

## ELECTRONIC BUILDING PLAN CHECK SUBMITTAL

Applicants are strongly encouraged to contact the Planning Department prior to submitting to the Building Department. Depending on the project type and scope, Planning department review and approval may be required prior to Building submittal. For more information, contact the Planning Department at [pod@cityofpleasantonca.gov](mailto:pod@cityofpleasantonca.gov).

All applications and plans must be submitted electronically to the Building & Safety Department through Accela Citizen Access ([ACA](#)) portal. Applicants must have an ACA account to submit applications and plans electronically. New users shall create an ACA account prior to submittal. Applications will be processed in the order received during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. Processing time is approximately 3–5 business days and may vary.

For help creating an account, visit our [“ACA register for an account video.”](#)

**Note:** Following completion of plan review, all building conditions shall be satisfied prior to permit issuance. This includes submission of complete applications, required forms, applicable business license, and payment of all required fees. Required forms are available on the City of Pleasanton [Permit Center website](#).

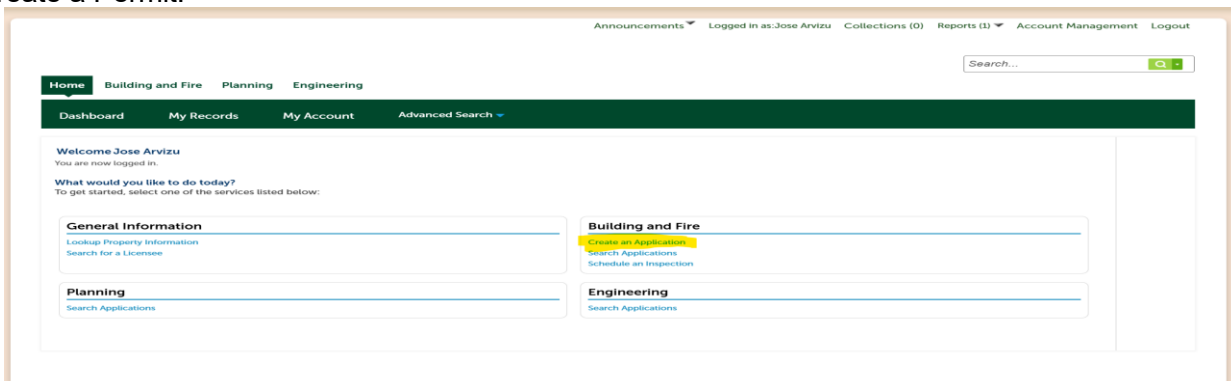
### The Building Division utilizes three permit processing categories:

- Simple Permits (e.g water heaters, HVAC, EV chargers, residential generators, panel upgrades and trade permits.)
- Over-the-Counter (OTC) Permits ([See OTC Handout for eligibility.](#))
- Standard Plan Check (e.g Any project which does not qualify for OTC.)

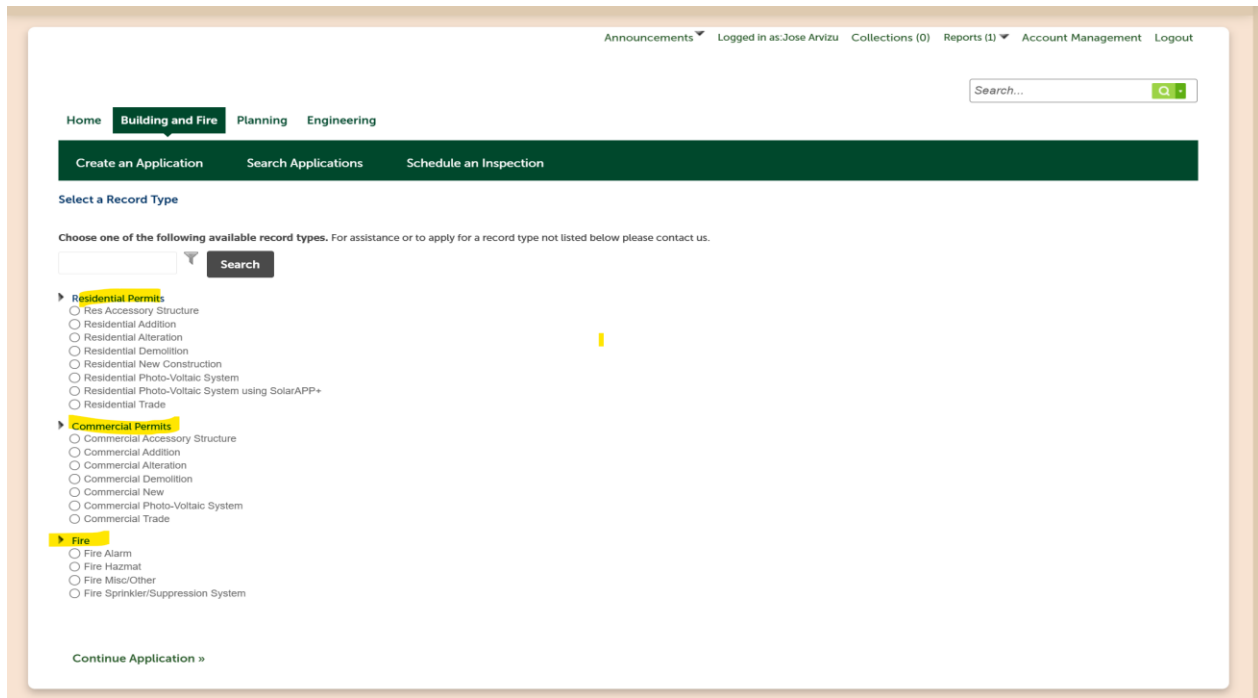
For additional information regarding plan submittal requirements, permit procedures, and related resources, please visit the [Permit Center website](#).

### PERMIT PROCESS USING ACA([Accela Citizen Portal](#)):

**Step 1:** Apply for a permit by logging into your account, navigating to the homepage, and selecting “Create a Permit.”



**Step 2:** After accepting the disclaimer, proceed to the record type selection page.



The following are examples of types of records listed above.

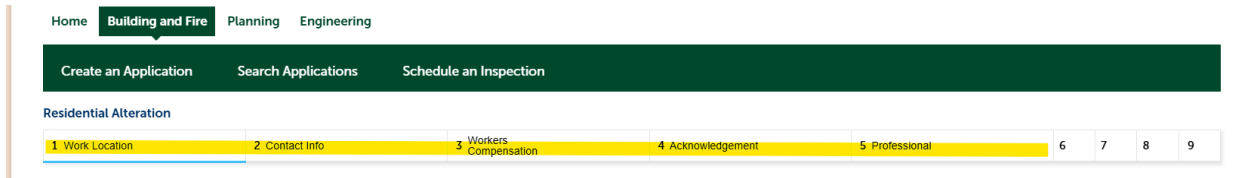
### Residential:

- **Residential Accessory Structure** – Pergolas, gazebos, sheds, pools, retaining walls, decks.
- **Residential Addition** – New ADU or any additions to the main dwelling.
- **Residential Alteration** – JADUs, kitchen/bathroom remodels, or similar remodels, reroofing, pool remodels and electrical permits (only if the project is for installation of recessed lighting).
- **Residential Demolition** – Pool demolition, dwelling demolition, or other demolition-related projects.
- **Residential New Construction** – New dwelling units.
- **Residential Photovoltaic (PV)** – Solar photovoltaic (PV) and/or Energy Storage System (ESS) projects. Reinstallation of solar due to reroof.
- **Residential SolarAPP** – PV and ESS projects processed using SolarAPP+ software.
- **Residential Trade** – Trade permits for mechanical, electrical, and plumbing work only.

### Commercial:

- **Commercial Accessory Structure** – sheds, gazebos, pools, trellis, trash enclosure
- **Commercial Addition** – Square footage additions
- **Commercial Alteration** – reroof, tenant improvements, signs, and pool remodels.
- **Commercial Demolition** – Interior TI demolition or full building demolition, or other demolition-related projects.
- **Commercial New** – new buildings
- **Commercial Photo-Voltaic System** – solar power system and ESS systems.
- **Commercial Trade** – water heaters, electric panel upgrades, HVAC, EV Chargers, minor plumbing

**Step 3:** Complete tabs 1-5 (Work location, Contact info, Workers Comp, Acknowledgement and Professional Information).



**Step 4:** Prepare electronic files and upload them to portal.

**ELECTRONIC FILES FORMAT REQUIREMENTS (If applicable).**

- **PDF** - All electronic documents must be PDF (portable document format).
- **Unsecured Settings** - Choose “unsecured” on your security settings to enable staff to mark up the documents or create comments/notes.
- **File Naming Conventions** – All PDF files shall follow a consistent naming format. Drawing files shall be named using the following structure:

SUBMISSION CYCLE + FILE DESCRIPTION (e.g., SUB1 Application, SUB1 Plans, SUB1 Structural Calculations).

Do not include “-“ (dashes) or special characters in the file name.

- **Plan Set Submission** – The complete plan set shall be submitted as a single PDF and shall include all applicable disciplines (architectural, structural, MEP, and energy); all plan sheets shall be combined into one complete, cohesive plan set and shall not be split into multiple files.
- **Supporting Documents** – All supporting documents shall be submitted as separate PDF files formatted to 8½” × 11”. This includes, but is not limited to, structural calculations, soils/geotechnical reports, energy documentation, arborist reports, special inspection forms, Zone 7 forms, and any other supplemental reports.
- **Orientation** - All drawings/plans must uniformly use landscape orientation. Maintain a uniform page position and page size for all plans (architectural, landscape, civil, etc.).
- **Stamp Location** - Provide a 3-inch-high x 6-inch-wide clear space on the cover sheet or first page of each pdf in the lower right quadrant for jurisdiction stamps.
- **Planning Conditions of Approval** - If your project receives conditions of approval from the Planning Department, include a copy of all the conditions of approval on the plans. The plans shall also include a written response to each condition, clearly annotated on the drawings, indicating how compliance is being met.

## Step 5: Uploads files to ACA portal.

Announcements Logged in as: Jose Arvizu Collections (0) Reports (1) Account Management Logout

Home Building and Fire Planning Engineering

Create an Application Search Applications Schedule an Inspection

Record B26-0781: Residential Alteration Record Status: Application Received Add to collection

Record Info Payments Upload Documents

### Upload Documents

File Name Conventions  
All PDF's should use the same file naming conventions. All drawing files must be named as follows:  
SUBMISSION CYCLE - FILE DESCRIPTION  
Do not include dashed "-" nor special characters in the file name. For example:  
SUB1 Application  
SUB1 Civil Plans  
SUB1 Street Calks

Submission Package Files Review Summary Comments Approved Plans / Documents Help

Status: Application Received

Upload Files

Submission Package Description\*  
Submission Package 2

Drag files here to upload or click to select files  
Cannot exceed 250Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

Press "Drag files here" a pop up will appear and find your files on your computer.

## Step 6: Select files type and properly label all plan sheet.

Submission Package Files Review Summary Comments Approved Plans / Documents Help

Status: Application Received

Check file status

Submission Package Description\*  
Submission Package 2

Drag files here to upload or click to select files  
Cannot exceed 250Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

File Name	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Previous Submission Document
<input type="checkbox"/> Kitchen complete Plans v2.pdf	Select type* Required	Jose Arvizu	03-30-2026 10:11:55 ...	Set doc type		-

Click on "select Type" and CHOOSE what kind of file is being uploaded.

## Select Failed Plan checks (if applicable).

Submission Package Files Review Summary Comments Approved Plans / Documents Help

Status: Application Received

Check file status

Submission Package Description\*  
Submission Package 2

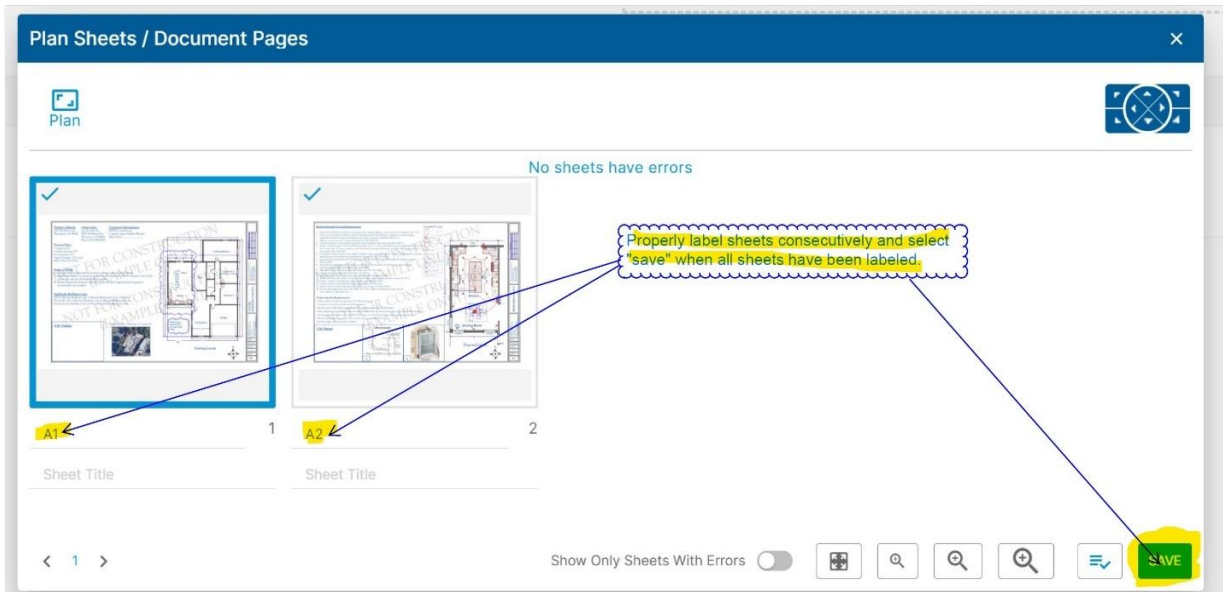
Drag files here to upload or click to select files  
Cannot exceed 250Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

File Name	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Previous Submission Document
<input type="checkbox"/> Kitchen complete Plans v2.pdf	Plans	Jose Arvizu	03-30-2026 10:11:55 ...	Failed Plan Sheet Checks. Click Here To Resolve		-

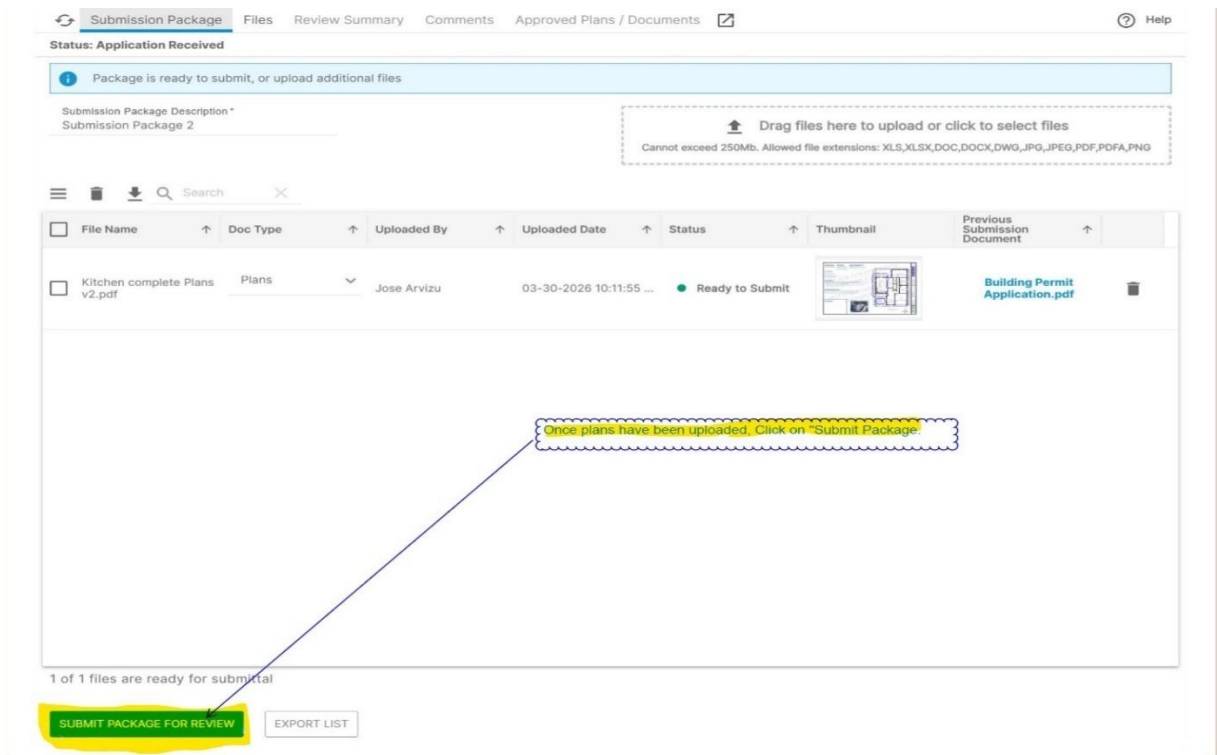
Click on "Failed Plan Sheet" Red text to properly label sheets (if required).

Failed Plan Sheet Checks. Click Here To Resolve.

Properly label all sheets as they appear on plans (typically lower right hand of plans) and select save.



Submit plans once all sheets have been properly labeled.



**Step 7:** Once plans are submitted, a “B” number is assigned, and the application is processed in the order received. After initial processing, an email is sent with instructions to pay plan review fees so the project can be routed for review. Any missing documents and required fees will be communicated via email. Final building permit fees are assessed upon approval, prior to permit issuance.

## RESPONDING TO COMMENTS RESUBMITTAL REQUIREMENTS

If there are plan review comments, an email will be sent that revisions are required, and comments will be available on the ACA portal. The applicant may provide a response letter with a detailed explanation of how each comment from all Departments were addressed or may respond directly within the ACA portal; however, regardless of the method chosen, a response to each comment is required in the portal.

After responding to all comments, revised plans and documents shall be uploaded through the portal and shall meet the following requirements:

- Cloud all revisions and identify delta numbers on the title block.
- Use the same format, plan size, and scale as the original submittal.
- Resubmit a complete, updated plan set.

## RESPONDING TO COMMENTS USING ACA:

**Step A:** Select the permit number from the Records list. If the permit number is not displayed, confirm the applicant is associated with the permit. If it is still not visible, use the search bar to locate the permit record.

Announcements Logged in as: Jose Arvizu Collections (0) Reports (1) Account Management Logout

Home Building and Fire Planning Engineering

Create an Application Search Applications Schedule an Inspection

Records

Showing 1-4 of 4 | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action
<input type="checkbox"/>	03/27/2026	26TMP-001226	Residential Trade	Electrical recess lights	200 OLD BERNAL AV, PLEASANTON CA 94566		Resume Application
<input type="checkbox"/>	03/19/2026	B26-0781	Residential Alteration	TEST	200 OLD BERNAL AV, PLEASANTON CA 94566	Application Received	
<input type="checkbox"/>	01/15/2026	B26-0130	Commercial New	TEST	200 OLD BERNAL AVE, PLEASANTON CA		
<input type="checkbox"/>	10/25/2022	B22-2931	Residential Alteration	Kitchen Remodel	4314 DENKER DR, PLEASANTON CA 94588	Revisions Required	

**Step B:** A list of comments will be displayed. Enter a response for each comment in the “Enter Response” section, then click “Submit Response.”

**Note:** It is recommended that the applicant respond to all comments in a single session. If the applicant logs off, all entered responses and progress may be lost.

**Upload Documents**

File Name Conventions  
All PDF's should use the same file naming conventions. All drawing files must be named as follows:  
SUBMISSION CYCLE FILE DESCRIPTION  
Do not include dashed "-" nor special characters in the file name. For example:  
SUB1 Application  
SUB1 Civil Plans  
SUB1 Struct Calcs

Submission Package Files Review Summary **Comments** Approved Plans / Documents Help

Status Revisions Required Please check the Review Comments and add a response for each comment

**Views**  
Search  
Response status All Comments  
Plan Sets / Documents (1)  
SUB1 Plans  
Departments (1)  
Sheet Reference (2)

**Comments**  
Sort Department  
Specify that the kitchen hood exhaust duct shall terminate a minimum of 3 feet from any... Show more  
Response needed 2  
Building 00007  
Note on the plan the following for smoke and carbon monoxide alarms: a) Smoke alarms are... Show more  
Response needed 1  
Building 00004  
Note the following on the plans: a) A minimum of two 20-amp dedicated circuits shall be... Show more  
Response needed 2  
Building 00005  
WC-3 Plan Reviewer: Gareth Wang garethw@wc-3.com 925-275-1700  
Response needed 1  
Building 00001  
Specify the location and size of the existing electrical service per CEC Article 220, 240.24, and... Show more  
Response needed 2  
Building 00006

**Responses**  
SUB1 Plans  
Specify that the kitchen hood exhaust duct shall terminate a minimum of 3 feet from any openings into the building. CMC 502.2.1.  
Enter Response  
Updated plans to show 3ft clearance from any opening  
RESPOND

Responded to 0 of 9

DOWNLOAD REPORT SUBMIT RESPONSES

**Step C:** Submit ALL responses once each comment has been addressed, green dots will appear under each comment. You will not be able to move to the next step and upload plans until ALL comments are responded to.

**Upload Documents**

File Name Conventions  
All PDF's should use the same file naming conventions. All drawing files must be named as follows:  
SUBMISSION CYCLE FILE DESCRIPTION  
Do not include dashed "-" nor special characters in the file name. For example:  
SUB1 Application  
SUB1 Civil Plans  
SUB1 Struct Calcs

Submission Package Files Review Summary **Comments** Approved Plans / Documents Help

Status Revisions Required

**Views**  
Search  
Response status All Comments  
Plan Sets / Documents (1)  
Departments (1)  
Building  
Sheet Reference (2)  
1  
2

**Comments**  
Sort Department  
On the cover sheet of the plan, specify the following: a) Applicable Codes (e.g. 2019... Show more  
Response needed 1  
Building 00003  
Per the California Business & Professions Code sections 5537 & 6737, all sheets of the plan... Show more  
Response needed 1  
Building 00008  
Specify that the kitchen faucet shall have a water-conserving fixture flow rate of 1.8 gallons p... Show more  
Response needed 2  
Building 00004  
Dimension a minimum of 36 inches between the kitchen counter and island. CRC R311.6.  
Response needed 1  
Building 00007

**Responses**  
SUB1 Plans  
Dimension a minimum of 36 inches between the kitchen counter and island. CRC R311.6.  
3e096c4a-c310-40eb-a12f-a5319da1e25b: 03-30-2026 03:07:27 PM  
36" will be provided  
Enter Response  
RESPOND

Responded to 9 of 9

DOWNLOAD REPORT SUBMIT RESPONSES

## Step D: Upload revised plans and supporting documents (if applicable.)

**Upload Documents**

File Name Conventions  
All PDF's should use the same file naming conventions. All drawing files must be named as follows:  
SUBMISSION CYCLE FILE DESCRIPTION  
Do not include dashed "-" nor special characters in the file name. For example:  
SUB1 Application  
SUB1 Civil Plans  
SUB1 Struct Calcs

Submission Package Files Review Summary **Comments** Approved Plans / Documents Help

Thank you for providing responses to all the comments,  
the next step is to upload new submission files that contain your corrections

**UPLOAD CORRECTIONS**

Click on "UPLOAD CORRECTIONS" to upload plans or supporting documents.

**If you need assistance uploading documents, refer to Steps 5–6 under Permit Process Using ACA section of this guide.**

### SUBMITTING REVISION REQUIREMENTS

Revision submittals shall provide the following:

- A completed revision form shall be submitted. The form can be downloaded from the City's Permit Center website ([Revision Form.](#)) The applicant shall provide a clear and concise description of the revised scope of work and all required information on the form.
- A complete, updated plan set shall be provided. All revisions shall be clearly identified by clouding and delta symbols, with the revision date noted on the plans.
- Any revised calculations, reports, or supporting documents shall be submitted as separate PDF files.

To upload revision forms and plans, refer to Steps 5–6 under section Permit Process Using ACA of this guide.

For questions related to the electronic submittal process, code questions, or general building questions, please email [buildingdivision@cityofpleasantonca.gov](mailto:buildingdivision@cityofpleasantonca.gov).

We look forward to your submittal!

*Please visit our [website](#) to submit your application!*