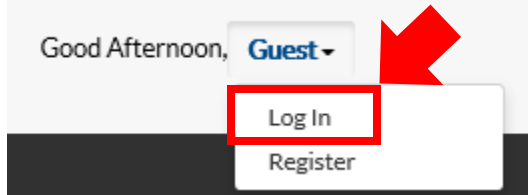




How to Schedule a Virtual Over-the-Counter Building Plan Review through CSS Portal

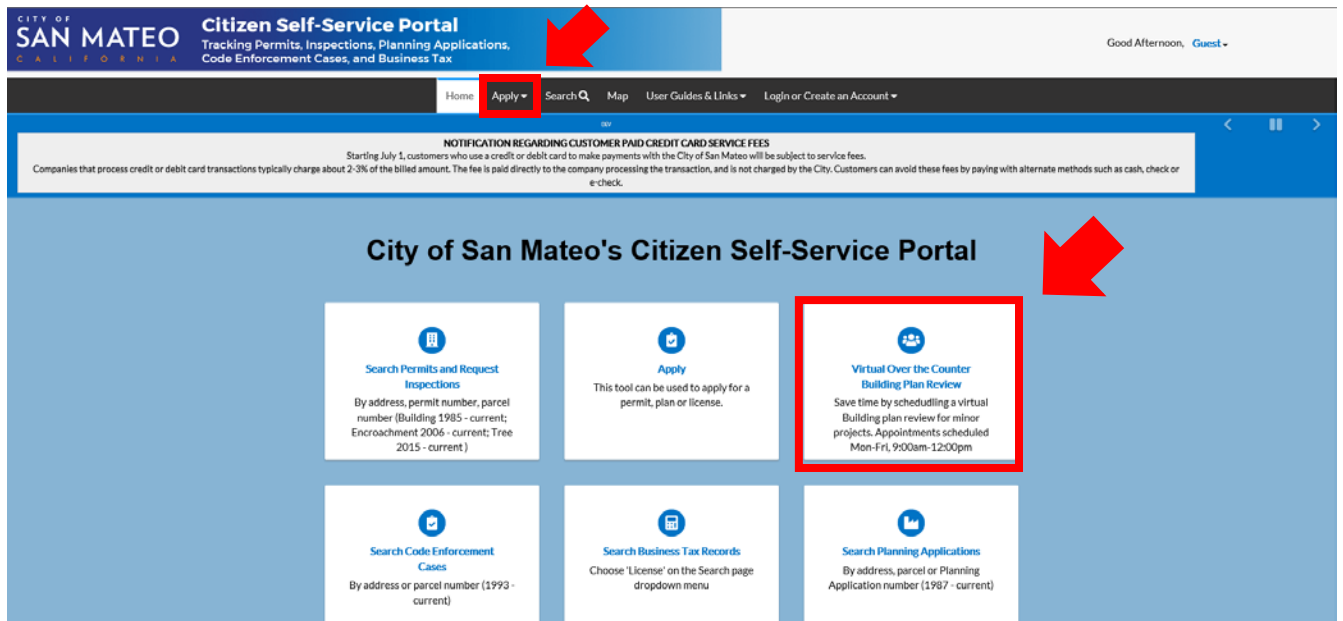
1. Go to the CSS Portal Website: <https://css.cityofsanmateo.org/>

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

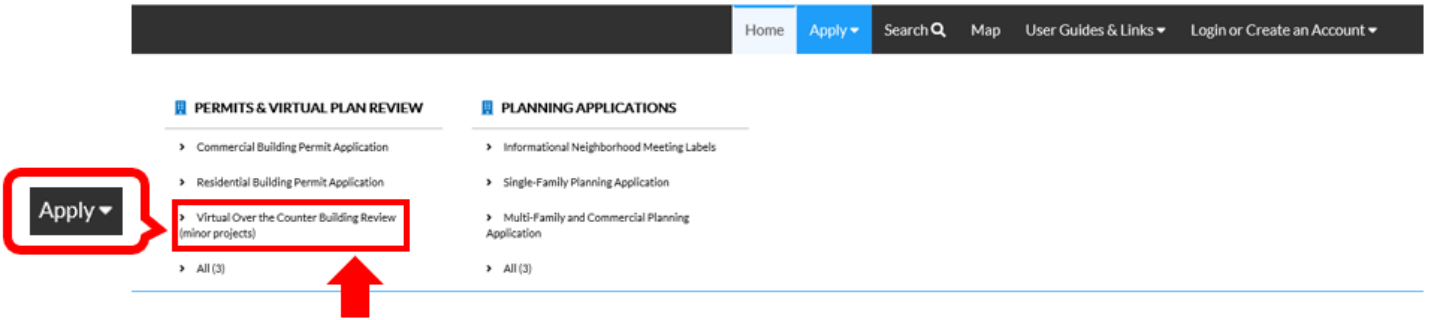


NOTE: If you have not created an account, please see CSS guide on “How to Create a New User Account” <https://www.cityofsanmateo.org/DocumentCenter/View/67005/CSS-User-Guide>

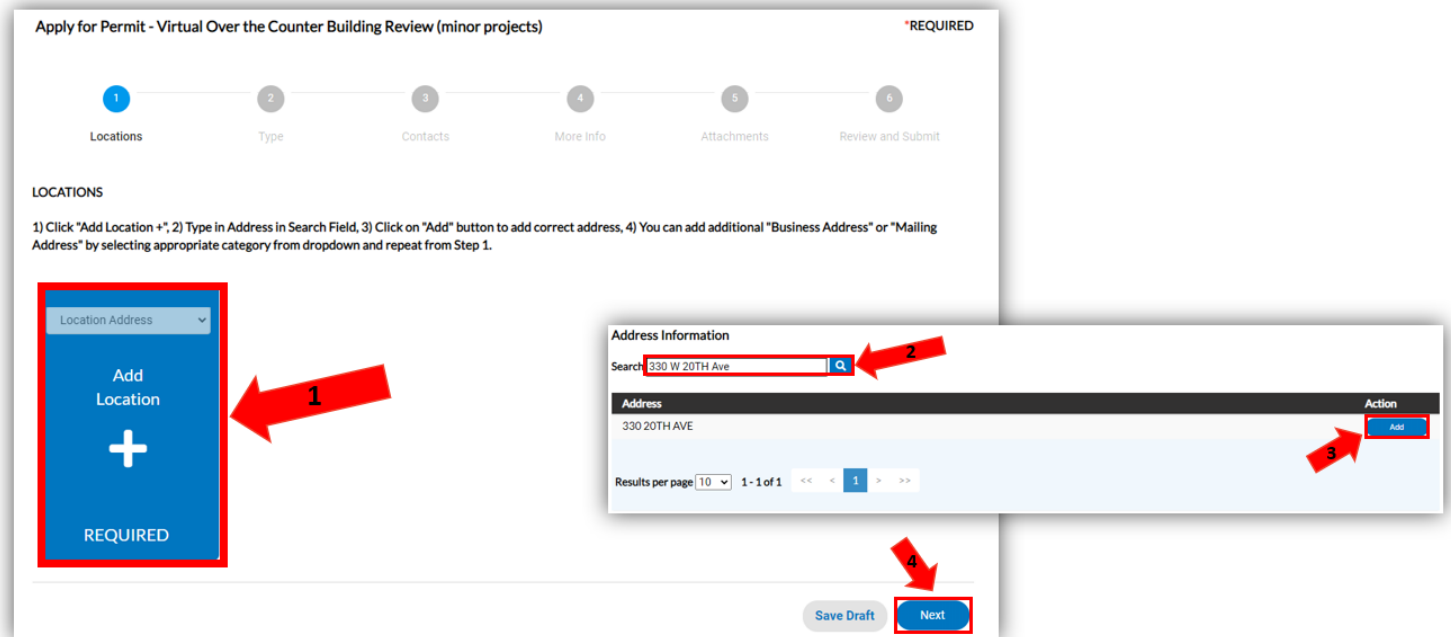
3. Once you are logged in, you will be directed to the homepage. There are two ways to sign up for a Virtual Over-the-Counter Review. You can click either the “Apply” tab or “Virtual Over-the-Counter Building Plan Review” box.



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.

* Permit Type 

Description

* Valuation

Back

Save Draft

Next




6. **CONTACTS:** Add contact information. Please add contact information for any other individuals involved with this project (example: property owner, contractor, architects, etc.).

CONTACTS


Add contact information for a primary architect, primary contractor, or primary property owner (if applicable).

Primary Applicant




Vivian Seto (You)
City of San Mateo

330 W 20th Avenue 330 W
20th Avenue, San Mateo, CA.,
94403

Primary Applicant 

Add Contact



Click the plus sign to add contact.

Back

Save Draft

Next




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.

Project Details: [Next Section](#) | [Top](#) | [Main Menu](#)

To Qualify for a Virtual Over the Counter Plan Review by the Building Division, your project must fall within the scope of work below. Any project that exceeds the scope of work below will not be eligible for a Virtual Over the Counter Plan Review (VOTC). For projects exceeding the minor project scope parameters, applicants can return to Step 2 and change the Permit Type selection. *NOTE: THE VOTC PLAN REVIEW IS LIMITED TO 30 MINUTES OR AT THE DISCRETION OF THE PLAN REVIEWER.

***Select eligible project type(s):**



<input type="checkbox"/>	Residential Bathroom remodel-no wall alteration
<input type="checkbox"/>	Residential Kitchen remodel-no wall alteration
<input type="checkbox"/>	Window replacement
<input type="checkbox"/>	New or replace air conditioning
<input type="checkbox"/>	Replace furnace in the attic
<input type="checkbox"/>	Photovoltaic < 10kW – not tilt/battery storage
<input type="checkbox"/>	Brace and Bolt Program
<input type="checkbox"/>	Pool Demolition/abandon/infill
<input type="checkbox"/>	SFD/DUP - Pool / Spa
<input type="checkbox"/>	Deck work < 500 sq. ft. ground level
<input type="checkbox"/>	Minor accessory structures (>50% open)
<input type="checkbox"/>	Residential Minor Mechanical work
<input type="checkbox"/>	Residential Minor Plumbing work
<input type="checkbox"/>	Residential Minor Electrical work
<input type="checkbox"/>	Soft demo-no structural alterations

Select eligible project type(s): is required.

Supporting Documentation [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

The next screen will ask you to submit documentation to support your permit application. For your convenience, a fillable permit application is linked below, along with a link to Frequently Asked Questions to help you understand what additional information you may need to provide.

[Building Permit Application](#) [Building Permit Application](#)

[Building Permit FAQs](#) [Building Permit FAQs](#)

To ensure an efficient and successful digital plan submittal process, only submittals following the specified file formatting requirements will proceed through digital review. Please review these requirements before submitting.


[File Formatting Requirements for Electronic Review](#) [File Formatting Requirements for Electronic Review](#)

Owner-Builder Building Permits [Previous Section](#) | [Top](#) | [Main Menu](#)

In order to receive a building permit for construction as an Owner-Builder, you must fill-out the Owner-Builder Declaration Form linked below and attach it to your application on the next page.

[Owner-Builder Declaration Form](#) [Owner-Builder Declaration Form](#)

[Back](#) [Save Draft](#) [Next](#)



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.

Building Permit Application (Uploaded)
220 W 20th Ave - Building Application.pdf
Size: 166.16 KB
Remove

Building Permit Application (Uploaded)
220 W 20th Ave - Hers Forms.pdf
Size: 166.16 KB
Remove

Building Permit Application (Uploaded)
220 W 20th Ave - Plan.pdf
Size: 166.16 KB
Remove

Building Permit Applica
Add Attachment
+
Supported: pdf

Click the plus sign to add attachment.

Back Save Draft Next

9. **Review the information and attachments you have provided to the CSS portal before clicking submit.**

Apply for Permit - Virtual Over the Counter Building Review (minor projects) *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit (6)

Submit

Locations

Location Address 330 20TH AVE, SAN MATEO,

Parcel Number 039023510

Basic Info

Type Virtual Over the Counter Building Review (minor projects)
Description bathroom and kitchen remodel
Valuation 20000
Applied Date 06/17/2020

Contacts


Primary Applicant Vivian Seto
City of San Mateo
330 W 20th Avenue 330 W 20th Avenue, San Mateo, CA, 94403

More Info

Project Details: [Next Section](#) | [Top](#) | [Main Menu](#)

To Qualify for a Virtual Over the Counter Plan Review by the Building Division, your project must fall within the scope of work below. Any project that exceeds the scope of work below will not be eligible for a Virtual Over the Counter Plan Review (VOTC). For projects exceeding the minor project scope parameters, applicants can return to Step 2 and change the Permit Type selection. *NOTE: THE VOTC PLAN REVIEW IS LIMITED TO 30 MINUTES OR AT THE DISCRETION OF THE PLAN REVIEWER.

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.

 **Your permit was successfully created!**

Your request for virtual over the counter review has been submitted successfully! Within one business day a Building staff member will contact you to set-up your Virtual Over the Counter Plan Review. For code consultation questions, please email: building.info@cityofsanmateo.org

[Continue to permit](#)

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