



## San Bruno Building Online Electronic Submittal

### Step 1

- Download a Building Permit Application form:  
<https://sanbruno.ca.gov/DocumentCenter/View/1246/Building-Permit-Application-Form-PDF>
- Email the completed Building Permit Application form to [building@sanbruno.ca.gov](mailto:building@sanbruno.ca.gov)

### Step 2

- If your permit application is deemed **incomplete**, you will receive an email clarifying missing items.
- If your permit application is deemed **complete**, you will receive the following:
  - An invoice for plan check or permit fees via Authorize.net.
  - Box.com link to upload the plan review documents (if applicable).

### Step 3

- All plan review documents shall be PDF (See Digital Submittal Guidelines).
- The plan sheets shall be uploaded as **one** PDF file and supporting documents (T-24, Engineering, CALGreen) uploaded separately. See the example below.

### Submittal Document Example



567 El Camino Real Geotechnical Report.pdf



567 El Camino Real Structural Calculations.pdf



567 El Camino Real Plan Set.pdf



567 El Camino Real CalGreen Checklist.pdf



567 El Camino Real T24 Energy Report.pdf



567 El Camino Real Building Permit Application.pdf