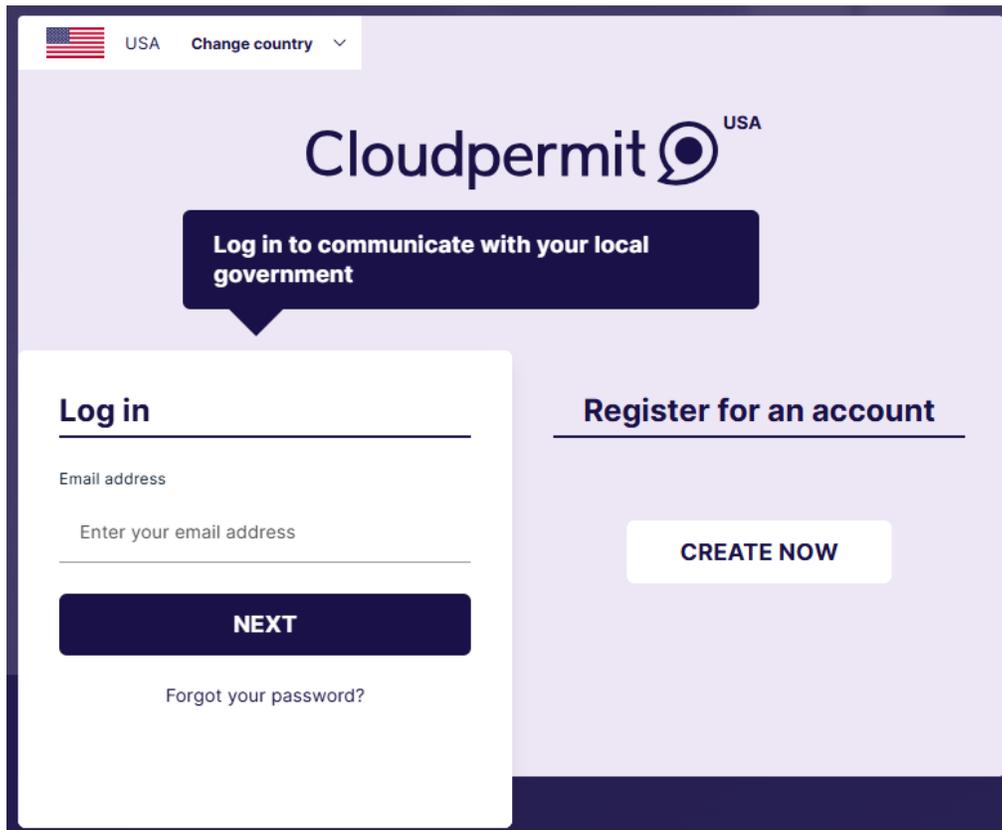


## CREATING A PERMIT AS A PROPERTY OWNER

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 header features the 'Cloudpermit USA' logo. 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 background. On the left, the text 'My dashboard' is visible. 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. The first dropdown is labeled 'California' and has a downward arrow. The second dropdown is labeled 'Half Moon Bay, CA' and also has a downward arrow.

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

### Create a new application

Category    Project    Location    Summary

#### 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"/> Combined use building	<input checked="" type="radio"/> New	<input type="radio"/> A/C
<input type="radio"/> Commercial building	<input type="radio"/> Remodel	<input type="radio"/> Cooling
<input type="radio"/> Demolition	<input type="radio"/> Repair	<input type="radio"/> Ductwork
<input type="radio"/> Driveway/Culvert		<input type="radio"/> Fireplace
<input type="radio"/> Electrical		<input checked="" type="radio"/> Furnace
<input type="radio"/> Fire		<input type="radio"/> Heating
<input checked="" type="radio"/> HVAC		
<input type="radio"/> Industrial building		
<input type="radio"/> Infrastructure		
<input type="radio"/> Institutional building		

**Good to know**  
HVAC permits are for any work associated with heating, ventilation or air conditioning.

**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

Click on CREATE A NEW PROJECT

Create a new application

Category Project Location Summary

### 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

**WH FOR BEN TAKE 2**  
501 MAIN ST, HALF MOON BAY, Half Moon Bay, CA, California

**test pw bc**  
501 MAIN ST, HALF MOON BAY, Half Moon Bay, CA, California

**435 Burning Tree Ct - PV & ESS**  
435 BURNING TREE CT, HALF MOON BAY, Half Moon Bay, CA, California

**Fake No 2 222 Filbert St**  
222 FILBERT ST, HALF MOON BAY, Half Moon Bay, CA, California

**Tony Faial new house**  
501 MAIN ST, HALF MOON BAY, Half Moon Bay, CA, California

CANCEL BACK NEXT →

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

Category Project Location Summary

### 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 →

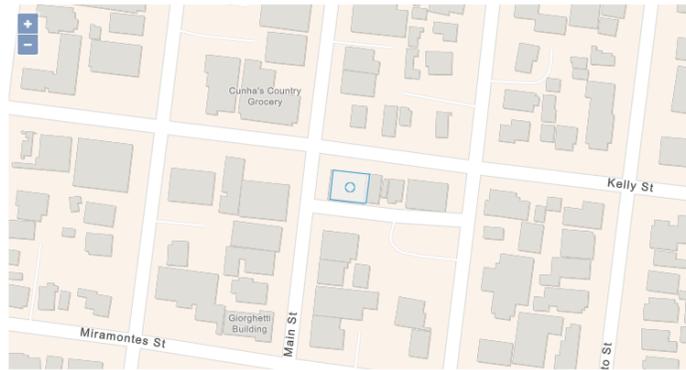
Click NEXT

## 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

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

This section is pretty much done, unless you want to add a Licensed Contractor, to do that click ok “ADD OR INVITE PARTY”

### 1 PARTIES TO THE APPLICATION Close ^

**Mandatory roles for this application**  
To assign a role, click on the dropdown arrow and choose the action you wish to perform. This will walk you through the process of assigning an existing party to an application role or adding a new party.

ASSIGN ROLES 🔍

APPLICANT  
Benjamin Corrales ▾

PROPERTY OWNER ▾

---

**Additional parties**  
To invite additional parties to be involved in or have access to the application, click the "+" button to add someone with their email address and specifying their role.

**ADD OR INVITE PARTY +**

**Benjamin Corrales**  
Registered contractor  
Applicant  
✎  
bcorrales@hmbcity.com

When you click on “ADD OR INVITE PARTY” the recommendation is to check the box that reads “input details manually and add the party immediately”

### Add party ×

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

Invitee will act in role(s) of \*

SELECT ROLE(S) +

CANCEL × SEND INVITE 👤

If you type the email address, the system will generate an invite to that person. Be sure that person is not assigned the “Applicant” role. You can add the email address at a later time.

Otherwise, fill out the party information, click on ADD when ready:

## Add party



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
John	Doe	123 Main street	Apartment, suite, etc.
City *	State *	ZIP code *	Corporation or partnership
E.g. Speedway	E.g. Indiana	E.g. 20252	Your Company
Mobile phone *	Other phone		
+1 (123) 456-7890	+1 (123) 456-7890		

Invitee will act in role(s) of \*

SELECT ROLE(S) +

CANCEL X

ADD

## Fill out the information and select role(s)

### Add party



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	CITY OF HALF MOON BAY
Mobile phone *	Other phone		
+1 650-712-6660	+1 (123) 456-7890		

Invitee will act in role(s) of \*

SELECT ROLE(S) +

CANCEL X

ADD

Click ADD after selecting the type of role(s) of whom you're inviting, and then ADD

### Add party

×

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	CITY OF HALF MOON BAY
Mobile phone *	Other phone		
+1 650-712-6660	+1 (123) 456-7890		
Invitee will act in role(s) of *			
General Contractor	CANCEL ✕ ADD ✓		

CANCEL ✕ ADD 

The newly invitee role, appears, you can click ADD after that

### Add party

×

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	CITY OF HALF MOON BAY
Mobile phone *	Other phone		
+1 650-712-6660	+1 (123) 456-7890		
Invitee will act in role(s) of *			
General Contractor ✕			
SELECT ROLE(S) +			

CANCEL ✕ ADD 

In this case, we added the General Contractor, not invited to the party yet, by editing that section you can now send an invite:

## 2 PARTIES TO THE APPLICATION

Close ^

### Mandatory roles for this application

To assign a role, click on the dropdown arrow and choose the action you wish to perform. This will walk you through the process of assigning an existing party to an application role or adding a new party.

#### ASSIGN ROLES

APPLICANT  
Benjamin Corrales

PROPERTY OWNER

### Additional parties

To invite additional parties to be involved in or have access to the application, click the "+" button to add a someone with their email address and specifying their role.

#### ADD OR INVITE PARTY +

**Benjamin Corrales**  
Registered contractor  
Applicant  
bcorrales@hmbcity.com

These parties have assigned roles(\*) which require a registered contractor, but either they are not registered to the trades required by their roles or are not in contractor registry at all. Registration must be done for at least one party in a specific role before the applied permit can be issued.

**CITY OF HALF MOON BAY**  
(Benjamin Corrales)  
Not invited  
General Contractor\*  
+1 650-712-6660

Click on 'EDIT EMAIL' and type the email address, the party will be invited to join the permit application.

### Edit party

Added on 3/6/2025

REMOVE PARTY

CLOSE X

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	<b>EDIT EMAIL</b>	

Invitee will act in role(s) of \*

General Contractor

SELECT ROLE(S) +

## 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	

A new invitation will be sent to this email.

CANCEL

SAVE

Invitee will act in role(s) of \*

General Contractor

SELECT ROLE(S) 

Click SAVE, and close the pop-up window

## 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	

A new invitation will be sent to this email.

CANCEL

SAVE

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

In the next window, describe the scope of work; select YES under "is this an owner/builder permit", a new link will come up for you to go to it and fill the form out. Type the estimated Cost of Work and

All required fields are marked with \*

Project information

Scope of Work \*

[Empty text input field for Scope of Work]

Is this an owner/builder permit? \*

Yes  No

If yes, please download and complete the linked form and submit as an attachment.

<https://www.half-moon-bay.ca.us/documentcenter/view/417>

UPLOAD FILE +

Estimated Cost of Work: \*

5000 USD

Square Footage \*

0

Click on the link to open the Owner/Builder Acknowledgement and Information Verification Form, which is fillable, close when done.

# Owner-Builder Acknowledgment and Information Verification Form

PERMIT No: \_\_\_\_\_

### IMPORTANT! NOTICE TO PROPERTY OWNER

Dear Property Owner:  
An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at 501 Main St., Half Moon Bay, CA. We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. We will not issue a building permit until you have read, initiated your understanding of each provision, signed, and returned this form to us at our official address indicated on application. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

### OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand or verify this information.

**BC 1.** I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for these injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

**BC 2.** I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.

**BC 3.** I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

**BC 4.** I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

**BC 5.** I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.

**BC 6.** I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

**BC 7.** I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

**BC 8.** I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

Assembly Bill 2335 amending California Health and Safety Code, Section 19825 January 1, 2009 MB

**BC 9.** I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or [www.cslb.ca.gov](http://www.cslb.ca.gov) for more information about licensed contractors.

**BC 10.** I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address:

**BC 11.** I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

**BC 12.** I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

**Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.**

Signature of property owner: \_\_\_\_\_ Date: 03/06/2025  
BCorrales

Note: The following Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.

**AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF**  
Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.  
Scope of Construction Project (or Description of Work): \_\_\_\_\_

Project Location or Address: \_\_\_\_\_  
Name of Authorized Agent: \_\_\_\_\_ Tel No: \_\_\_\_\_  
Address of Authorized Agent: \_\_\_\_\_

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assembly Bill 2335 amending California Health and Safety Code, Section 19825 January 1, 2009 MB

Before you close out the form, be sure to download it for your records, and to upload it before moving to the next page:

All required fields are marked with \*

Project information

Scope of Work \*

[Empty text input field]

Is this an owner/builder permit? \*

Yes  No

If yes, please download and complete the linked form and submit as an attachment.

<https://www.half-moon-bay.ca.us/documentcenter/view/417>



Estimated Cost of Work: \*

5000 USD

Square Footage \*

0

Upload the Owner/Builder form that you just filled out.

Close the workspace:

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

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 v SIGN OFF APPLICATION [Signature icon]

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.



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.

When staff finish the permit review, they will work in FEES & PAYMENTS and send you an invoice that confirms the bill. You can then pay online and get your permit issued automatically.

#### FEES & PAYMENTS

[Close](#) 

[ADD PERMIT BILL](#) 

[ADD ADDITIONAL BILL](#) 

#### DRAFTS (1)

Permit bill							
Item	Notes	Quantity	Unit	Unit price	Item total		
<a href="#">Add new item</a>  							
				BILL TOTAL	\$0.00		
				<b>TOTAL DUE</b>	<b>\$0.00</b>		
Invoice #	<input type="text"/>	Payer *	Benjamin Corrales (Applicant, General Contractor) 		<a href="#">RESET BILL</a> 	<a href="#">REMOVE BILL</a> 	<a href="#">CONFIRM BILL</a> 

If your permit is not issued automatically, you can send Direct messages to staff



After your permit is issued, you can download the permit for your records, you can schedule inspections online as well. If an inspection is not listed you can contact staff to help with it, otherwise the only required inspections are the ones listed in the permit.

Be sure to call for FINAL INSPECTION when ready, you don't want the permit to expire. If there are unresolved issues after every inspection, or not, you will receive an inspection report after every inspection.

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

