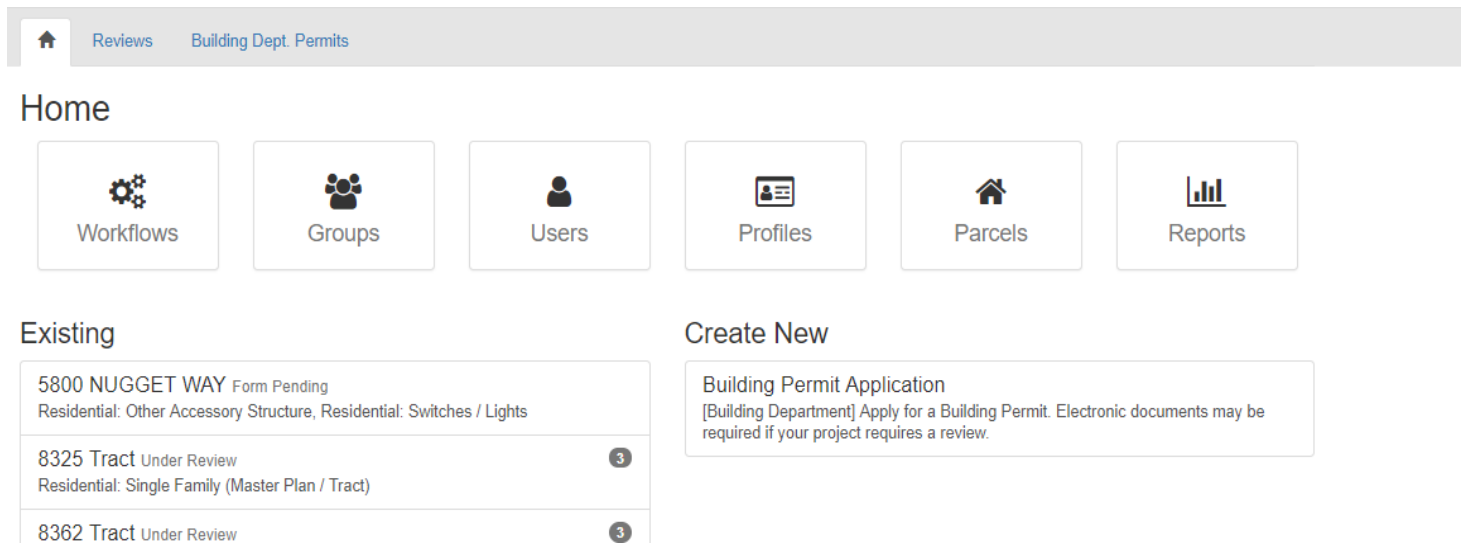


Instructions for Plan Submittals in Eprocess360

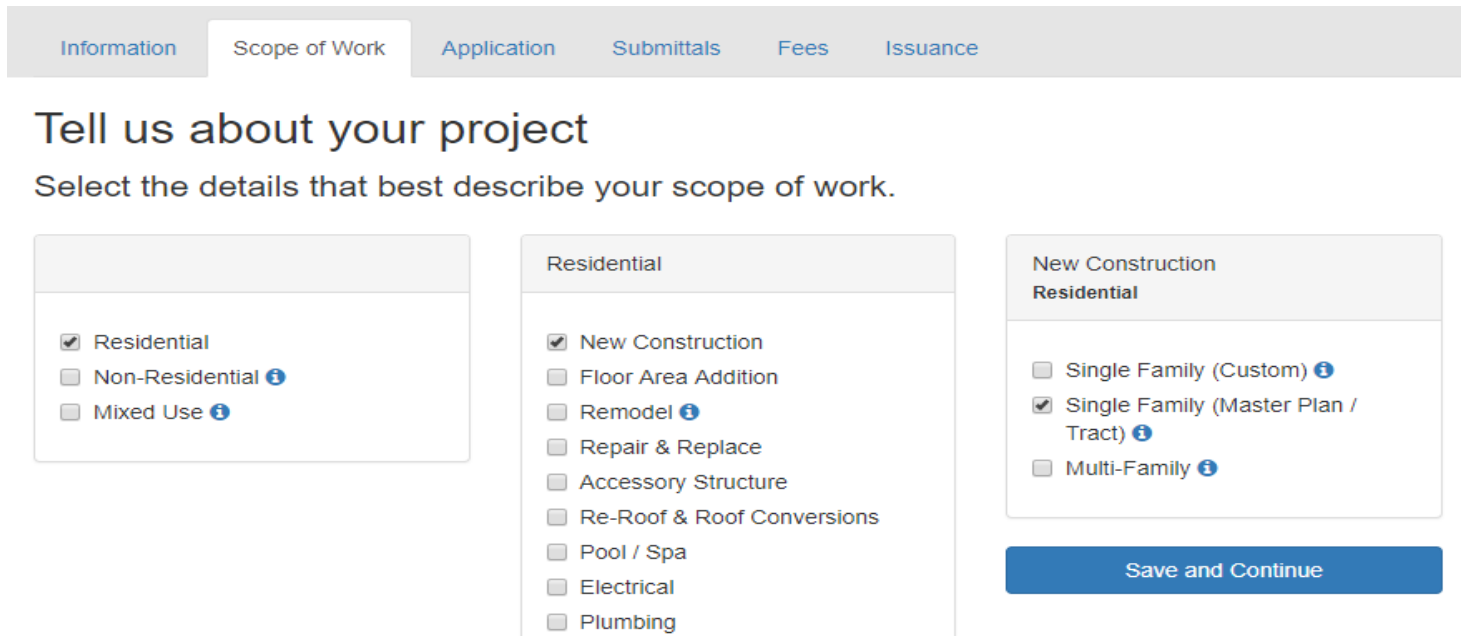
www.dublin.ca.eprocess360.com

1. Log into Eprocess360
2. Create New Building Permit Application



The screenshot shows the Eprocess360 Home page. At the top, there is a navigation bar with a home icon, 'Reviews', and 'Building Dept. Permits'. Below this is a 'Home' section with six icons: Workflows, Groups, Users, Profiles, Parcels, and Reports. Under 'Existing', there is a list of three items: '5800 NUGGET WAY Form Pending Residential: Other Accessory Structure, Residential: Switches / Lights', '8325 Tract Under Review Residential: Single Family (Master Plan / Tract)', and '8362 Tract Under Review'. Under 'Create New', there is a 'Building Permit Application' button with a description: '[Building Department] Apply for a Building Permit. Electronic documents may be required if your project requires a review.'

3. Click 'Continue' on the Information tab. Choose the correct scope of work from each section, as they open up:



The screenshot shows the 'Tell us about your project' form. At the top, there is a navigation bar with tabs: 'Information', 'Scope of Work', 'Application', 'Submittals', 'Fees', and 'Issuance'. Below this is the heading 'Tell us about your project' and the instruction 'Select the details that best describe your scope of work.' The form is divided into three sections:

- Residential:**
 - Residential
 - Non-Residential ⓘ
 - Mixed Use ⓘ
- Residential:**
 - New Construction
 - Floor Area Addition
 - Remodel ⓘ
 - Repair & Replace
 - Accessory Structure
 - Re-Roof & Roof Conversions
 - Pool / Spa
 - Electrical
 - Plumbing
- New Construction Residential:**
 - Single Family (Custom) ⓘ
 - Single Family (Master Plan / Tract) ⓘ
 - Multi-Family ⓘ

 At the bottom right, there is a blue button labeled 'Save and Continue'.

Electronic Plan Review Submittals

4. Enter Project Details for the following items only:

- **Street Address** – if a temporary address type in “99991 Temporary”. If the address does not link in the system, manually type the correct address into the ‘Street Address’ field, then click into the next field you wish to complete.
- **Project Name** (for example: Neighborhood Name, Neighborhood #, Division)
- **Enter Declared Valuation**
- **Detailed Description of Work**
- **Fill out the Additional Questions section as applicable**

Building Permit Application

Project Details

Enter the parcel number or address. The other field will be autopopulated once you make a selection. If you would like to specify a unit that is not part of the address, please use the Unit field.

Street Address	<input type="text" value="8368 Tract"/>	<input type="button" value="Valid"/>
Parcel Number	<input type="text" value="Parcel Number"/>	
Unit	<input type="text" value="Unit number, such as suite or apartment, if not given in the au"/>	
Project Name	<input type="text" value="Huntington (N.17) @ Boulevard"/>	
Tract #	<input type="text" value="8368"/>	
Declared Valuation	<input type="text" value="\$ 370506"/>	
Detailed Description of Work	<input type="text" value="Residential: Single Family Detached Master Plan Submittal."/>	

Additional Questions

Are you requesting a master plan check? Yes No

# of Stories	<input type="text" value="3"/>	# of Units	<input type="text" value="37"/>
Finished Floor Area (sqft)	<input type="text" value="Finished Floor"/>	Unfinished Floor Area (sqft)	<input type="text" value="Unfinished Flo"/>
Garage Area (sqft)	<input type="text" value="Garage Area (:"/>	Porch/Deck Area (sqft)	<input type="text" value="Porch/Deck Ar"/>
Construction Type	<input type="text" value="VB"/>		

Admin Only

Permit Number	<input type="text" value="BLDR-2018-00216"/>
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Office Use Only

Occupant Load	<input type="text" value="Occupant Load"/>
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Comments

Notes to Applicant are displayed to the applicant on the application page. They are also the comments given when an applicant is rejected.

Notes to Applicant

Comments will be listed on the issued building permit.

Comments

Electronic Plan Review Submittals

5. Enter Applicant Information

- Applicant Information (select one option 'Contractor', 'Owner/Builder', or 'Applicant')
- Required Contacts – enter property owner information
- Additional Contacts – as applicable, for example a Professional contact

Applicant Information

Choose one profile to enter your details:

Contractor	Owner/Builder	Applicant
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Contractor
General

Brookfield
BROOKFIELD NORCAL BUILDERS INC
500 La Gonda Way 100
Danville, CA 94526-1746

(925) 743-8000
nicole.moore@brookfieldrp.com
959 107 ACTIVE

REQUIRES VERIFICATION

Required Contacts

Owner
Property Owner

Nicole
500 La Gonda Way 100
Danville, CA 94526-1746

(925) 743-8000
Nicole@brookfieldrp.com

Additional Contacts

Add a:

Professional

Professional
Engineer

Type	Engineer				
Name	Name				
Address	Address				
	Unit				
City	City	State	CA	Zip	Zip
Phone	Phone #	Fax	Fax #		
Email	Email Address				
<input type="button" value="Remove from Project"/>					

Electronic Plan Review Submittals

6. Upload submittal documents and plans

- a. Make sure you separate all documents in their own individual PDF
- b. Make sure the plans are separate from the calculations (t-24 and structural for example)
- c. Click on “Add File”

Submittals New Submittal

#2 #2 Submittal Incomplete Options

Add File Complete & Submit

Upload your documents here. If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

You may drag and drop files here to add files to this submittal. The files are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further files may be added.

Required Files:

- Application
- Zone 7 Forms
- Plot Plans
- Plot Plan Submittal Form

- d. Submittal is not complete until all documents are submitted – the “Complete and Submit” button will turn bright red when all documents are uploaded and file type described.

Submittals New Submittal

#2 #2 Submittal Incomplete Options

Add File Complete & Submit

Upload your documents here. If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

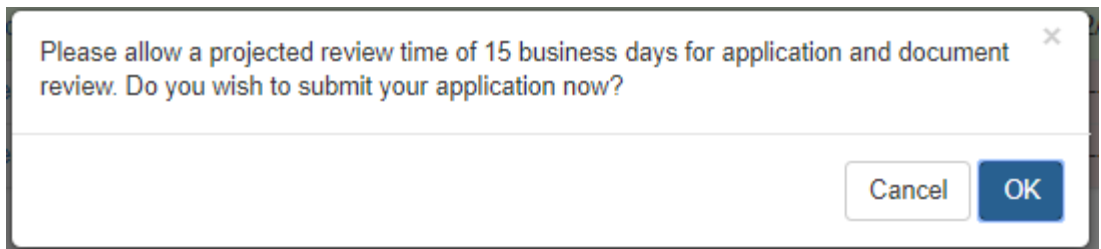
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Required Files:

- Application
- Zone 7 Forms
- Plot Plans
- Plot Plan Submittal Form

Preview	Document Type	Description / Filename	Upload Status
N/A	Application	NH4B Park Application.pdf	Done
N/A	Zone 7 Forms	Zone 7 form.pdf	Done
N/A	Plot Plan Submittal Form	Plot plan submittal form 7-1-2018.pdf	Done
N/A	Plot Plans	2018 07 17 BLVD NH 11-12 MODELS Site	Done

7. Submit application



- a. Please note the timeline for review statement is a generic statement. Refer to the [handouts](#) for timelines of plan review based on your project and valuation.