |                      |            |

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#) [Save and resume later](#)

## STEP 14

Applicant information will populate from logged in user

Create Application Search Applications Schedule an Inspection

### Dwelling Permit

|                 |           |                       |                   |
|-----------------|-----------|-----------------------|-------------------|
| 1 Work Location | 2 Contact | 3 General Declaration | 4 Acknowledgement |
|-----------------|-----------|-----------------------|-------------------|

**Step 2: Contact > Contacts**

### Applicant

To add a new contact, click the Add Contact link. To edit a contact, go to Account Management.

**Christine Cannon**  
3262 Penryn Rd Suite 100-B  
Loomis, CA 95650  
ccannon@truepointsolutions.com  
Home phone: 714-337-9169  
Mobile Phone:

[Edit](#) [Remove](#)

[Continue Application »](#)

## STEP 15

### Complete DECLARATIONS...

**Step 3: General Declaration > Declaration**  
Check A, B or C below

\* indicates a required field.

**Custom Fields**

**DECLARATIONS**  
Select A, B or C below

A - I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Labor Code Section 3700, for the performance of the work for which this permit is issued. My policy number is:  
Policy:

B - I have and will maintain workers' compensation insurance, as required by Labor Code Section 3700, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy are :  
Policy:   
Carrier:   
Phone:   
Expires:

C - I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Labor Code Section 3700, I shall comply with those provisions:  
☐  
WARNING: Failure to secure workers' compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to \$100,000, in addition to the cost of compensation, damages as provided for in Labor Code Section 3706, interest, and attorney's fees. I hereby affirm under penalty of perjury one of the following declarations.:  
☐

## STEP 16

### Select who work is being performed by

Create Application Search Applications Schedule an Inspection

Dwelling Permit

|                 |           |                       |                   |                |
|-----------------|-----------|-----------------------|-------------------|----------------|
| 1 Work Location | 2 Contact | 3 General Declaration | 4 Acknowledgement | 5 Professional |
|-----------------|-----------|-----------------------|-------------------|----------------|

**Step 3: General Declaration > Work Performed By**  
If Owner - Check one box for A, B, or C

**Custom Fields**

**WORK PERFORMED BY**

\* This permit is being pulled by?:

[Continue Application »](#)

**THE CITY OF LIVERMORE**

City Hall • 1052 S. Livermore

## STEP 17

### Work Performed by may require additional documentation

Home Building Planning Engineering

Create Application Search Applications Schedule an Inspection

Dwelling Permit

1 Work Location 2 Contact 3 General Declaration 4 Acknowledgement 5 Professional 6 7 8 9

Step 3: General Declaration > Work Performed By

If Owner - Check one box for A, B, or C

\* indicates a required field.

Custom Fields

WORK PERFORMED BY

A letter of Authorization is needed prior to permit issuance. If the permit is being pulled by a contractor, letter must be signed by someone from the Contractors State License Board Personnel List (CSLB) <https://www.cslb.ca.gov/Licensees.aspx> If the permit is being pulled as Owner-Builder, the letter must be signed by the property owner. Section C of a completed Building Permit Application can be filled out instead of this letter.

\* This permit is being pulled by?: Agent for Contractor

Continue Application » Save and resume later

LIVERMORE CALIFORNIA

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## STEP 18

### At any point in the application Save and resume later can be selected

Home Building Planning Engineering

Create Application Search Applications Schedule an Inspection

Dwelling Permit

1 Work Location 2 Contact 3 General Declaration 4 Acknowledgement 5 Professional 6 7 8 9

Step 3: General Declaration > Work Performed By

If Owner - Check one box for A, B, or C

\* indicates a required field.

Custom Fields

WORK PERFORMED BY

A letter of Authorization is needed prior to permit issuance. If the permit is being pulled by a contractor, letter must be signed by someone from the Contractors State License Board Personnel List (CSLB) <https://www.cslb.ca.gov/Licensees.aspx> If the permit is being pulled as Owner-Builder, the letter must be signed by the property owner. Section C of a completed Building Permit Application can be filled out instead of this letter.

\* This permit is being pulled by?: Agent for Contractor

Continue Application » Save and resume later

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## STEP 19

**The license selected in the beginning will appear here and require affirmation**

Create Application

Search Applications

Schedule an Inspection

Dwelling Permit

1

2

3 General Declaration

4 Acknowledgem...

5 Professional

6 Documents

7 Review

Step 5: Professional > Contractor

icensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Bob Builder  
GENERAL CONTRACTORS INC  
License Type: CONTRACTOR  
License Number: G100  
Address: Pleasantville 97777  
Edit Remove

Custom Fields

PROFESSIONAL INFORMATION

☐ I hereby affirm under penalty of perjury that I am licensed under provisions of Business and Professions Code Division 3, Section 7000 of Chapter 9, and my license is in full force and effect.:

Continue Application »

Save

## STEP 20

**Upload Files: The blue banner displays all the required documents in order to submit**

Dwelling Permit

1

2

3

4 Acknowledgem...

5 Professional

6 Documents

7 Review

8 Pay Fees

Step 6: Documents > Upload Plans and Documents

Digital Projects

Submission Package

Files

Comments

Approved Plans / Documents

Status: NOSTATUS

Upload files. The following Document Types must be uploaded for this permit application: • Plans

Submission Package Description\*

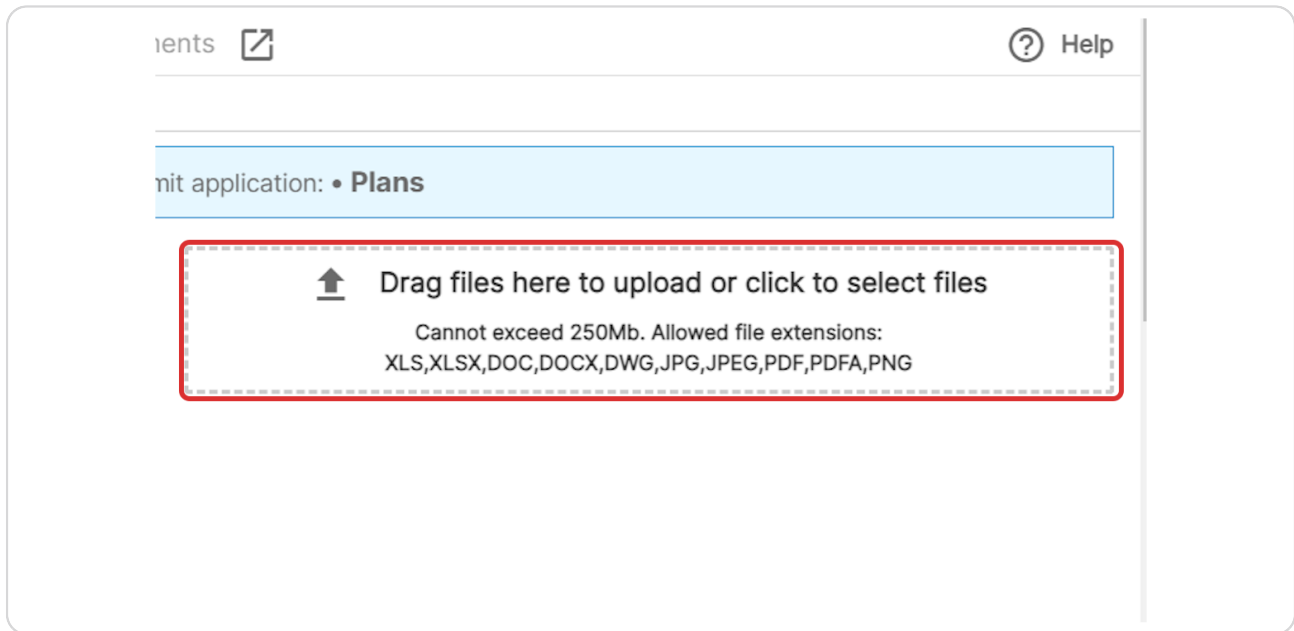
Submission Package 1

Drag files here to upload or click to select

Cannot exceed 250Mb. Allowed file extensions:  
XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

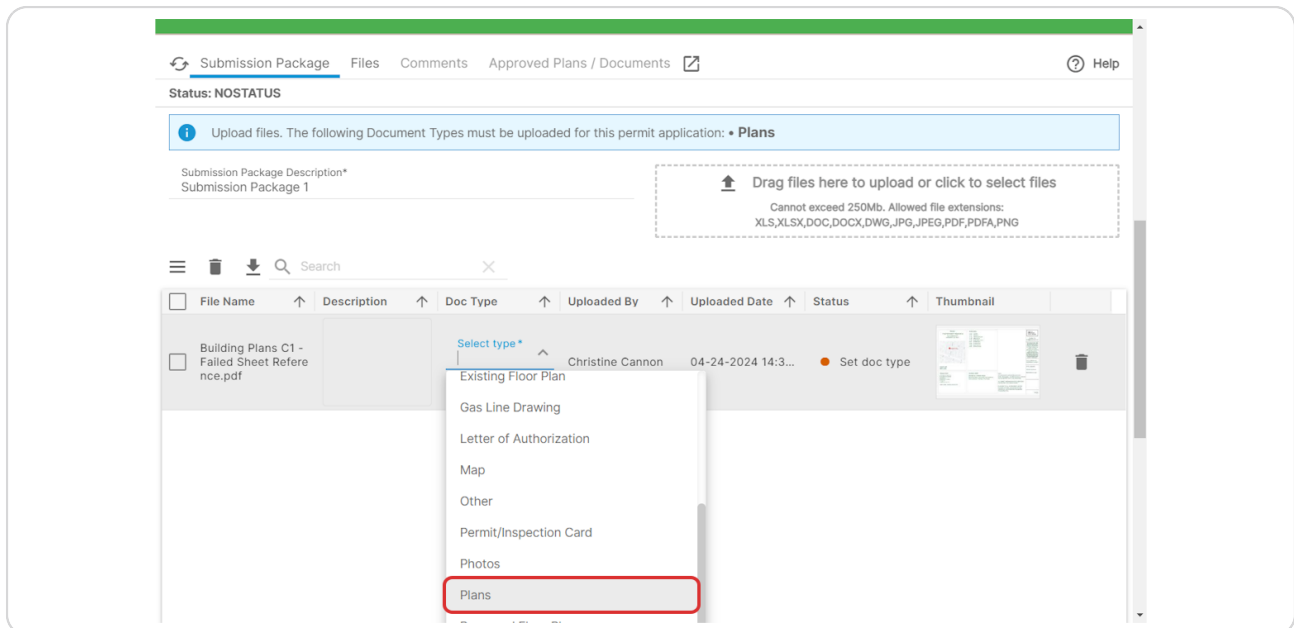
## STEP 21

To upload files click on the box or from an open folder drag the files into the box



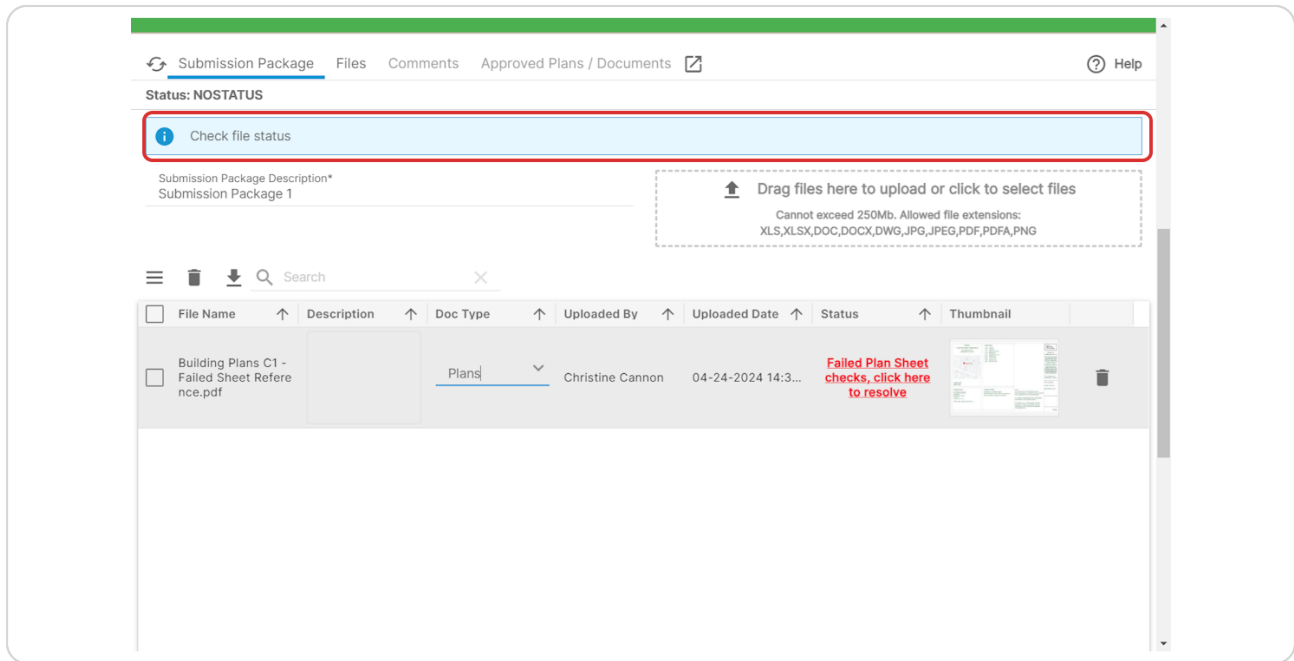
## STEP 22

Click on Select Type and choose the one that matches the document uploaded



## STEP 23

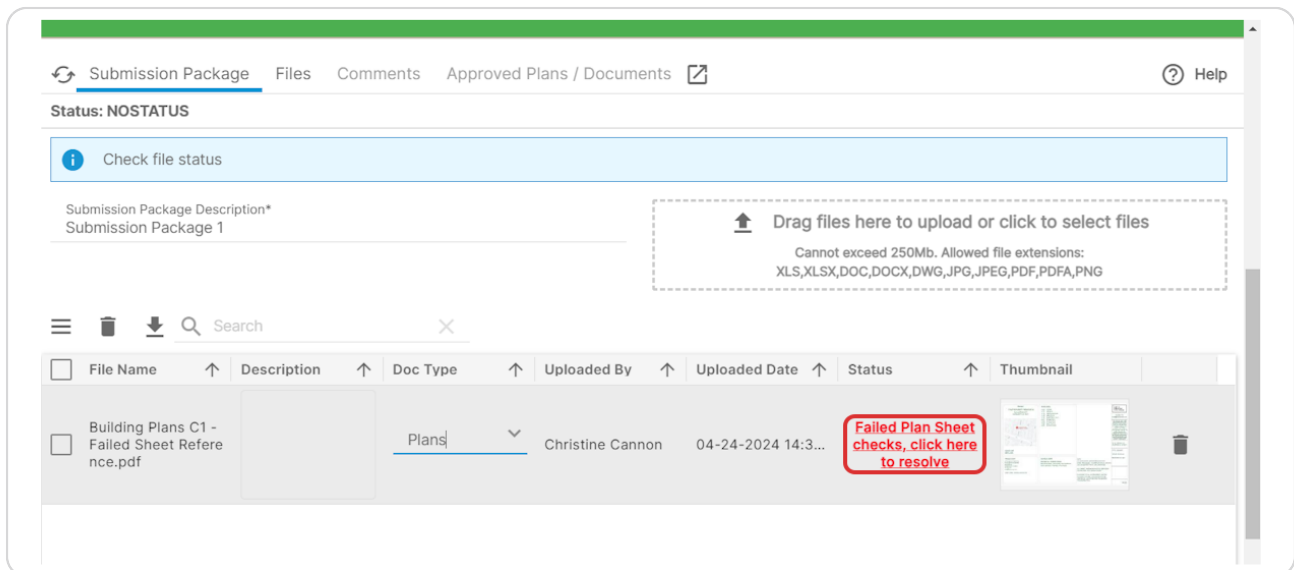
As the required doc type is selected it will be removed from the blue banner



## STEP 24

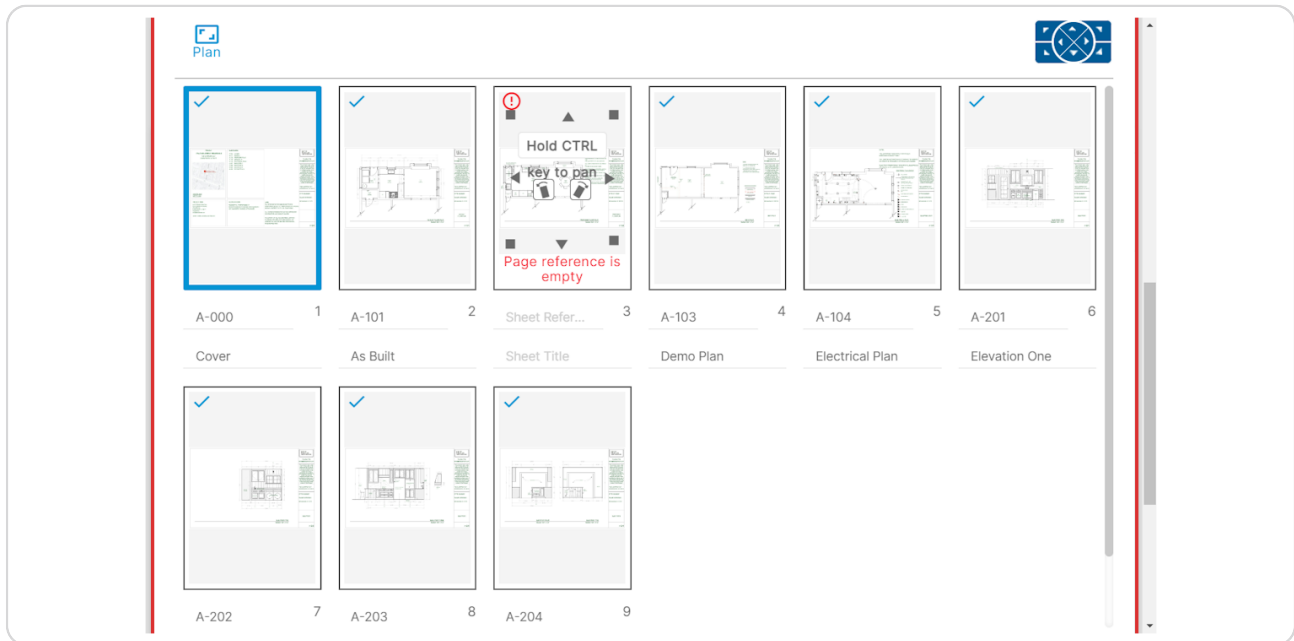
For plans the sheets need to be bookmarked or sheet references added in order to submit.

Click on the status Failed Plan Sheet checks, click here to resolve



## STEP 25

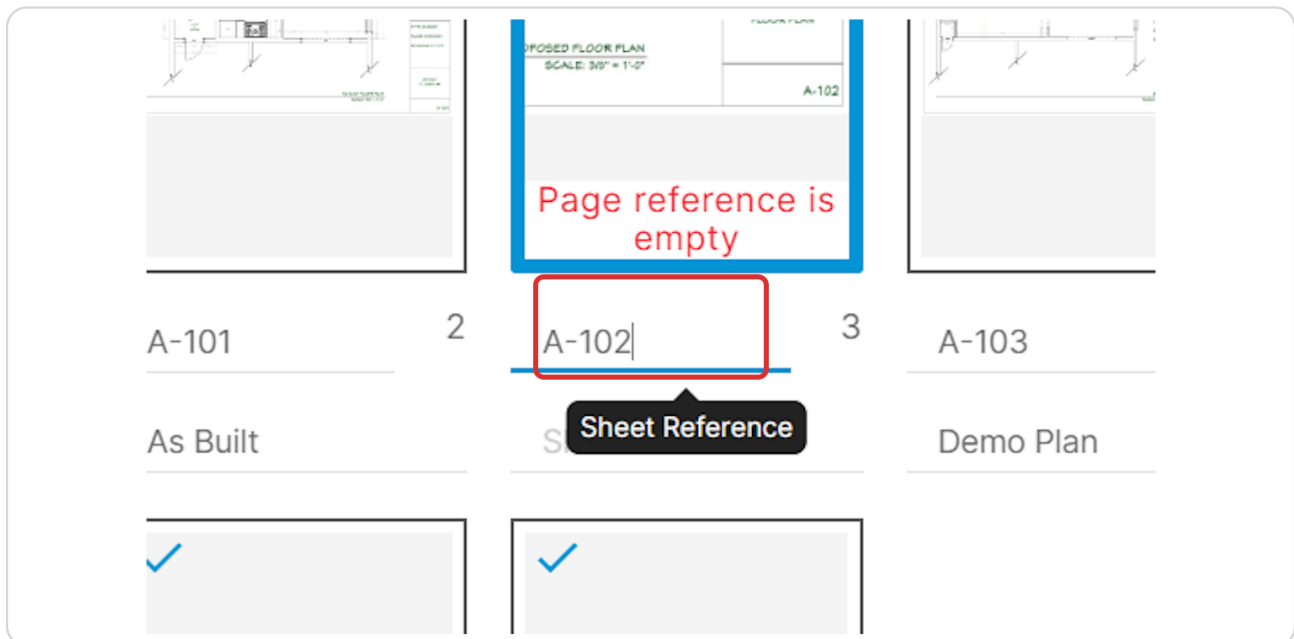
Click on square in the bottom right to zoom in to sheet



## STEP 26

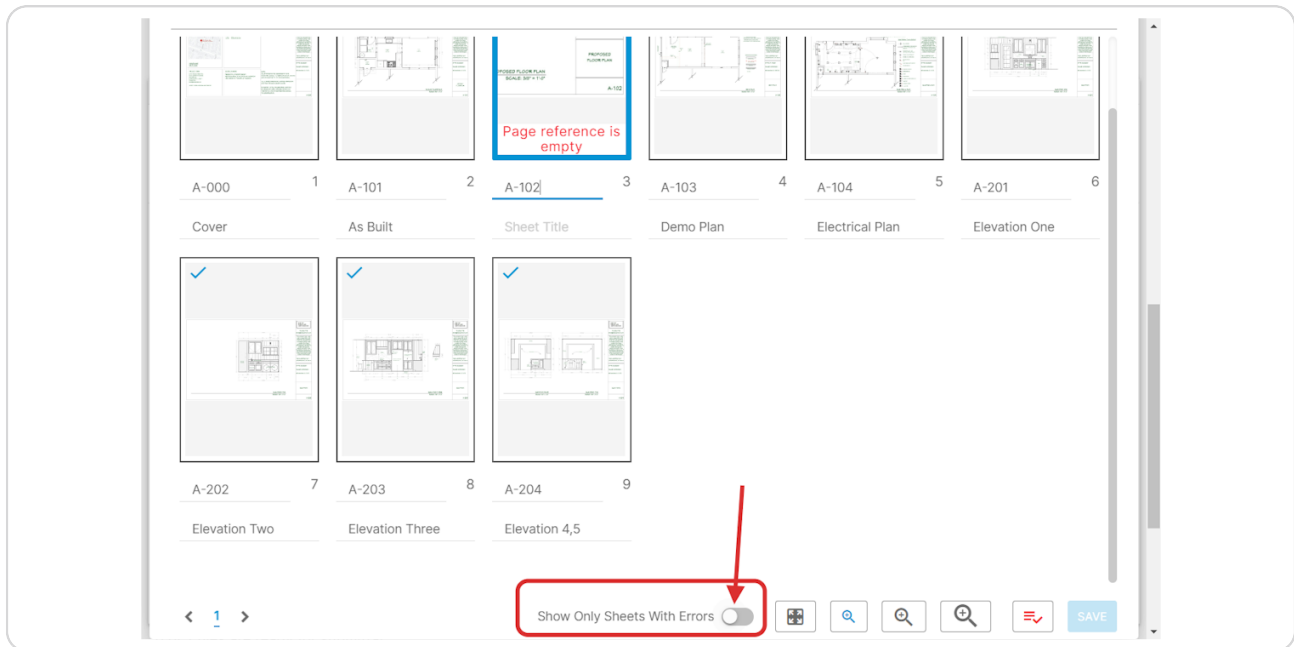
### Add sheet reference

Sheet references must be unique across all documents



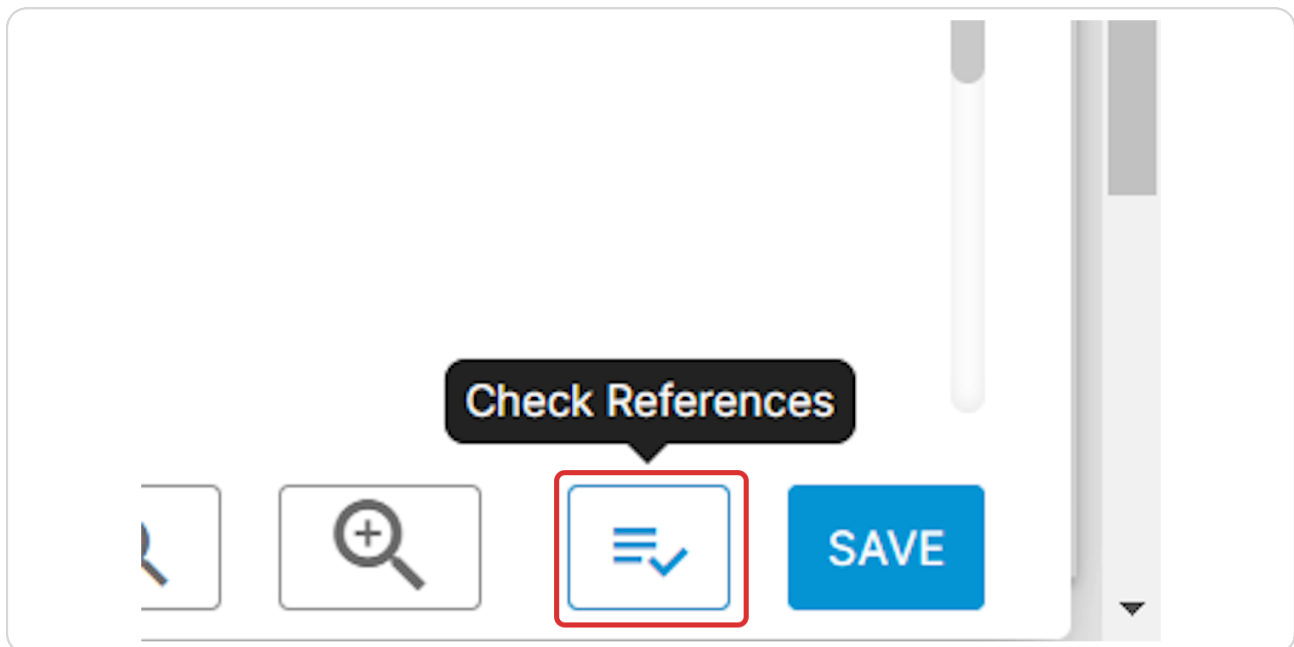
## STEP 27

There's an option to toggle and only show sheets with errors



## STEP 28

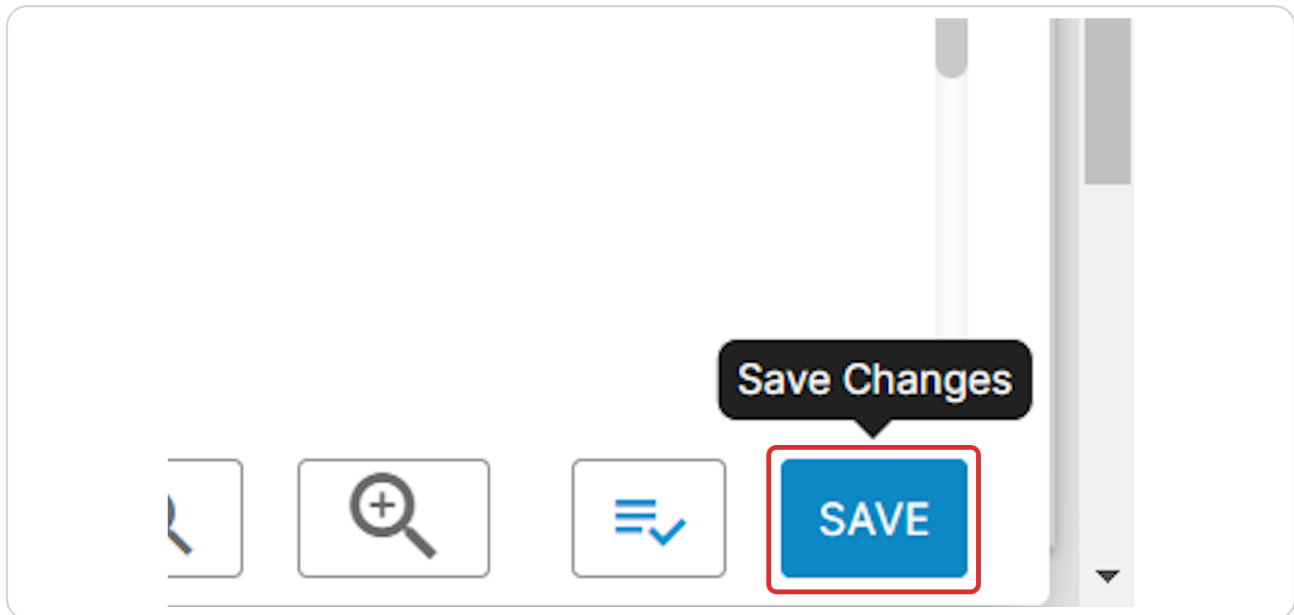
Once all sheets have unique sheet references the check references will update to blue





## STEP 29

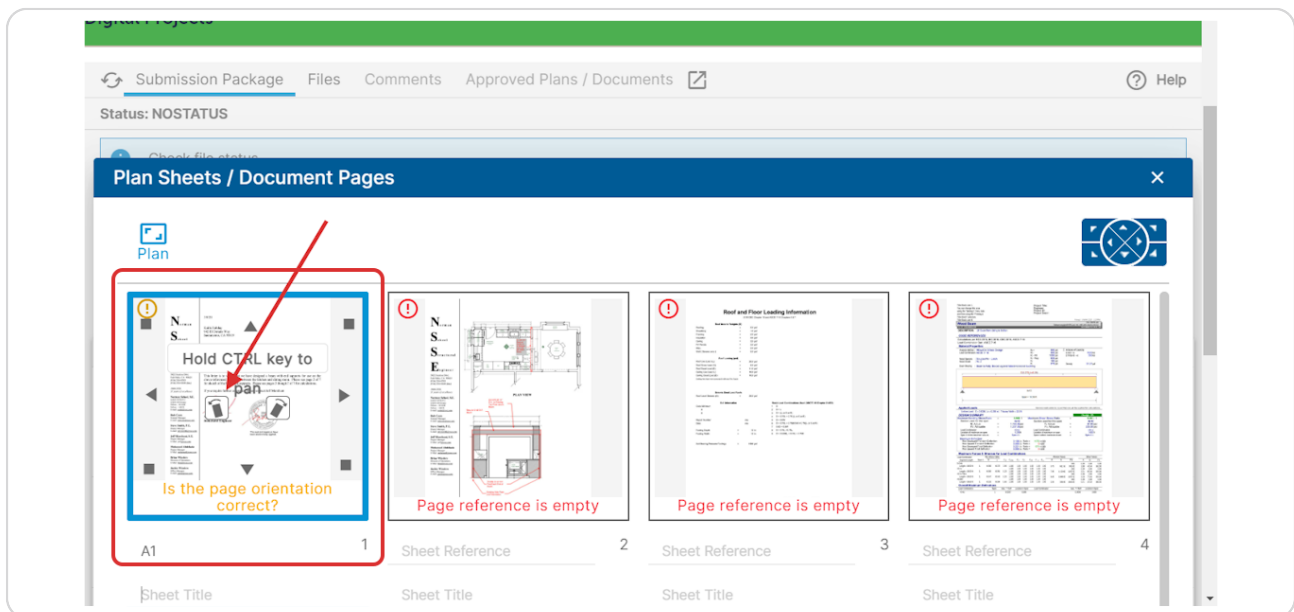
Click on Save Changes...



## STEP 30

### Yellow message on Plans doc type – Does not prevent submittal

Plans are assumed to be in landscape mode. If uploaded in portrait mode a message will display asking if this is correct. If so no action is required. If the sheet needs to be rotated use the rotate icon on displayed on the sheets.



## STEP 31

Once all required docs are uploaded and sheet references added the blue banner will indicate the package is ready to submit

The screenshot shows the 'Digital Projects' submission interface. At the top, there's a green header bar. Below it, a navigation bar includes 'Submission Package' (active), 'Files', 'Comments', and 'Approved Plans / Documents'. A 'Status: NOSTATUS' indicator is present. A blue banner with an information icon and the text 'Package is ready to submit, or upload additional files' is highlighted with a red box. Below the banner, there's a 'Submission Package Description\*' section with 'Submission Package 1'. To the right, a dashed box contains an upload icon and the text 'Drag files here to upload or click to select files', with a note: 'Cannot exceed 250Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG'. Below this is a search bar and a table of submission packages. The table has columns: File Name, Description, Doc Type, Uploaded By, Uploaded Date, Status, and Thumbnail. One package is listed: '942 Dorado Calc.p df' with a status of 'Ready to Submit' (indicated by a green dot). A red box highlights the 'Continue Application »' button at the bottom of the interface.

| File Name            | Description | Doc Type     | Uploaded By      | Uploaded Date      | Status          | Thumbnail |
|----------------------|-------------|--------------|------------------|--------------------|-----------------|-----------|
| 942 Dorado Calc.p df |             | Energy Calcl | Christine Cannon | 04-24-2024 14:3... | Ready to Submit |           |

## STEP 32

Once done Click on Continue Application »

The screenshot shows the 'Digital Projects' submission interface. At the top, there's a green header bar. Below it, a navigation bar includes 'Submission Package' (active), 'Files', 'Comments', and 'Approved Plans / Documents'. A 'Status: NOSTATUS' indicator is present. A blue banner with an information icon and the text 'Package is ready to submit, or upload additional files' is highlighted with a red box. Below the banner, there's a 'Submission Package Description\*' section with 'Submission Package 1'. To the right, a dashed box contains an upload icon and the text 'Drag files here to upload or click to select files', with a note: 'Cannot exceed 250Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG'. Below this is a search bar and a table of submission packages. The table has columns: File Name, Description, Doc Type, Uploaded By, Uploaded Date, Status, and Thumbnail. One package is listed: '942 Dorado Calc.p df' with a status of 'Ready to Submit' (indicated by a green dot). A red box highlights the 'Continue Application »' button at the bottom of the interface.

| File Name            | Description | Doc Type     | Uploaded By      | Uploaded Date      | Status          | Thumbnail |
|----------------------|-------------|--------------|------------------|--------------------|-----------------|-----------|
| 942 Dorado Calc.p df |             | Energy Calcl | Christine Cannon | 04-24-2024 14:3... | Ready to Submit |           |

## STEP 33

**At the review page if more docs need to be uploaded click on the documents step above**

The screenshot shows a web application interface for a 'Dwelling Permit'. At the top, there is a navigation bar with 'Home', 'Building' (selected), 'Planning', and 'Engineering'. Below this is a dark blue header with '+ Create Application', 'Search Applications', and 'Schedule an Inspection'. The main content area shows a progress bar for 'Dwelling Permit' with steps 1 through 9. Step 6, 'Documents', is highlighted with a red box. Below the progress bar, the text 'Step 7: Review' is displayed. There are two buttons: 'Continue Application »' and 'Save and resume later'. A message states: 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.' Below this, there are three sections: 'Record Type' (Dwelling Permit), 'Address', and 'Edit'.

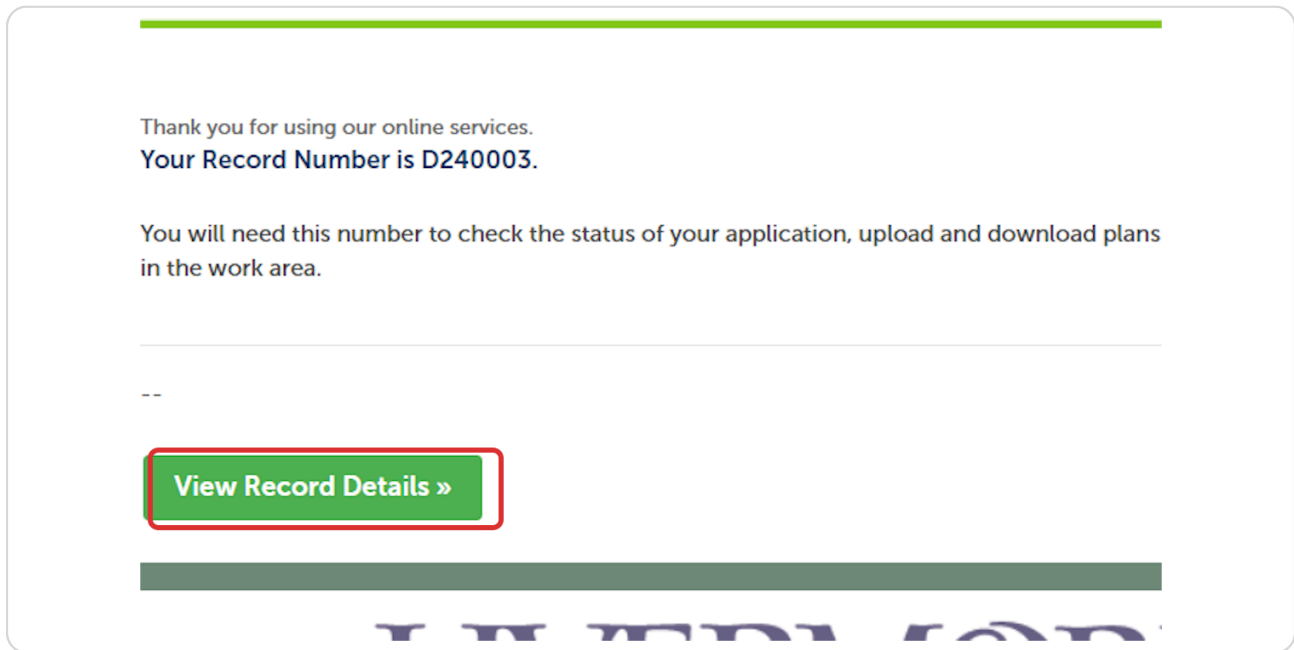
## STEP 34

**To submit check the certification and click on Continue Application »**

The screenshot shows a 'PROFESSIONAL INFORMATION' section. It includes a text area for a certification statement: 'I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.' Below this, there is a checkbox labeled 'By checking this box, I agree to the above certification.' and a date field showing 'Date: 04/24/2024'. At the bottom, there are two buttons: 'Continue Application »' and 'Save and resume later'.

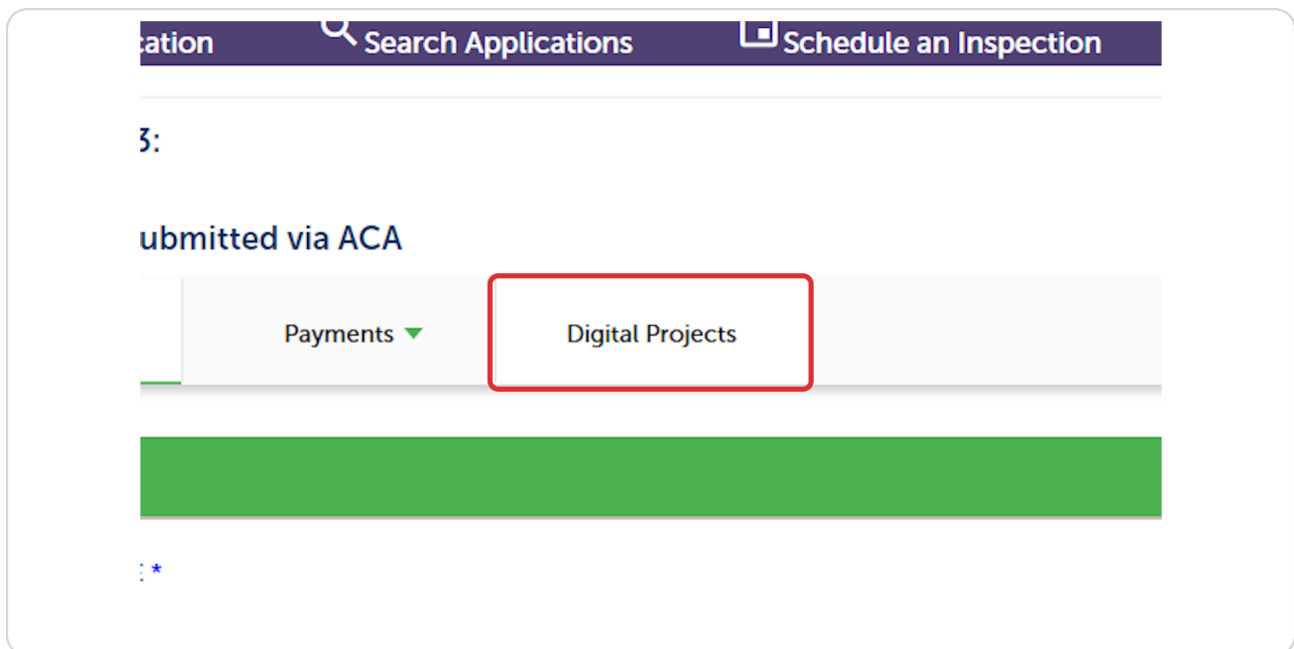
## STEP 35

**Application is now submitted Click on View Record Details » to go to application**



## STEP 36

**Within the record Click on Digital Projects to view documents**



STEP 37

Uploaded files will be displayed here in Digital Projects Files

HomeBuildingPlanningEngineering

Create Application

Search Applications

Schedule an Inspection

Record D240003:  
Dwelling Permit  
Record Status: Submitted via ACA

Add to collection

Record Info

Payments

Digital Projects

Digital Projects

Submission Package

Files

Comments

Approved Plans / Documents

Search

DOWNLOAD

| Thumbnail | File Name                                      | Description                                    | Classification | Status   | Uploaded Date       | Submission Package |
|-----------|--|--|----------------|----------|---------------------|--------------------|
|           | Building Plans C1 - Failed Sheet Reference.pdf | Building Plans C1 - Failed Sheet Reference.pdf | PLAN           | Uploaded | 04-24-2024 14:35:59 | 00001              |
|           | 942 Dorado Calc.pdf                            | 942 Dorado Calc.pdf                            | DOCUMENT       | Uploaded | 04-24-2024 14:36:00 | 00001              |