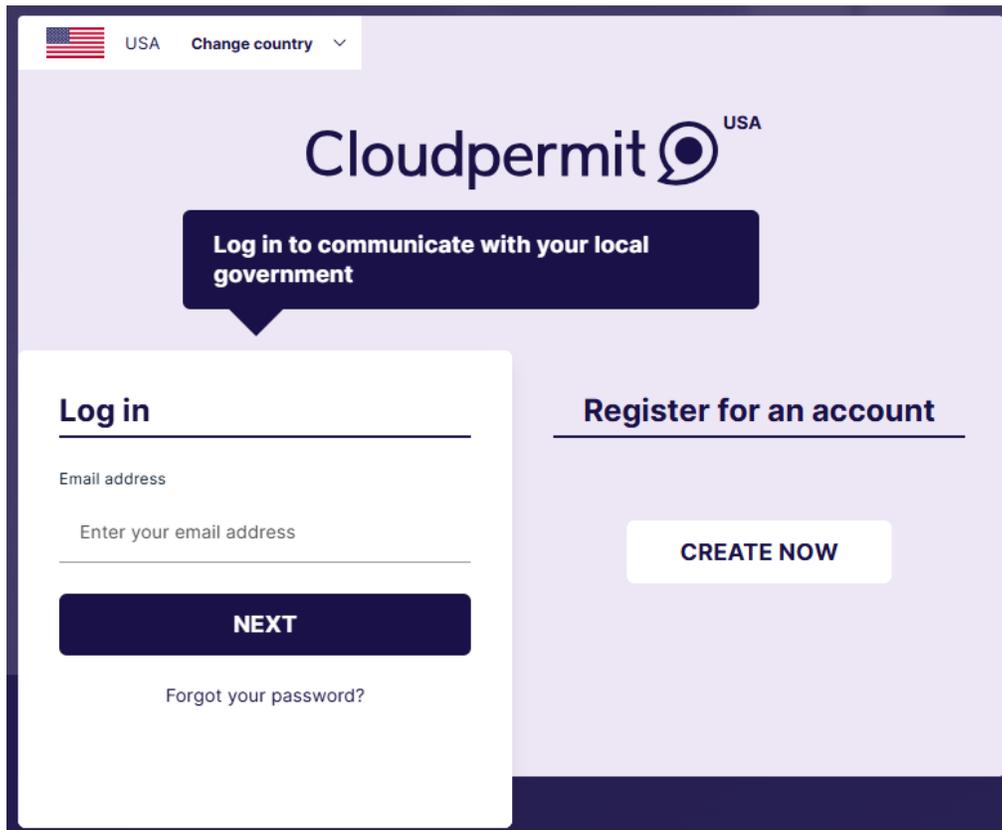


APPLYING FOR A BUILDING PERMIT ON BEHALF OF THE PROPERT OWNER AND/OR CONTRACTOR

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

Register for an account → CREATE NOW



The screenshot shows the Cloudpermit USA login and registration interface. At the top left, there is a US flag icon, the text 'USA', and a 'Change country' dropdown menu. The main heading is 'Cloudpermit USA'. A dark blue callout box contains the text 'Log in to communicate with your local government'. Below this, there are two main sections: 'Log in' and 'Register for an account'. The 'Log in' section includes an 'Email address' label, an input field with the placeholder 'Enter your email address', a dark blue 'NEXT' button, and a link for 'Forgot your password?'. The 'Register for an account' section features a white 'CREATE NOW' button.

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)



The screenshot shows a user dashboard with a light purple header. On the left, it says 'My dashboard'. On the right, there are two buttons: 'GO TO WORKSPACE' and 'CREATE A NEW APPLICATION +'. The 'CREATE A NEW APPLICATION +' button is circled in red.

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

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



The screenshot shows two dropdown menus for location selection. The first dropdown is labeled 'California' and the second is labeled 'Half Moon Bay, CA'. Both dropdowns have a downward arrow icon on the right side.

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

Select category, type and target for your application

Good to know

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

Category	Work type	Work target
<input type="radio"/> Industrial building	<input type="radio"/> Addition	<input type="radio"/> Additional dwelling unit
<input type="radio"/> Infrastructure	<input type="radio"/> Footings and foundations	<input type="radio"/> Apartment Building
<input type="radio"/> Institutional building	<input checked="" type="radio"/> New	<input type="radio"/> Duplex dwelling
<input type="radio"/> Occupancy	<input type="radio"/> Remodel	<input type="radio"/> Garden suite
<input type="radio"/> Other structures	<input type="radio"/> Repair	<input type="radio"/> Manufactured home
<input type="radio"/> Plumbing	<input type="radio"/> Replacement windows	<input type="radio"/> Multiple dwelling
<input type="radio"/> Pools		<input type="radio"/> Residential above 3 storeys
<input type="radio"/> Public Works		<input type="radio"/> Single-family dwelling
<input type="radio"/> Re-Roof		<input checked="" type="radio"/> Townhouse
<input checked="" type="radio"/> Residential building		

Good to know

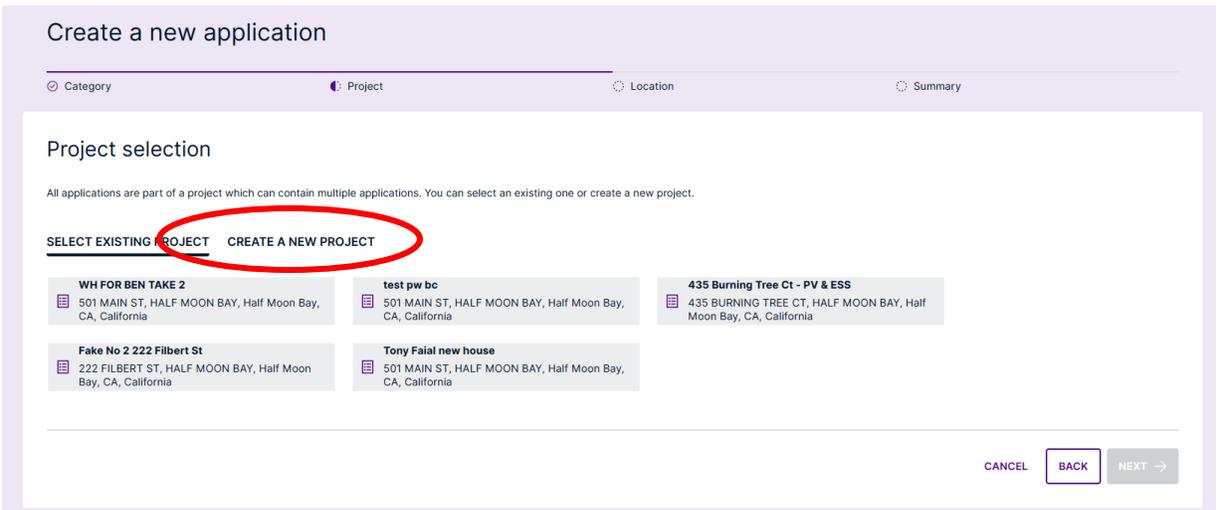
A Residential building includes the construction, alteration, addition to, or repair of a building used or that will be used for private human occupancy. This excludes hotels, motels, and other transient uses. Examples: Single-family dwelling, Mobile home, Double duplex dwelling, Semi-detached dwelling, Townhouse dwelling or Recreational dwelling (cottage).

Initialization of application

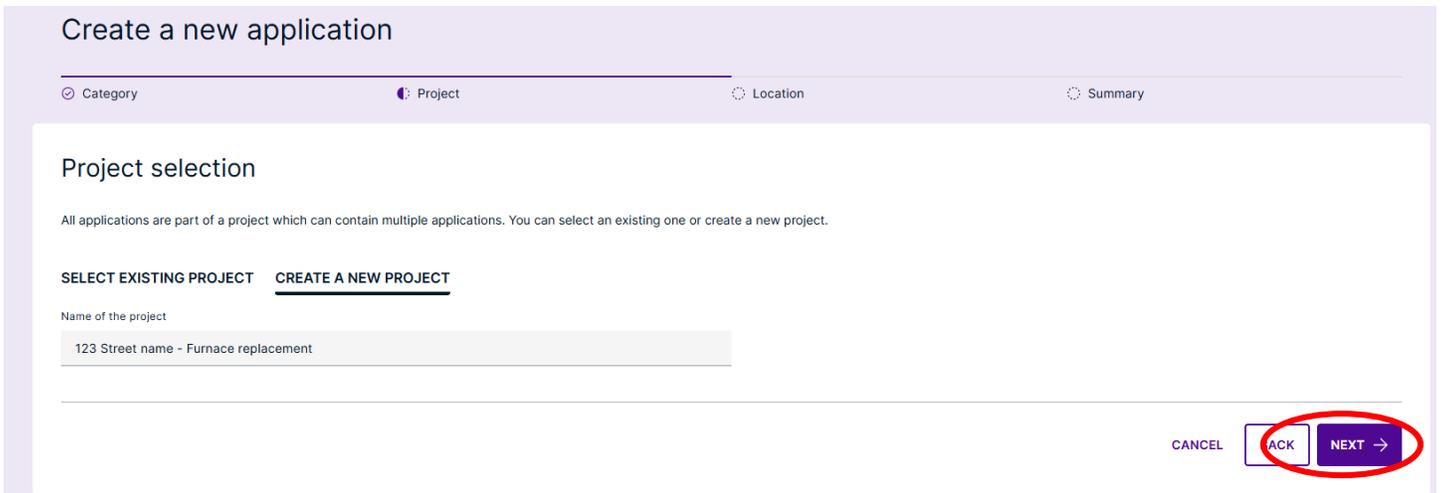
I am the applicant Create application on behalf of customer Application already submitted (e.g. by paper or email)

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

Click on CREATE A NEW PROJECT

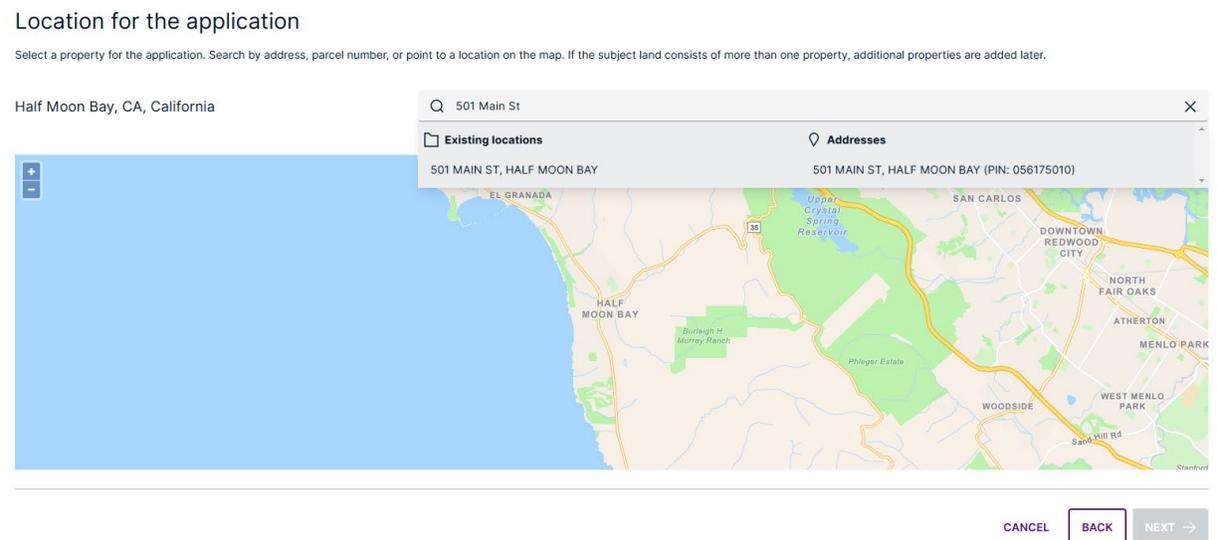


Provide a new Name for the project, we suggest using the permit address and the type of permit that you need, for example, for a furnace replacement, it could be “123 Street name – Furnace replacement”



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

Q 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
501 MAIN ST, HALF MOON BAY

PIN
056175010

Municipal ID
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:

Add party ×

Add Person Add Registered contractor

An invite to collaborate on the application will be automatically sent if you enter an email address. All invited parties will have permission to access and read this application. Invitee will see your name and the address of the property. You can also enter the party details manually, in which case the party will be considered active immediately regardless of whether the invite is ignored, accepted or declined.

Email address
mail@example.com

Input details manually and add the party immediately

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	Your Company
Mobile phone *	Other phone		
+1 650-777-8888	+1 (123) 456-7890		

Invitee will act in role(s) of *

Property owner ×

SELECT ROLE(S) +

CANCEL × ADD +

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.”

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: * USD Square Footage *

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 ^

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Type	Drawing number	Description
1 x Architectural drawing		

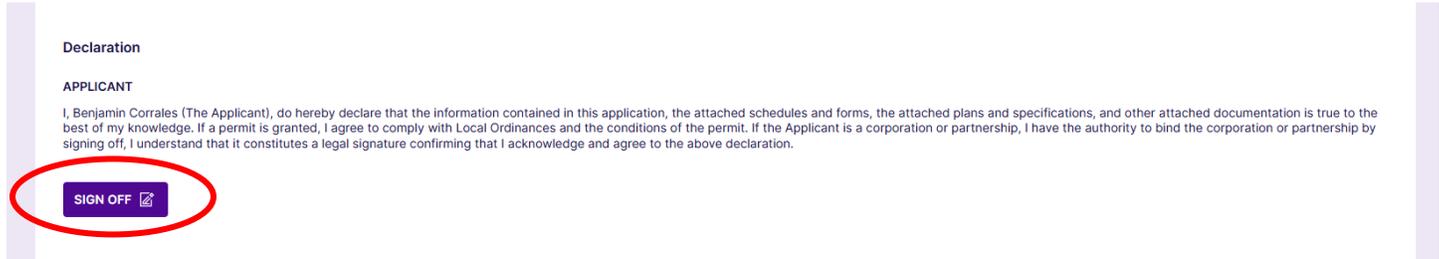
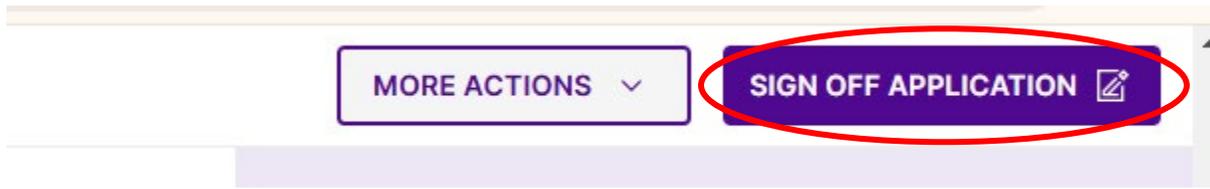
File visibility **EVERYONE** RESTRICTED Visible to everyone (default)

DONE ✓ **CANCEL** ✕

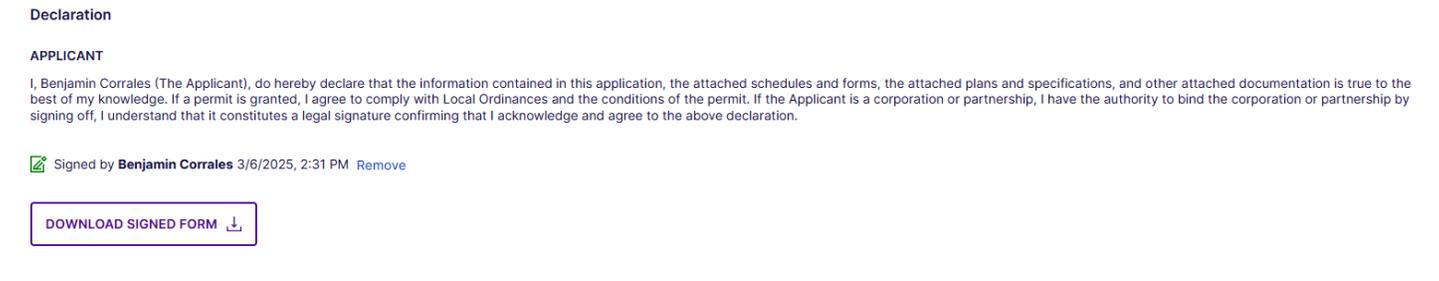
No attachments

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



Next step is to Submit your 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