

# ePermits Tutorial

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# ePermits

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## Public portal

- View information on building permits by address

## Resident portal

- Request and manage permits
- Schedule inspections

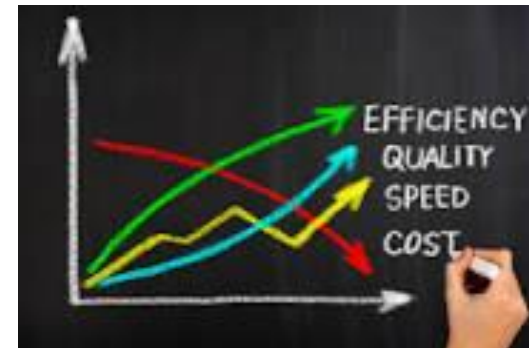
## Contractors portal

- Request and manage permits
- Schedule inspections



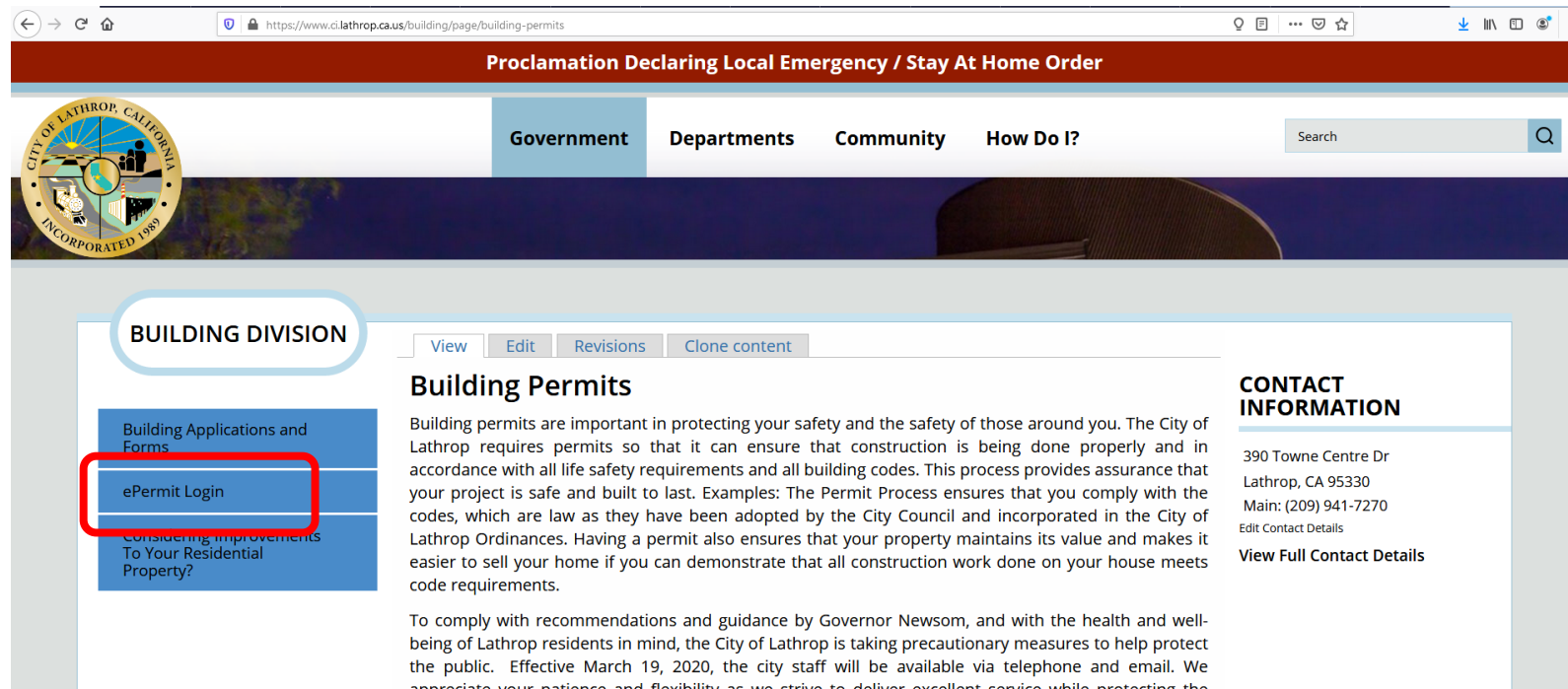
# What the ePermits System Provides:

- *Request your permits online*
- *Check on status of plan check*
- *Ability to see corrections*
- *Process payment and view billing* **COMING SOON**
- *Schedule inspections*
- *View inspection results, real time.*
- *Upload associated documentation*



# How to Access ePermits:

- Go to [www.ci.Lathrop.ca.us](http://www.ci.Lathrop.ca.us)
  - *Departments Tab*
  - Click on *Building Division*
  - Click on *Building Permits*
  - Then Click on *ePermits*



The screenshot shows the City of Lathrop website at the URL <https://www.ci.lathrop.ca.us/building/page/building-permits>. The page features a navigation menu with 'Government', 'Departments', 'Community', and 'How Do I?'. A search bar is located on the right. The main content area is titled 'BUILDING DIVISION' and includes a sidebar with links: 'Building Applications and Forms', 'ePermit Login' (highlighted with a red box), and 'Considering Improvements To Your Residential Property?'. The main content area has tabs for 'View', 'Edit', 'Revisions', and 'Clone content'. The 'Building Permits' section contains text explaining the importance of permits and the current status of services. A 'CONTACT INFORMATION' section on the right provides the address, phone number, and a link to 'View Full Contact Details'.

Proclamation Declaring Local Emergency / Stay At Home Order

Government Departments Community How Do I? Search

**BUILDING DIVISION**

View Edit Revisions Clone content

**Building Permits**

Building permits are important in protecting your safety and the safety of those around you. The City of Lathrop requires permits so that it can ensure that construction is being done properly and in accordance with all life safety requirements and all building codes. This process provides assurance that your project is safe and built to last. Examples: The Permit Process ensures that you comply with the codes, which are law as they have been adopted by the City Council and incorporated in the City of Lathrop Ordinances. Having a permit also ensures that your property maintains its value and makes it easier to sell your home if you can demonstrate that all construction work done on your house meets code requirements.

To comply with recommendations and guidance by Governor Newsom, and with the health and well-being of Lathrop residents in mind, the City of Lathrop is taking precautionary measures to help protect the public. Effective March 19, 2020, the city staff will be available via telephone and email. We appreciate your patience and flexibility as we strive to deliver excellent service while protecting the

**CONTACT INFORMATION**

390 Towne Centre Dr  
Lathrop, CA 95330  
Main: (209) 941-7270  
Edit Contact Details  
[View Full Contact Details](#)

# Welcome to ePermits!

- ***City of Lathrop ePermits can be accessed by:***
  - ***Public*** – For an Information Search
  - ***Contractors*** – Access through Business Account

## City of Lathrop Permits

Powered by Tyler Technologies



### City of Lathrop ePermits

You have successfully logged out.

#### Public Information Search

The PRA section is currently under construction. We hope to have this available soon.

Permit Type

Permit Number

Service Address

#### Contractor Access

Username

Password

[Activate Account](#) - Contractors who are already registered with the city may activate their account online.

[Forgot Username](#) - If you have already activated your account but have forgotten your username, simply click here to retrieve it.

[Forgot Password](#) - If you have already activated your account but have forgotten your password, simply click here to reset it.

**Should you have any questions or need assistance, please contact City of Lathrop Building Division at (209) 941-7274 or email [buildingpermits@ci.lathrop.ca.com](mailto:buildingpermits@ci.lathrop.ca.com).**

# Public Information Search:

## Search:

- You can search by **Permit Type** and select the type of permit you wish to search.
- You can search by **Permit Number** by entering the permit number.
- You can search by **Service Address** and see all the associated permits .
- In all searches you must click the **Search** field which will take you to your “public search” page.

**Public Information Search**

To search for permit activity within the Town of Truckee, use one of the searchable fields below.

**Permit Type**

Permit Number

Service Address

- Commercial - Solar Photovoltaic
- Commercial Addition
- Commercial Fire Sprinkler
- Commercial Remodel / TI
- Deck - Patio Cover
- Demolition
- DO NOT USE
- Driveway / Encroachment
- Grading
- Mechanical Electrical Plumbing
- New Commercial A Occupancy
- New Commercial B Occupancy
- New Commercial E Occupancy
- New Commercial F Occupancy
- New Commercial H Occupancy
- New Commercial I Occupancy
- New Commercial M Occupancy
- New Commercial R Occupancy
- New Commercial S Occupancy
- New Commercial U Occupancy
- R Conversion Carport to Garage
- Re-Roof
- Residential - Solar Photovoltaic
- Residential Addition
- Residential Dwelling Conversion
- Residential Fire Sprinkler
- Residential Remodel
- Sign
- Single Family Residence

**Public Information Search**

To search for permit activity within the Town of Truckee, use one of the searchable fields below.

Permit Type

**Permit Number**

Service Address

**SEARCH**

**Public Search**

Permit Type

Permit Number

**Service Address**

**SEARCH**

Permit Number	Status	Address
Commercial Remodel / TI <a href="#">2014-00000234</a>	Permit Issued	10183 Truckee Airport TRUCKEE, CA 96161
Commercial Remodel / TI <a href="#">2015-00000101</a>	Permit Issued	10183 Truckee Airport TRUCKEE, CA 96161
Commercial Remodel / TI <a href="#">2015-00000248</a>	Permit Issued	10183 Truckee Airport TRUCKEE, CA 96161
Mechanical Electrical Plumbing <a href="#">2015-00000256</a>	Permit Issued	10183 Truckee Airport TRUCKEE, CA 96161
Mechanical Electrical Plumbing 2015-00000771 (Pending Processing)	Pending Review	10183 Truckee Airport TRUCKEE, CA 96161

# Contractor Access: *Activating Your Account*

- **Contractor Account Activation Tips**
  - *There is **one account per business**. Please share account login information with all who will be accessing the ePermit site.*
  - *You can only have **one email associated with an account** to receive updates. Make sure it is an email account that can be accessed by all who need to see change of status on a*

## Contractor Access

**Username**

**Password**

[LOG IN](#)

[Activate Account](#) - Contractors who are already registered with the city may activate their account online.

[Forgot Username](#) - If you have already activated your account but have forgotten your username, simply click here to retrieve it.

[Forgot Password](#) - If you have already activated your account but have forgotten your password, simply click here to reset it.

**Should you have any questions or need assistance, please contact City of Lathrop Building Division at (209) 941-7274 or email [buildingpermits@ci.lathrop.ca.com](mailto:buildingpermits@ci.lathrop.ca.com).**



# Contractor Access: *Activating Your Account*

## *Activate Account:*

- *Contractor Account Activation*

- *Company Identity Verification*

- *Business Name:* Start typing name and choose from the drop down.
    - *Contractor License Type:* Architect, Contractor, Designer, Engineer (**be sure to select the appropriate License Type**)
    - *Contractor License Number:* Only type numbers not the letters associated with the license
    - *Check the box* “I hereby assert that I am...”
    - *Username:* When choosing Desired Username it must contain 7 characters with no spaces. We recommend using your business name (First Word) and Permits, ex: LathropPermits
    - *Password:* When choosing your password it must contain 7 characters.

\* Business Name

\* Contractor License Type

I hereby assert that I am an authorized agent of the business described above.



# Contractor Access: *My Permits*

## *My Permits:*

- *Lists all permits associated with your account.*
  - **Show Active Only:** Shows all permits that are currently open that have not been finalized.
  - **Show All:** Shows all permits that are active, as well as, permits that have been finalized in New World.
  - Permits are sorted by Permit Status and then Descending by Permit #.
  - You can also access All Records or limit it 10 per page.

The screenshot shows the 'City of Lathrop Permits' web application. The header includes the logo and 'Powered by Tyler Technologies'. A navigation bar contains links for 'My Permits', 'Request Permit', 'Billing & Payment', and 'My Account'. The user is logged in as 'johnnyg' and can click 'Logout'. The main content area is titled 'My Permits' and includes a message: 'Below is a list of the permits associated with your account. Click on a permit to get additional information, schedule inspections, or even make payments!'. There are radio buttons for 'Show Active Only' (selected) and 'Show All'. A dropdown menu for 'No. of permits per page' is set to '10'. A table lists five permits with columns for Permit Number, Address, Description, and Status.

Permit Number	Address	Description	Status
<a href="#">Single Family Residence 2015-00000317</a>	10183 Truckee Airport RD TRUCKEE, CA 96161	RES (3515 SF), ATT GARAGE (882 SF), DECK (262 SF)	Pending Payment
<a href="#">Residential Addition 2015-00000257</a>	10183 Truckee Airport RD TRUCKEE, CA 96161	TEST PERMIT APPLICATION	Pending Payment
<a href="#">Mechanical Electrical Plumbing 2015-00000256</a>	10183 Truckee Airport RD TRUCKEE, CA 96161	Electrical	Permit Issued
<a href="#">Commercial Remodel / TI 2015-00000248</a>	10183 Truckee Airport RD TRUCKEE, CA 96161	KITCHEN REMODEL (300 SF)	Permit Issued
<a href="#">Residential Addition 2015-00000248</a>	10183 Truckee Airport RD TRUCKEE, CA 96161	kitchen addition 200 sf	Permit Issued

# Contractor Access: Request Permit

## Permit Request:

- *Proceed to fill out the permit request*
- **Required Fields – Required fields denoted with an Asterisk \***

*(Note: Dependent on permit type more fields may be required as mandatory)*

- *Permit Type*
- *Worksite Address*
- *Description of Work Being Done*
  - *If you run out of room in this section add further commentary to Comments/Additional Info.*
- *Estimated Improvement Value*
- *Contact Email Address*
- *Phone Number*
- *General Permit Information*
  - *Even if the fields are not required full detailing is appreciated.*
- *Engineering Water Quality Details (if applicable)*
- ***See Example on next Slide***

# Contractor Access: Request Permit

## City of Lathrop Permits

Powered by Tyler Technologies



My Permits Request Permit Billing & Payment My Account

Welcome, johnnyg Logout

### Request Permit

\* Permit Type

\* Worksite Address

\* Description of Work Being Done

Description of Location

Comments/Additional Info

By submitting this permit request you are asserting that you are an authorized agent of John Mac Construction.

You must also read and agree to the [Terms and Conditions](#)

Required for New Single Family Residences & Additions Only.

Lot Number

Current Property Value

\* Estimated Improvement Value

\* Improvement Sq. Ft.

\* Contact Email Address

\* Phone Number

EXT.

#### General Permit Information

Contractor License Number

Garage Sq. Ft.

Main Building Sq. Ft.

Misc Bldg Sq. Ft.

Owner Phone Number

Storage Sq. Ft.

\* Number of Bedrooms

#### Engineering Water Quality Details

\* Area of Disturbance (in Sq Ft)

\* Nearest Water Body

\* Approx Distance from Water Body

\* Approx Distance to Truckee River

\* Potential Threat to Water Qual

# Contractor Access: *Billing & Payment*

**This section is currently not available.** You will receive your invoice via email, from the building department team. Contact the Building Division for assistance at (209) 941-7270 or [buildingpermits@ci.lathrop.ca.us](mailto:buildingpermits@ci.lathrop.ca.us) .

## **Current Payment Options Include:**

**Pay by Phone:** when you are ready to pay.

- Email your invoice to [billing@ci.lathrop.ca.us](mailto:billing@ci.lathrop.ca.us)
- Call the Finance Department at (209) 941-7320.
- Provide the Finance representative of the invoice number.
- Please note: for debit/card payments over \$1,500, a 3% fee will be assessed.

*Pay by Check: We accept checks, money orders, cashier's checks.*

**By Courier/Mail** (Please expect 5-7 business days for delivery)

*Lathrop City Hall*

*390 Towne Centre Dr., Lathrop, CA 95330*

*Attention: Finance Department*

**Night Drop Box:**

*The night drop box is located outside Lathrop City Hall. Place your check, money order, or cashier's check in an envelope clearly labeled with your name and permit number. Please do not place cash in the night drop box.*

***Please allow 2 business days for physical check payment processing.***

# Contractor Access: *Permit Details*

## Permit Details:

- Go to **My Permits** and click on the permit you wish to view detailing/schedule inspection on.

Show Active Only  Show All No. of permits per page

Permit Number	Address	Description	Status
Single Family Residence <a href="#">2015-00000725</a>	10183 Truckee Airport RD TRUCKEE, CA 96161	Residence (2,000 SF), Attached Garage (500 SF), Deck (275 SF)	Application Created
Mechanical Electrical Plumbing	10183 Truckee Airport RD	sadfdsaf	Pending Review

- You can view the **Permit Summary**, **Payment Summary**, **Location**....

### Permit Summary

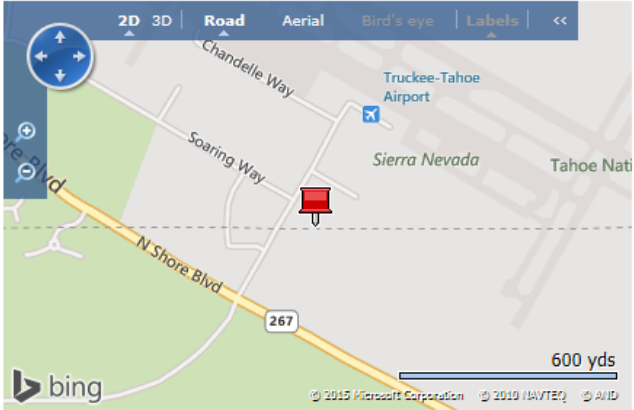
**Permit Type** Single Family Residence  
**Permit #**  
**Application #** 2015-00000725  
**Status** **Application Created on 08/25/2015**  
**Issued To** Contractor

### Payment Summary

<b>Total Charges</b>	\$2,674.48
<b>Amount Collected</b>	\$0.00
<b>Total Due</b>	\$2,674.48 <a href="#">PAY NOW</a>
<b>Paid On</b>	Not paid

### Location

**Primary Owner** TRUCKEE TOWN OF  
**Address** 10183 Truckee Airport RD  
TRUCKEE, CA 96161  
**Parcel** 1962029000  
**Description**  
**Lot Number**  
**Subdivision**

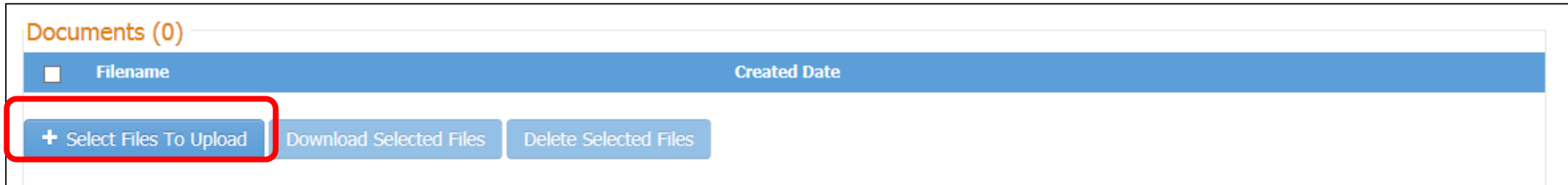


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# Additional Permit Details

## Permit Details:

- **Documents** – You can upload associated documents within the permit documents.
  - **Select Files to Upload** – You can choose from your files the location in which you want to pull the document from.
  - **Document Naming** - Please follow document naming convention from the next slide.
  - **Notifications** – Send an email to [epc@ci.lathrop.ca.us](mailto:epc@ci.lathrop.ca.us) to notify permit team of uploads.



# Document Naming Convention

Please label all documents so that they begin with the **Permit # - PC\_-Description**. If this is your first submission, use the sample below, and we will overwrite it with your building permit number once created.

## Examples:

*2020-#### PC1\_Application*

*2020-#### PC1\_Plans*

*2020-#### PC1\_Structural Calculations*

*2020-#### PC1\_Engineering Calculations*

*2020-#### PC1\_Special Inspections Form*

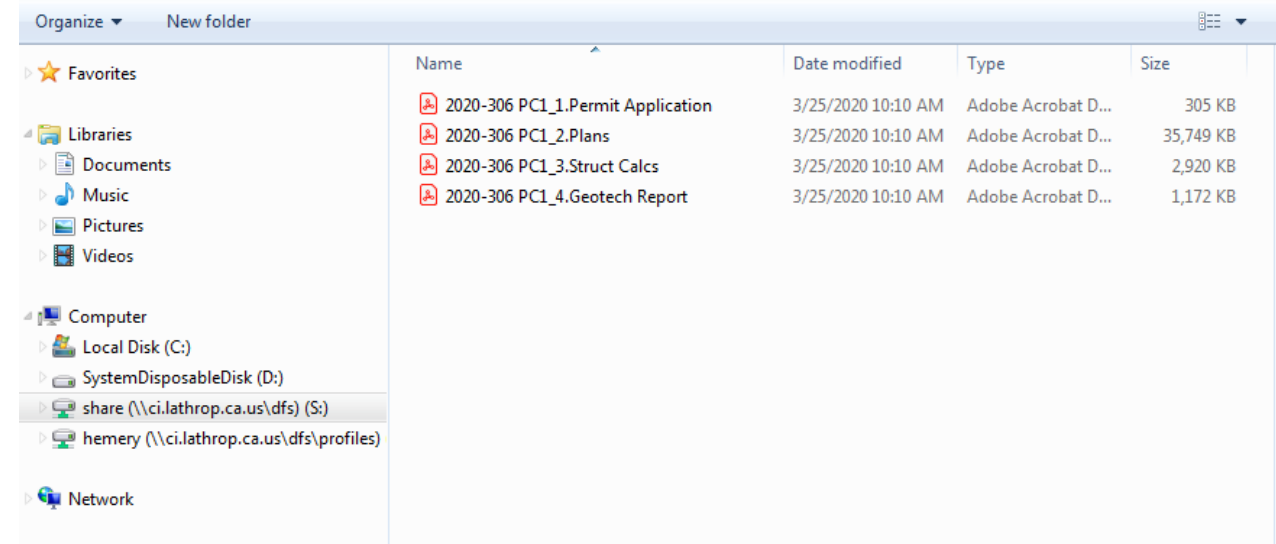
*2020-#### PC1\_Soils Report*

*2020-#### PC1\_Title 24 / Energy Calculations*

*2020-#### PC1\_ESCP Form*

*2020-#### PC1\_Encroachment Permit*

*2020-#### PC1\_CCR / Home Owner Association Approval*

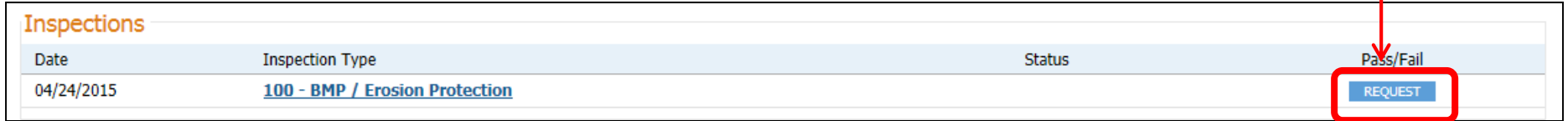




# Schedule Inspection: Contractors or Residents

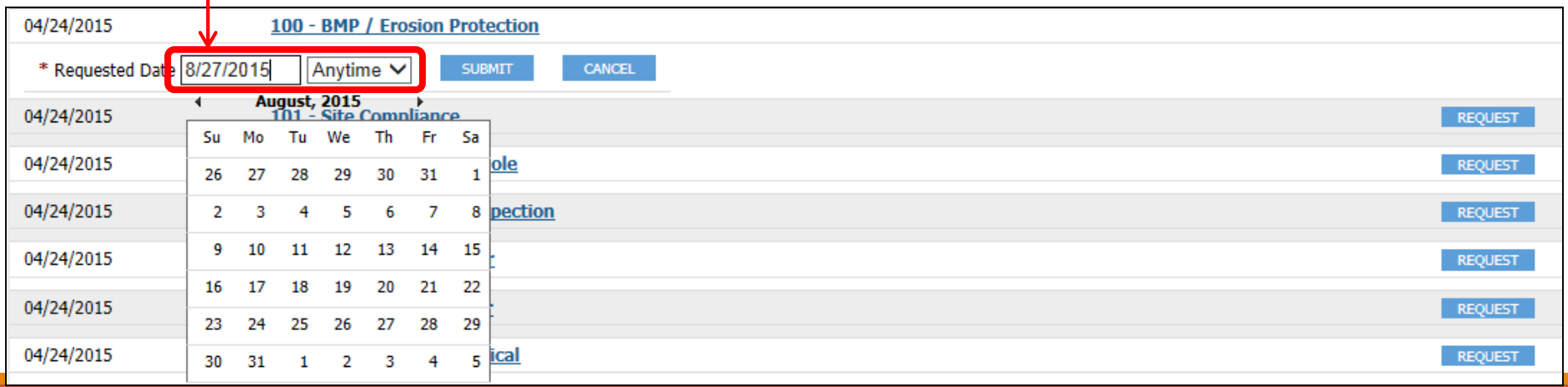
## Scheduling an Inspection:

- Click on **Request**



Date	Inspection Type	Status	Pass/Fail
04/24/2015	<a href="#">100 - BMP / Erosion Protection</a>		<input type="button" value="REQUEST"/>

- **Request a Date and Time:** The calendar and “Anytime, AM or PM” will populate, and you are able to choose from the drop downs the requested date and time frame.
- Once completed with date and time click



04/24/2015 [100 - BMP / Erosion Protection](#)

\* Requested Date:

	August, 2015							
	Su	Mo	Tu	We	Th	Fr	Sa	
04/24/2015							1	<input type="button" value="REQUEST"/>
04/24/2015	26	27	28	29	30	31		<input type="button" value="REQUEST"/>
04/24/2015	2	3	4	5	6	7	8	<input type="button" value="REQUEST"/>
04/24/2015	9	10	11	12	13	14	15	<input type="button" value="REQUEST"/>
04/24/2015	16	17	18	19	20	21	22	<input type="button" value="REQUEST"/>
04/24/2015	23	24	25	26	27	28	29	<input type="button" value="REQUEST"/>
04/24/2015	30	31	1	2	3	4	5	<input type="button" value="REQUEST"/>

# Schedule Inspection: *Contractors or Residents*

## Scheduling Inspection:

- *Once Requested the Inspection will auto filter to the bottom of the Inspections list.*
- *Status will show as **Pending**.*

04/24/2015	<a href="#">908 - Engineering Final</a>		REQUEST
08/27/2015	<a href="#">100 - BMP / Erosion Protection</a>	Pending	

## Inspection Has Been Scheduled:

- ***Notification Sent** – You will be sent an email that states that status has changed on inspection listing the time.*

08/27/2015	9:00 AM	<a href="#">100 - BMP / Erosion Protection</a>	Scheduled
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## Inspection Status Has Changed:

- ***Notification Sent** – You will be sent an email that states that status has changed on inspection (passed, failed, and comments)*

08/25/2015	<a href="#">407 - Ice Guard</a>	Completed	Pass
08/24/2015	<a href="#">405 - Roof Nail / Ventilation</a>	Completed	Pass

# **Schedule Inspection:** *Contractors or Residents*

## ***Things to note***

- *Inspections must be scheduled by 4:00pm the work day before needed.*
- *Inspections are available Monday – Friday, 8:00am – 4:00pm.*
- *You can request an AM (8:00am – 12:00pm) or PM (12:00pm – 4:00pm)*
- *A list of the available inspections are on the back of your blue job card.*
- *If you do not see an inspection available to select on the portal, please call to schedule: (209) 941-7270 option 3. Please include in your message that you were unable to find the inspection on ePermits.*
- *If you need to cancel an inspection, you can do so until 7am the day of the scheduled inspection without penalty. If you are cancelling after 7am, please calling (209) 941-7270 option 4. Make sure to leave the reason for cancelling. Re-inspection fees will be charged for inspections cancelled after 7am the day scheduled.*

# Questions

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