CREATING A CONTRACTOR REGISTRATION AND A PERMIT AS A CONTRACTOR

Go to: https://us.cloudpermit.com/gov/login

Register for an account → CREATE NOW
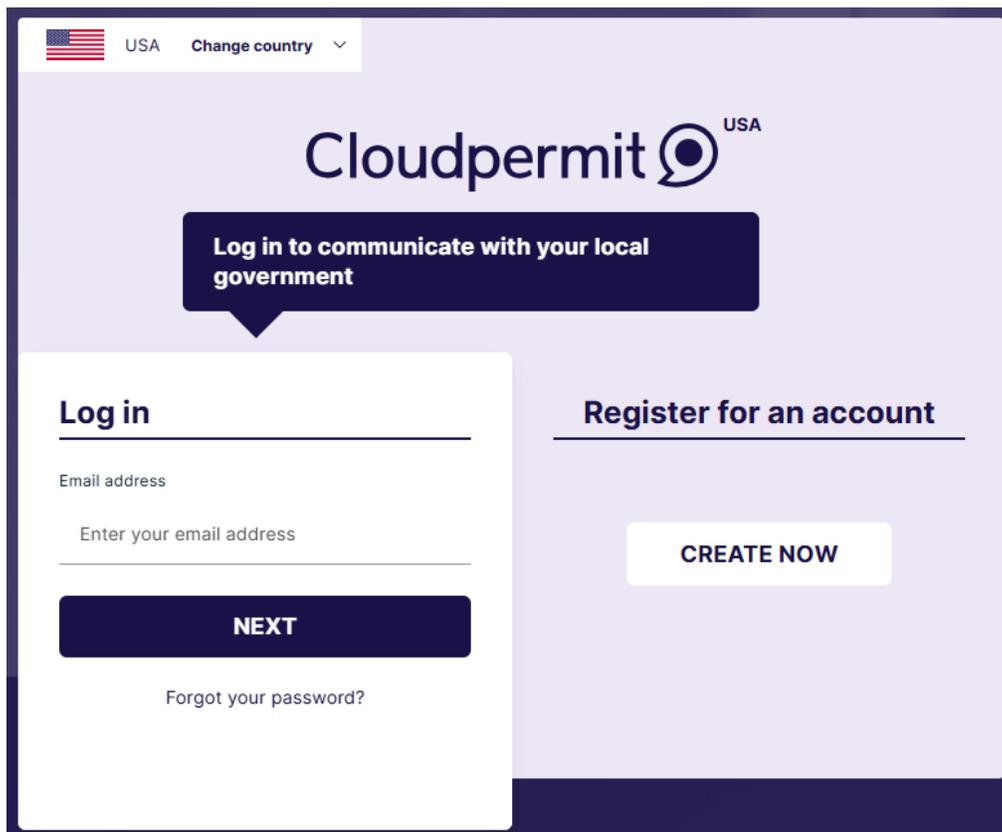
After adding all the required information and creating the account, most likely Cloudpermit will ask if you want to apply for your first application.

If it doesn't, click on Create a New Application (top right corner)

In # 1, select the State: California, and Half Moon Bay

In # 2, select the type of application, in your case select Contractor Registration → Create Application

2 **Select type of application**

Building Permit

A building permit is necessary when you wish to construct, renovate, demolish or change the use of a building. You must obtain a building permit before you:

Contractor Registration

All contractors require registration when applying for a permit.

CREATE APPLICATION

In the next window, select the Type of Application, New or Renew registration:

Select type of registration and trades for your application

Good to know

Describe the purpose of your application with the type of registration and trades. The requirements and the process for your application in Cloudpermit will be set up based on your selections. Click on each registration type to see detailed definition of the type.

Type of registration

○ New registration
○ Renew registration

Select the Trade, you can select more than one.

Type of registration	Trade
⦿ New registration	☐ A General Engineering Contractor
○ Renew registration	☐ ASB - Asbestos Certification
	✓ B General Building Contractor
	☐ C Specialty Contractor
	☐ C-10 Electrical Contractor
	☐ C-16 Fire Protection Contractor
	☐ C-17 Glazing Contractor
	☐ C-20 Warm-Air Heating, Ventilating and Air-Conditioning Contractor
	☐ C-22 Asbestos Abatement Contractor
	☐ C-27 Landscape Contractor

Initialization of application

⦿ I am the applicant   ○ Create application on behalf of customer   ○ Application already submitted (e.g. by paper or email)

CANCEL   BACK   NEXT →
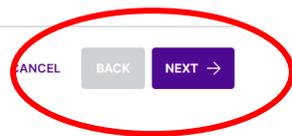
Be sure that "I am the applicant" is selected, then click NEXT

A SUMMARY of what you have done so far will be next; click on FINISH & CREATE

Summary

Below is a summary of your selections. Check that the information is correct before selecting 'Finish & Create'.

APPLICATION TYPE & TYPE OF REGISTRATION

CONTRACTOR REGISTRATION	NEW REGISTRATION

TRADES

B GENERAL BUILDING CONTRACTOR

APPROVAL AUTHORITY

HALF MOON BAY, CA, CONTRACTOR REGISTRATION

CANCEL   BACK   **FINISH & CREATE →**

As you can see in the APPLICATION, there are 5 steps to go through, the required tasks are described as well:

☰ APPLICATION

CURRENT STEP: DRAFT **1 / 5**   NEXT STEP: SUBMITTED

REQUIRED TASKS

✓	⊙	⊙	○
Parties	**Application**	**Attachments**	**Fees & Payments**

You need to complete required tasks to continue to the next phase.

Go to 1. APPLICATION FORMS, click on "Trade registration information Contractor Registration"

1	**APPLICATION FORMS**		Close ⌃

Waiting for customer

→	Trade registration information: Contractor Registration		MISSING MANDATORY FIELDS

Fill out the required information:

Application forms

✓ Trade registration information

TRADE REGISTRATION INFORMATION: CONTRACTOR REGISTRATION   Draft

All required fields are marked with *

Trade registration

First name *	Last name *
Benjamin	Corrales

License number *	License expiration date *
1234567	3/5/2027 📅

Close Forms and go to Workspace

Application forms

✓ Trade registration information

TRADE REGISTRATION INFORMATION: CONTRACTOR REGISTRATION   **Draft**

All required fields are marked with *

Trade registration

First name *

Benjamin

Last name *

Corrales

License number *

1234567

License expiration date *

3/5/2027   📅

BACK TO WORKSPACE   All information saved a minute ago   **CLOSE FORMS AND GO TO WORKSPACE**

The next step is ATTACHMENTS, be sure that you have digital copies of your CA Contractors License, Workers Compensation and City of Half Moon Bay Business License. You need to upload those files in this next step.

ⓘ **ATTACHMENTS**   Close ⌃

Required attachments

| Insurance | **0** | License | **0** |

Drag and drop files here or
click here to select files from your computer.

You can upload multiple attachments at the same time. Maximum individual file size
is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP.
ZIP files have to be uploaded individually

You can drag and drop the files or click the hyperlink to navigate to where the files are. Select the type of file you are uploading, Insurance or License, when these two sections turn green, it means that you can now move to the next step.

ATTACHMENTS

Close ⌃

Required attachments

| Insurance | **1** | License | **0** |

EricksInsurance.png (17.9 KiB)

Type

1 × License ⌄

Drawing number

Description

100 %

File visibility EVERYONE RESTRICTED Visible to everyone (default)

DONE ✓   CANCEL ✕

Click DONE

In the next page, you can SIGN OFF APPLICATION, if you scroll up, you will notice that all the "REQUIRED TASKS" are now green; click on SIGN OFF APPLICATION.

MORE ACTIONS ⌄   SIGN OFF APPLICATION

Show messages   Email notifications ⬤ YES

APPLICATION

CURRENT STEP: DRAFT **1 / 5** NEXT STEP: SUBMITTED

REQUIRED TASKS

| Parties | Application | Attachments | Fees & Payments |
| ✓ | ✓ | ✓ | ○ |

ⓘ Application needs to be signed off before submission.

You need to complete required tasks to continue to the next phase.

Click on SIGN OFF

Declaration

APPLICANT

I, Benjamin Corrales (The Applicant), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Applicant is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

SIGN OFF

Scroll up and click on "SUBMIT APPLICATION"

⑦ Support   🌐 EN ⌄   🔍 Messages   👤 Benjamin Corrales ⌄

DOWNLOAD FORM ⤓   SUBMIT APPLICATION →

This is the end of your Contractor Registration submittal, at this point staff will take care of the rest.

If you need to start a new application for a building or encroachment permit, go back to your "dashboard" (top left corner or your screen)

Cloudpermit

My dashboard

GO TO WORKSPACE   CREATE A NEW APPLICATION +

In # 1, select the State: California, and Half Moon Bay

(1) Select City (Town, Village, County or Community)

| California ⌄ | Half Moon Bay, CA ⌄ |

In # 2, select the type of application, in your case select Building Permit → Create Application

(2) Select type of application

Building Permit

A building permit is necessary when you wish to construct, renovate, demolish or change the use of a building. You must obtain a building permit before you:

-- construct any new building or place another structure on your property

-- make renovations or repairs or add to a building

-- undertake any work regarding the on-site sewage system

CREATE APPLICATION

Contractor Registration

All contractors require registration when applying for a permit.

In the next window, select the category, type and target for the application

Be sure that "I am the applicant" is selected, then click NEXT

Click on CREATE A NEW PROJECT

Provide a new Name for the project, we suggest using the permit address and the type of permit that you need, for example, for a furnace replacement, it could be "123 Street name – Furnace replacement"

Create a new application

Project selection

All applications are part of a project which can contain multiple applications. You can select an existing one or create a new project.

SELECT EXISTING PROJECT   **CREATE A NEW PROJECT**

Name of the project

123 Street name - Furnace replacement

CANCEL   [ACK]   **NEXT →**

Click "NEXT"

Next window, type the street number and street name

Location for the application

Select a property for the application. Search by address, parcel number, or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Half Moon Bay, CA, California

🔍 501 Main St   ✕

📁 **Existing locations**   📍 **Addresses**

501 MAIN ST, HALF MOON BAY   501 MAIN ST, HALF MOON BAY (PIN: 056175010)
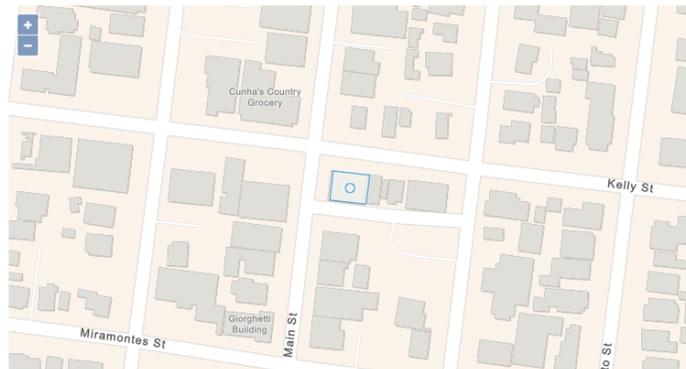
CANCEL   BACK   NEXT →

Click NEXT

Location for the application

Select a property for the application. Search by address, parcel number, or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Half Moon Bay, CA, California

🔍 501 MAIN ST, HALF MOON BAY ✕

Address
501 MAIN ST, HALF MOON BAY

Property details
PIN: 056175010
Municipal ID: 133728

CANCEL   BACK   **NEXT →**

The next step is the SUMMARY of what you have done so far, click on 'FINISH & CREATE"

Summary

Below is a summary of your selections. Check that the information is correct before selecting 'Finish & Create'.

APPLICATION LOCATION

📍 Address   PIN   Municipal ID
501 MAIN ST, HALF MOON BAY   **056175010**   **133728**

APPLICATION TYPE & CATEGORY

| BUILDING PERMIT | HVAC |

WORK TYPE AND TARGET

| NEW | FURNACE |

APPROVAL AUTHORITY

| HALF MOON BAY, CA, BUILDING DEPARTMENT |

CANCEL   BACK   **FINISH & CREATE →**

The next page(s) is where you will add the applicant information (1. Parties); describe the scope of work

(2. Application); upload files (3. Attachments). Staff will work on (4) Fees and Payments.

1. PARTIES TO THE APPLICATION

As a contractor and already registered and confirmed by staff, you can add the property owner information and/or any other required role.

If you as contractor are the applicant, you can add yourself under Required Contractor and add it from the contractor registry:
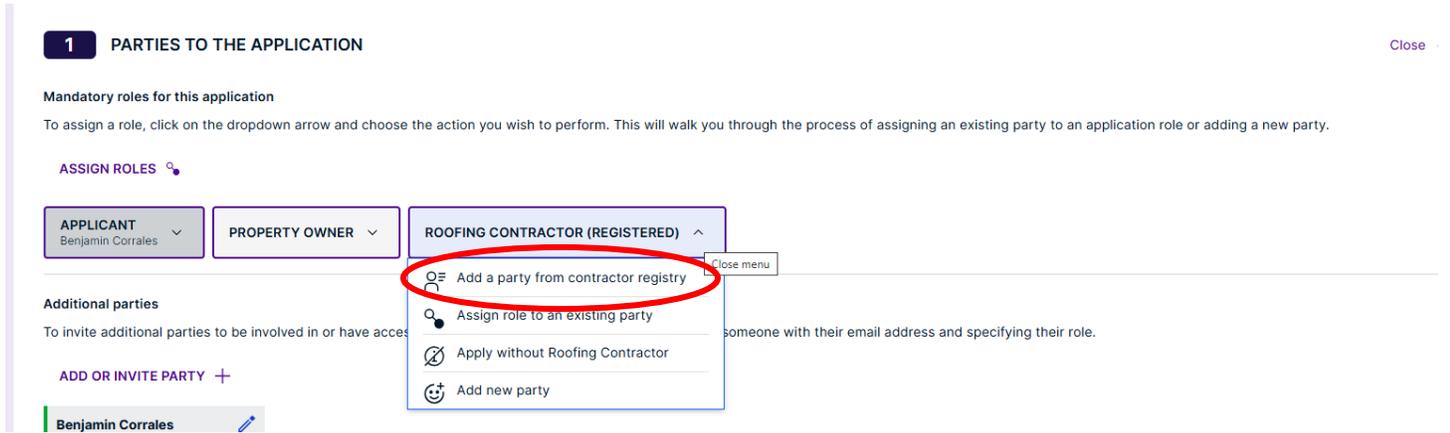
If you invite the property owner to be part of the permit, our suggestion is to add their information manually,

Do not add their email address yet, you can do that later.

If you add someone manually, these are the steps:

If at this point you add their email address, they will get an invitation to join Cloudpermit and able to see the status of the permit.

Edit party
Added on 3/6/2025

REMOVE PARTY 🗑

CLOSE ✕

First name *	Last name *	Street address *	Unit number
Benjamin	Corrales	501 MAIN ST	Apartment, suite, etc.

City *	State *	ZIP code *	Corporation or partnership
Half Moon Bay	CA	94019	CITY OF HALF MOON BAY

Mobile phone *	Other phone	Email address	
🇺🇸 +1 ▾ 650-712-6660	🇺🇸 +1 ▾ (123) 456-7890	bcorrales@hmbcity.com	CANCEL **SAVE**

A new invitation will be sent to this email.

Invitee will act in role(s) of *

General Contractor

SELECT ROLE(S) +

Next step is the APPLICATION FORMS, click on "Application for permit."

1 APPLICATION FORMS   Close ⌃

Waiting for customer

> Application for permit   MISSING MANDATORY FIELDS

Describe the scope of work, as detailed as possible, include estimated cost of work and new square footage. Be sure that "NO" is selected in the "Is this an owner/builder permit?" section. Click "Close Forms and Go to Workspace"

APPLICATION FOR PERMIT   MISSING MANDATORY FIELDS   Draft

All required fields are marked with *

Project information
Scope of Work *

New SFH, approximately 2000 sq.ft.

Is this an owner/builder permit? *
◯ Yes ◯ No

Estimated Cost of Work: *		Square Footage *
750000	USD	2000

BACK TO WORKSPACE   All information saved a minute ago   **CLOSE FORMS AND GO TO WORKSPACE**

If need be, upload any files in the Attachment section:

ATTACHMENTS   Close ⌃

Drag and drop files here or
click here to select files from your computer.

You can upload multiple attachments at the same time. Maximum individual file size
is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP.
ZIP files have to be uploaded individually

No attachments

Select file Type and click on DONE when finished.

ATTACHMENTS   Close ⌃

B2025-625_Purissima_.pdf (1.01 MiB)   100 % 🗑

Type   **Drawing number**   **Description**
1 ✕ Architectural drawing ⌄

File visibility EVERYONE   RESTRICTED   Visible to everyone (default)

DONE ✓   CANCEL ✕

No attachments

At this point you should be able to Sign Off Application (top right corner). If you are unable to, it is because one of the parties has not accepted the invitation you sent earlier in the process.

If no one else needed to be invited to the permit, SIGN OFF APPLICATION shall be highlighted in Purple, click on it

MORE ACTIONS ⌄   SIGN OFF APPLICATION 🖉

Declaration

APPLICANT

I, Benjamin Corrales (The Applicant), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Applicant is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

SIGN OFF 🖉

Next step is to Submit your application:

Declaration

APPLICANT

I, Benjamin Corrales (The Applicant), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Applicant is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Signed by **Benjamin Corrales** 3/6/2025, 2:31 PM Remove

DOWNLOAD SIGNED FORM ⤓

SUBMIT APPLICATION →

At this point, you are finished with your application. It was submitted and staff will get an email notification alerting them of the newly submitted application.

At the same time, they will make any corrections to the parties or invite anyone else if need to. Most importantly is to verify that the Owner/Builder form was received.

If the permit requires plan review, staff will route the permit to the appropriate parties. If there are plan review comments, they will communicate directly with the applicant, via Cloudpermit or email.

When the permit is approved, it means that there are no outstanding items to address. At that time, staff will calculate the permit fees and send the invoice to the applicant.

Applicants can pay online and obtain their permit online as well after permit payment.

Applicant or contractor can also schedule inspections, they are listed in the permit and can be requested directly, if an inspection is not listed, call 650-726-8794 and request an inspection.

If you need more information, please contact the Building Division at 650-726-8270