



Community Development Department Building & Safety Division

Parking Lot Repair & Restripe Plan Check Submittals in Eprocess360

www.dublin.ca.eprocess360.com

For additional information on submittal requirements and forms, please see the City's website for Parking Lot Pavement Repair and Restriping, <https://www.dublin.ca.gov/2479/Parking-Lot-Pavement-Repair-and-Restripi>

1. Log into Eprocess360

2. Create New Building Permit Application

The screenshot shows the Eprocess360 dashboard. At the top, there are navigation tabs for 'Home', 'Reviews', and 'Building Dept. Permits'. Below the tabs is a 'Home' section with six icons: Workflows, Groups, Users, Profiles, Parcels, and Reports. Under 'Existing' applications, there are three cards: '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 card for 'Building Permit Application' 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:

Tell us about your project

Select the details that best describe your scope of work.

The form is titled 'Tell us about your project' and has three main sections for selecting the scope of work. The first section has three radio buttons: 'Residential', 'Non-Residential' (which is selected), and 'Mixed Use'. The second section, 'Non-Residential', has a list of checkboxes: 'New Construction', 'Floor Area Addition', 'Tenant Improvement', 'Repair & Replace', 'Accessory Structure', 'Demolition', 'Electrical', 'Plumbing', 'Mechanical', 'Fire / Hazardous', 'Signs', 'Renewable Energy', 'Pool/Spa', 'Re-Roof', 'Structural Upgrade', and 'Parking Lot Improvement' (which is selected). The third section, 'Parking Lot Improvement Non-Residential', has three checkboxes: 'Reconstruction or Alterations', 'Restrip Only' (which is selected), and 'Slurry Seal and Restrip'. Below the third section is a blue 'Save and Continue' button.

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**
- **Enter Declared Valuation**
- **Detailed Description of Work**
- **Fill out the Additional Questions section as applicable**

Information

Scope of Work

Application

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 the Unit field.

Street Address ⓘ

100 Civic Plaza

Parcel Number

Parcel Number

Unit

Unit number, such as suite or apartment, if not given in the autocompleted address

Project Name

City Hall Parking Lot Restripe

Lot #

Lot #

Declared Valuation ⓘ

\$ 100000

Detailed Description of Work ⓘ

Restripe of City Hall Parking Lot

Additional Questions

Number of stories for main structure on property (if no structure on property enter 0):

of Stories

2

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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Applicant

Katie Wolfenberger
100 Civic Plz
Dublin, CA 94568-2658

(925) 833-6620
katie.wolfe@dublin.ca.gov

Required Contacts

Owner
Property Owner

The City of Dublin
100 Civic Plz
Dublin, CA 94568-2658

(925) 833-6620

Additional Contacts

Add a:

Applicant

Applicant

Applicant

Contractor

Owner

Owner/Builder

Professional

Tenant

City

CA

Zip

Phone

Phone #

Fax

Fax #

Email

Email Address

Electronic Plan Review Submittals

6. Upload submittal documents and plans

- a. Make sure you separate all documents in their own individual PDF
- b. Click on “Add File” or drag and drop files from a folder or desktop into the submittal area.

#1 Submittal Incomplete Expand 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 or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

Required Documents:

- Civil Plans
- Geotechnical Report Optional
- Grading Plans Optional
- Insurance Certificate Optional
- Erosion and Sediment Control
- Zone 7 Forms Optional
- Stormwater Management Plan Optional
- Parking Lot Application
- Landscape Plans Optional
- Waste Management Optional

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

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- Zone 7 Forms Optional
- Stormwater Management Plan Optional
- Parking Lot Application
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- Waste Management Optional

Download	Preview	Document Type	Description / Filename	Upload Status
Download	N/A	Civil Plans	City Hall - Civil Plans.pdf	Done
Download	N/A	Erosion and Sediment Control	City Hall - Erosion and sediment c	Done
Download	N/A	Parking Lot Application	Permit Application Parking Lot_20	Done

7. Submit application

Please note, the timeline for review statement is a generic statement. Refer to the [Parking Lot Pavement Repair & Restriping Application Form](#) for timelines of plan review on page 3 under 'Application Processing Goal Days'.

Please allow a projected review time of 15 business days for application and document review. Do you wish to submit your application now?

Cancel OK