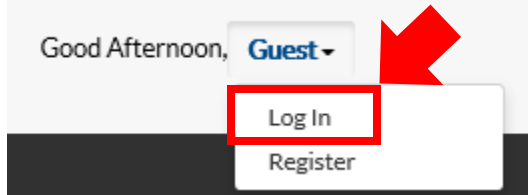




How to Schedule a Virtual Over-the-Counter Building Plan Review through CSS Portal

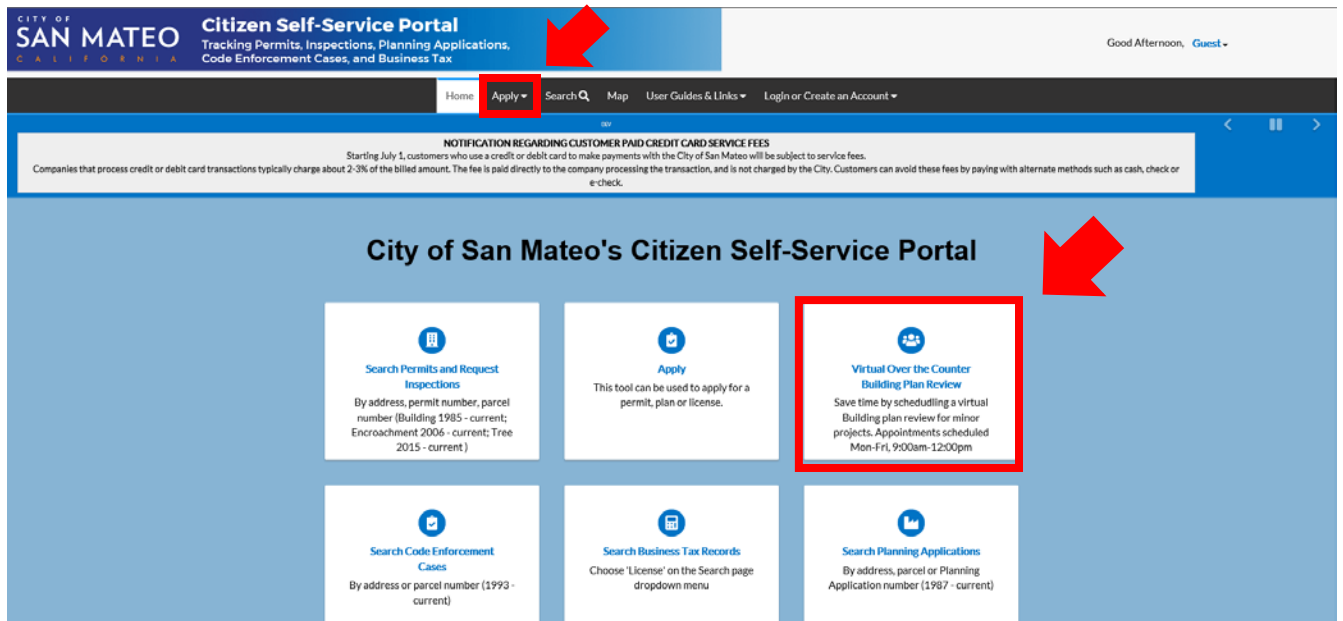
1. Go to the CSS Portal Website: <https://css.cityofsanmateo.org/>

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

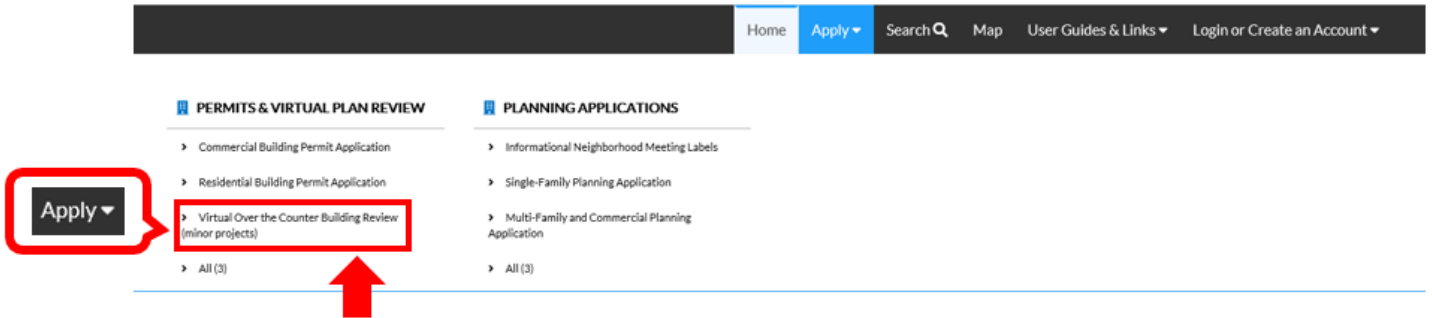


NOTE: If you have not created an account, please see CSS guide on “How to Create a New User Account” <https://www.cityofsanmateo.org/DocumentCenter/View/67005/CSS-User-Guide>

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.



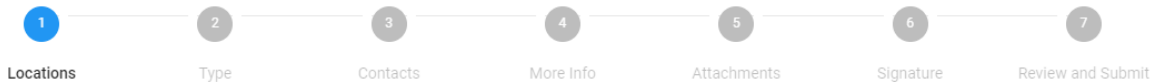
NOTE: if you click the "Apply" tab, you will need to click Virtual Over-the-Counter Building Review in order to proceed to the application.



4. LOCATIONS: Once you begin your application, you will be asked to enter the project address. Enter the address by following the steps below.

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

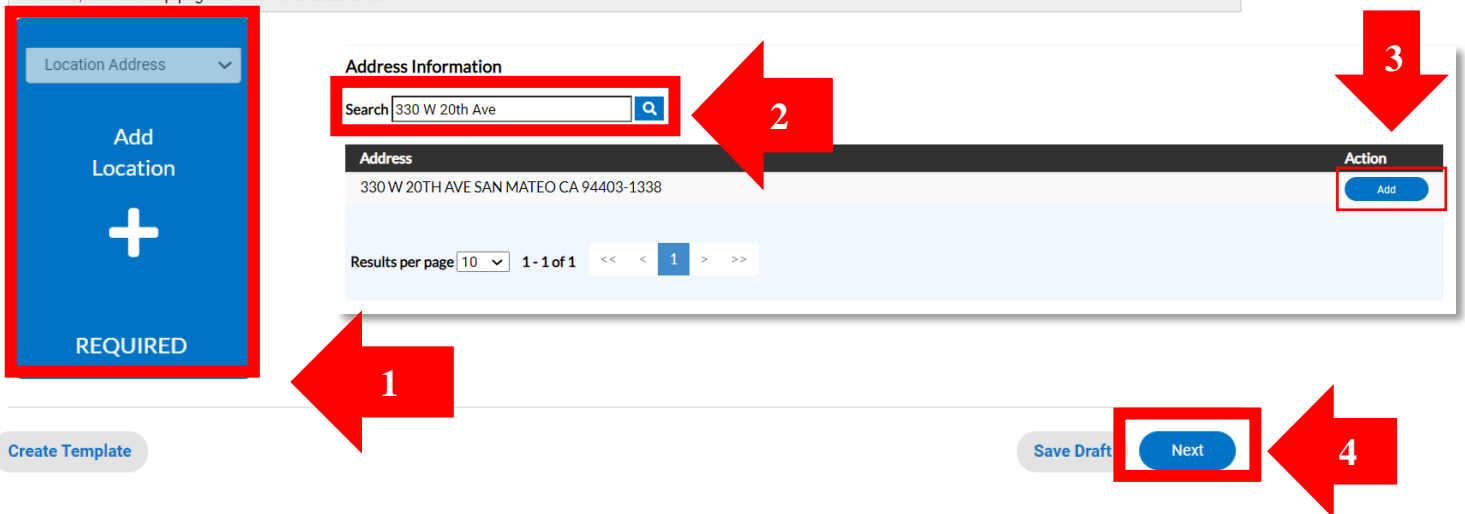
***REQUIRED**



LOCATIONS

1. Click "Add Location +"
2. Type Address in Search Field
3. Click on "Add" button to add correct address
4. You can add additional "Business Address" or "Mailing Address" by selecting appropriate category from dropdown and repeat from Step 1

If your address does not appear in the search bar, please confirm the address in question is within the City of San Mateo. If the address is in San Mateo and you are still having an issue, visit the help page for additional assistance.



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 (and on [this page](#)) 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

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[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

Add Contact

Click the plus sign to add contact.

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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 home page to begin an application for the correct permit type.

MORE INFO

To qualify for a virtual over-the-counter plan review by the Building Division, your project must fall within the scope of work below. For projects exceeding the minor project scope parameters, applicants can instead apply for the appropriate residential or commercial building permit.

NOTE: The VOTC plan review is limited to 30 minutes or at the discretion of the plan reviewer.

Project Details

[Top](#) | [Main Menu](#)

*Select eligible project type(s):

| | |
|--------------------------|--|
| <input type="checkbox"/> | Soft demo-no structural alterations |
| <input type="checkbox"/> | Residential Bathroom remodel-minor wall alteration |
| <input type="checkbox"/> | Residential Kitchen remodel-minor wall alteration |
| <input type="checkbox"/> | Window replacement resized or relocated |
| <input type="checkbox"/> | Residential remodel <500 sf, one story, no struc |
| <input type="checkbox"/> | Photovoltaic < 10kW - not tilt |
| <input type="checkbox"/> | Brace and Bolt Program |
| <input type="checkbox"/> | Pool Demolition/abandon/infill |
| <input type="checkbox"/> | SFD/Duplex - Pool / Spa |
| <input type="checkbox"/> | Deck work < 500 sq. ft. ground level |
| <input type="checkbox"/> | Minor accessory structures (>50% open) |
| <input type="checkbox"/> | Residential Energy Storage System for Solar PV |
| <input type="checkbox"/> | Residential new branch to existing gas line |
| <input type="checkbox"/> | Residential EV Service Charger |
| <input type="checkbox"/> | Minor Accessibility improvements |

Select eligible project type(s): is required.

8. ATTACHMENTS: Add an attachment for the project you are submitting for virtual review. (example: building application, plans, T24 Hers Forms, etc.).

Attachments

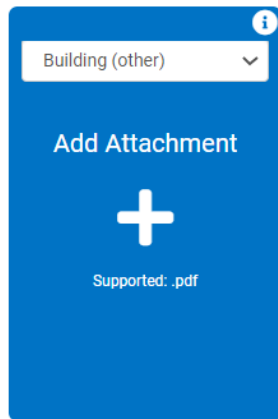
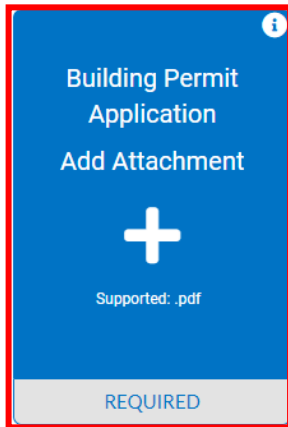
Attach all documents that are required for submittal and issuance of your building permit. You may drag and drop your documents or simply upload them, but all attachments must be in .pdf format.

For your convenience, a fillable permit application is linked [here](#), along with a link to [Frequently Asked Questions](#) to help you understand what additional information you may need to provide. In order to receive a building permit for construction as an Owner-Builder, you must complete the [Owner-Builder Declaration form](#).

For checklists and resources to ensure completeness of your plan submittal, please check out our [Plan Review Checklists](#).

Once you have completed your necessary forms, be sure to save them before attaching to your application.

NOTE: Plans are required to complete your application and must follow these [formatting guidelines](#).



Click the plus sign to add an attachment, or simply drag and drop your file over the plus sign.



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9. SIGNATURE: Type your name in the first box and sign where indicated before moving on to the application review page.

SIGNATURE

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinance and slate laws relating to building construction and hereby authorize representatives of this city to enter upon the abovementioned property for inspection purposes.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Test User
January, 10 2021

X Draw Signature Here

Clear

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10. 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 Signature Review and Submit

Submit

11. 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 application was successfully submitted!

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.

[Continue to permit](#)

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