APPLYING FOR A BUIDING PERMIT ON BEHALF OF THE PROPERT OWNER AND/OR CONTRACTOR

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

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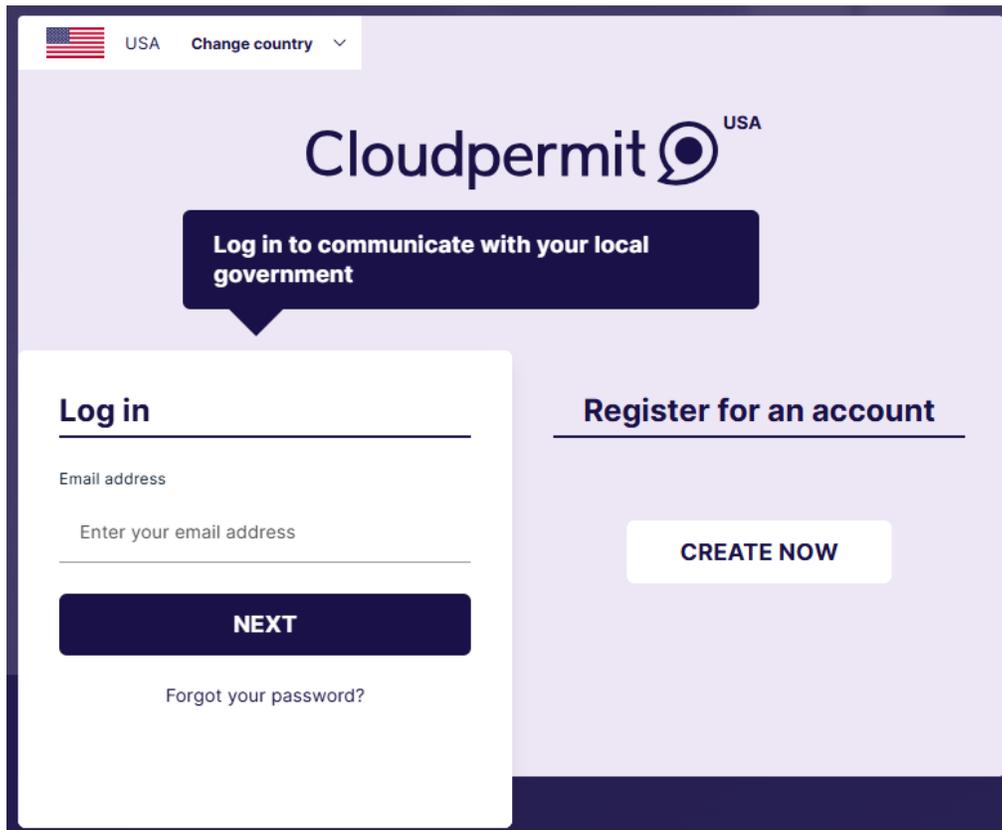
After adding all the required information and creating the account, most likely Cloudpermit will ask if you want to apply for your first application.

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 Building Permit → Create Application

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

Be sure that "Create application on behalf of customer" is selected, then click NEXT

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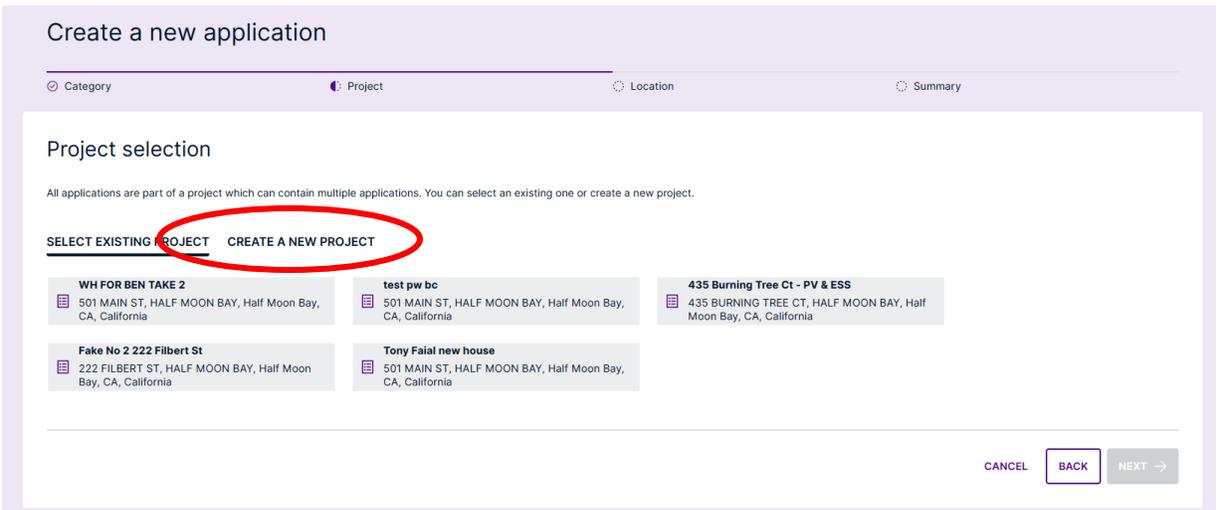
Provide a new Name for the project, we suggest using the permit address and the type of permit that you need, for example, for a furnace replacement, it could be "123 Street name – Furnace replacement"
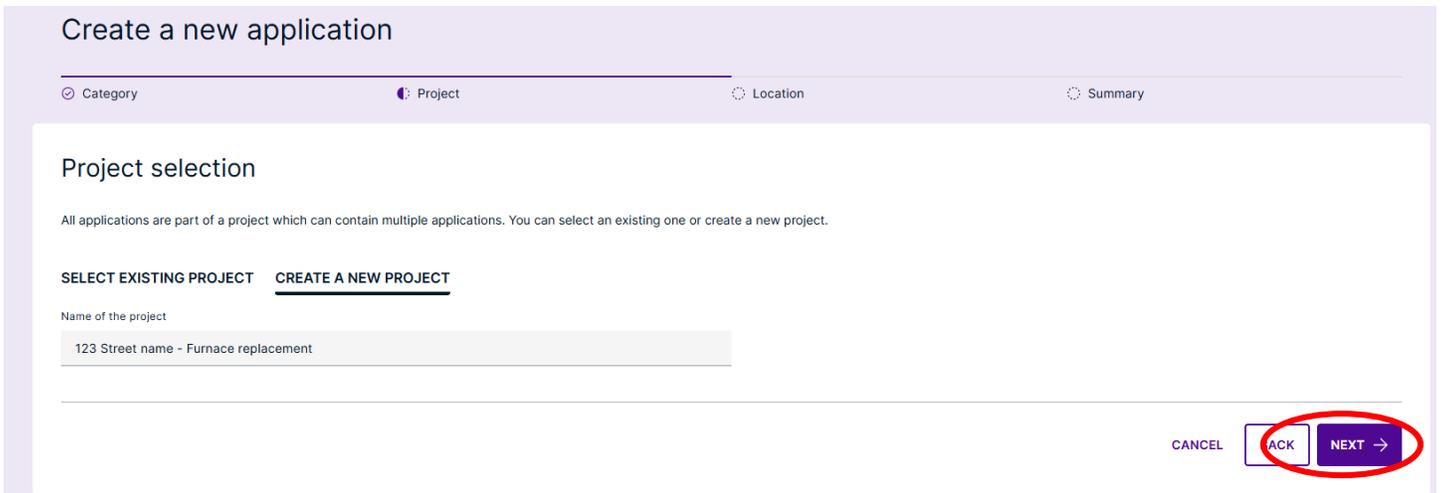
Click "NEXT"

Next window, type the street number and street name
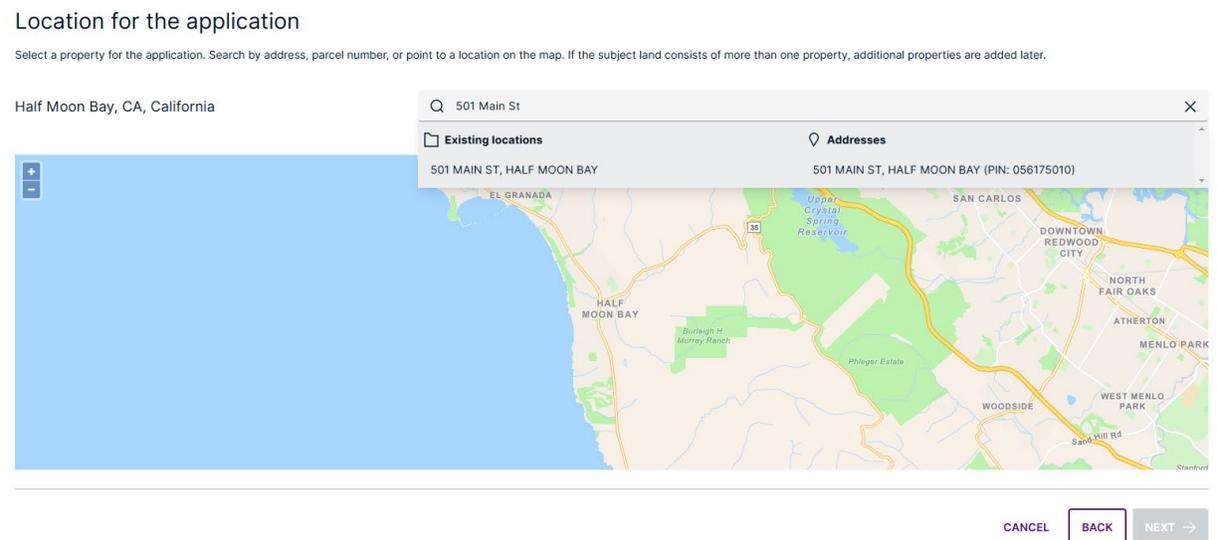
Click NEXT

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

When applying on behalf of the property owner or contractor, you are the Applicant, you can add "parties" to join the permit later on.

A permit is issued only to property owners or licensed contractors.

If you invite the property owner or contractor 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 be able to see the status of the permit.

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

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"

If need be, upload any files in the Attachment section. If they are required attachments, they will appear in the same section. When all the attachments sections, turn green, you can move forward to next step.

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**
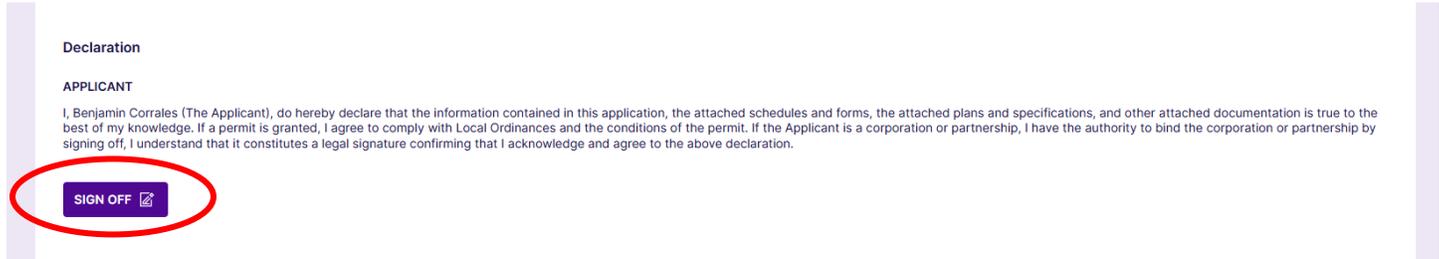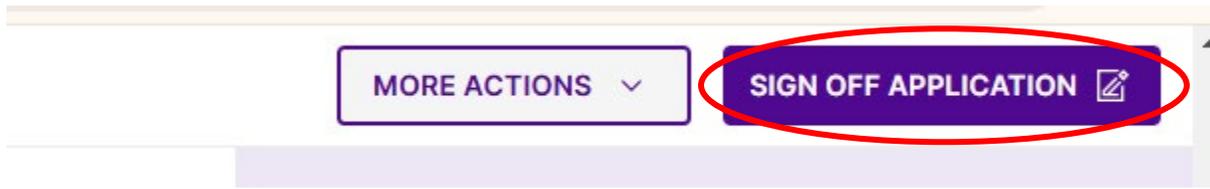1 ✕ Architectural drawing   ⌄

File visibility EVERYONE   RESTRICTED   Visible to everyone (default)
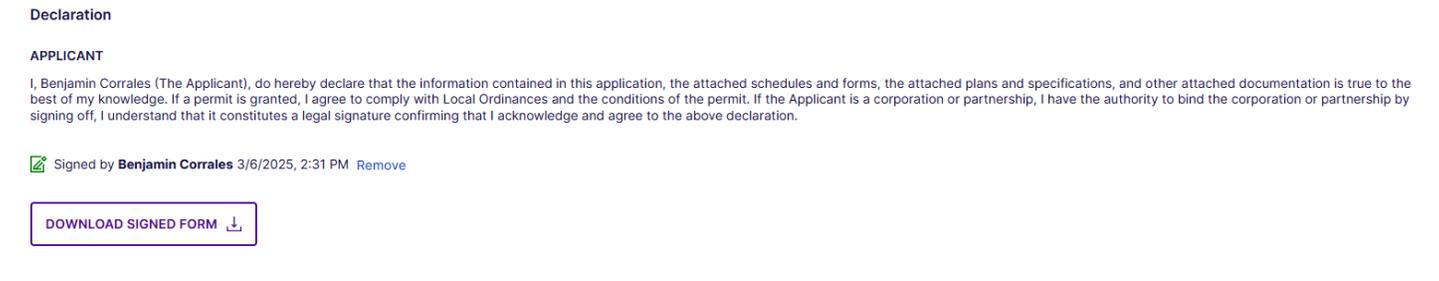
DONE ✓   CANCEL ✕

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

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