How to Schedule a Virtual Over-the-Counter Building Plan Review through CSS Portal

1. Go to the CSS Portal Website: [https://css.cityofsanmateo.org/](https://css.cityofsanmateo.org/)

2. Log in to your account on the top right-hand corner.

   "Note: If you have not created an account, please see CSS guide on “How to Create a New User Account” [https://www.cityofsanmateo.org/DocumentCenter/View/67005/CSS-User-Guide]

3. Once you are logged in, you will be directed to the homepage. There are two ways to sign up for a Virtual Over-the-Counter Review. You can click either the “Apply” tab or “Virtual Over-the-Counter Building Plan Review” box.
NOTE: if you click the “Apply” tab, you will need to click Virtual Over-the-Counter Building Review in order to proceed to the application.

4. LOCATIONS: Once you begin your application, you will be asked to enter the project address. Enter the address by following the steps below.
5. PERMIT DETAILS: Next, fill out the permit details by providing your project description (Scope of Work) and project valuation before clicking, “Next”.

**PERMIT DETAILS**

Please provide the scope of work for the project. Only minor eligible projects listed in Step 4 that do not require the approval of multiple departments will be considered for over the counter plan review; all projects exceeding eligible scope will need to submit the Residential or Commercial Permit Application. Please include the name of tenant and square footage. **NOTE:** Permit valuations must include the total value of all construction work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems.

<table>
<thead>
<tr>
<th>* Permit Type</th>
<th>Virtual Over the Counter Building Rev.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>bathroom and kitchen remodel</td>
</tr>
<tr>
<td>* Valuation</td>
<td>40000</td>
</tr>
</tbody>
</table>

Click the plus sign to add contact.

6. CONTACTS: Add contact information. Please add contact information for any other individuals involved with this project (example: property owner, contractor, architects, etc.).
7. **PROJECT DETAILS:** Click the eligible project type on the boxes below, you may click more than 1 box if the project is related to multiple project types. Any project that exceeds the scope of work below will not be eligible for a Virtual Over-the-Counter Plan Review. Please return to the “Permit Details” page to change the permit type so you can submit the correct application.
8. **ATTACHMENTS**: Add an attachment for the project you are submitting for virtual review. (example: building application, plans, T24 Hers Forms, etc.).

**Attachments**

Attach all documents that are required for submittal and issuance of your building permit. You may drag and drop your documents or simply upload them, but all attachments must be in .pdf format. *NOTE: Each project is unique and additional documentation may be required as deemed appropriate.*

[Image of attachment interface]

Click the plus sign to add attachment.

9. Review the information and attachments you have provided to the CSS portal before clicking submit.
10. Once you have submitted the request successfully through our CSS portal, a Building staff member will contact you within 1 business day to set-up your Virtual Over-the-Counter Plan Review.

For any over the counter questions please email building.info@cityofsanmateo.org