To submit for new projects and revisions, you can apply online using the online permit system.

From the main Building Division page, click the link Apply for a Building Permit ONLINE here!

1. Select the permit button, then "Apply for new permit":

2. Do you have an Existing account section - as this is a new project permit, select "No, I just want to apply for this project. Then Create a permit without registration

3. Complete Permit Application (Step 1 through Step 4). IMPORTANT: Please read the permit instructions:

   - **Step 1: Job info**
     o Project address: do not write in the address, click the blue link that says "click here…"
     o Project description: do not write in the project type, please click "click here to pick from a full list of available permits"
     o Enter Project valuation (labor/ materials), area of work SqFt, short/brief description of work, notes.
     o By clicking on the links, it should allow you to upload the plan/documents, if applicable. (see below file upload tips)

   - **Step 2: Contact info**
     o Be sure to specify who you are from the dropdown at the top of the page.
     o Please include **owner email and phone number**
     o Be sure email addresses are spelled correctly

   - **Step 3: File upload**
     o Pop up box – "The project you selected does not require and file uploads. Do you want to skip uploading files?
       ▪ No, I want to upload files – will provide a list of categories to upload applicable files.
       ▪ Yes, move on – will take you to review and submit without uploading
     o Please submit PDF files only – Submit full set of plans as one file (do not separate architectural, Mech., Plumb., etc)

   - **Step 4: Review and submit**
     o review the information prior to submitting the application.
     o Mark the box at the bottom of the page to verify you have read the agreement
     o Once you click submit the page will display you project log in information and a confirmation email will be sent to the e-mail address on file

4. Plan check fees due prior to plan review
   a. Log into project account
   b. From the dropdown at the top right of the page, select View fees/Receipts
      i. If your project requires plan check, take note of the "Bldg – PC Fee" amount
   c. You can pay the Bldg – PC Fee in person or by mailing a check.
      i. City of Pacifica
         Building Division
         540 Crespi Dr.
         Pacifica, CA 94044
         Please make the check out to the City of Pacifica and reference the job address on it.

      ii. Please note all credit card payments are subject to an additional 2.9% fee. In accordance with the FY 23-24 Master fee schedule.

Plan review:
Solar review of 34kw or less system takes 3 days
1st review takes about 3-4 weeks.
Resubmittal reviews take about 2-3 weeks.