



**COUNTY OF SAN BENITO  
RESOURCE MANAGEMENT AGENCY  
PLANNING AND BUILDING INSPECTION SERVICES**

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## **CREATE AN APPLICATION**

- 1) Select – Home
- 2) **Building**  
Select-Create Application
- 3) **Disclaimer**  
Select-Agree  
Select-Continue to Application
- 4) **Select Record Type**  
Select-Continue to Application
- 5) **Location Information**  
Number, Street (only), Type (only)  
Search  
Confirm: APN, Owner Name,  
Select-Continue Application
- 6) **Contact Information**  
Applicant – Add New  
First, Last Name  
Business, Phone #, email  
Select-Continue
- 7) **Licensed Professional**  
Add New  
License Type, Number  
First, Last, Business Name  
Address, Phone #, email  
Save & Close  
Select-Continue Application
  - If owner/builder, please select owner/builder
  - Enter 000 for license number
  - Enter your information ex: name, address, phone number, email address

OVER

**8) Permit Details**

Application Name (use job site address)

Detailed Project Description/Scope of Work

Job Valuation, Construction Type

Select-Continue Application

**9) Permit Detail (step 3)**

Fill to best of knowledge or none

Select-Continue Application

**10) Documents (step 4)**

Select- Add

Select- Add

Select-Add Document

Select-Continue

**Type**

Select-Construction Plan

Description- describe

Save

Select- Continue Application

**11) Select/Add Square feet for**

Existing Use, Proposed Use, Habitable Space, Non-Habitable Space, Deck/Patio, Total, Sprinklers

**12) Review (step 5)**

Select-Continue Application

**13) Wait for invoice**