Permits Online Portal

Applications - Payments - Inspections

https://permits.cityofberkeley.info/

Register for an account and login at Permits Online to submit an Electronical Submittal Request (ESR)* for new Building and Public Works permits.

Upload documents to the associated permit record for all **Resubmittals, Deferred submittals, Revisions to Approved Plans, and Extensions.**

Login is **not required** for payments and inspections

*Send new applications for Fire permits to:
 fireresubmittals@berkeleyca.gov

Electronic Submittal (ESR)

Home   **Building Permits**   Housing   Zoning

~~Generate Request~~   Search Applications

1. Register for an Accela Citizen Access (ACA) account
2. Log-in and open Building Permits or Public Works tab
3. Select 'New Request' and complete information
4. 'Continue' to submit request: ESR is added to account
5. ESRs are processed by staff 1-2 business days
6. Email confirmation is sent to applicant at processing

Make a Payment

Record B2022-03976:
Permit
Record Status: Pending Payment

Record Info ▾   Payments ▾

Fees

Fees

ACA account NOT required

1. Open tab for permit type
2. Open permit record link
3. Select 'Payments > Fees > Pay Fees

Outstanding:			
Date	Invoice Number	Amount	
08/24/2022	508437	$22.00	Pay Fees
08/24/2022	508437	$4.00	
08/24/2022	508437	$1,452.10	
08/24/2022	508437	$156.38	
Total outstanding fees: $1,634.48			

Upload Permit Documents

Record ESR-2022-
Building Permit (in
System)
Record Status: Wa

Record Info ▾

Record Details

Processing Status

Related Records

Attachments

Inspections

for ESR or Permit Application Records
Documents Required, Resubmittals, EMPs, Revisions, Deferred, Extensions

1. Log-in to ACA account
2. Open tab for permit type
3. Open permit record link**
4. Select 'Record Info > Attachments'
5. Select 'Add' button, upload & save**
6. ACA uploads processed in 1-2 days

Schedule Inspections

Record B2022-039
Permit
Record Status: Rec

Record Info ▾

Record Details

Processing Status

Related Records

Attachments

Inspections

for issued permits, including Building, Fire and Public Works/Engineering
ACA account NOT required

1. Open tab for permit type
2. Open permit record link
3. Select 'Record Info > Inspections'
4. Schedule or Request an Inspection
5. Follow prompts to schedule
6. Check the inspection schedule the morning of the inspection

ACA Account errors: send email with account info, permit number & address to permits@berkeleyca.gov