



City of San Carlos

Building Division

600 Elm St, San Carlos, CA 94070

Phone: 650-802-4261

Fax: 650-595-6761

San Carlos Building Online Electronic Submittal

STEP 1

- Download a Building Permit Application form:
<https://www.cityofsancarlos.org/home/showdocument?id=1257>
Email the completed Building Permit Application form to:
building@cityofsancarlos.org






STEP 2

- If your permit application is deemed incomplete, you will receive an email clarifying missing items.
- If your permit application is deemed complete, or there are just a few outstanding items, you will receive a Box.com link to upload the plan review documents.

STEP 3

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

Submittal Document Example:

-  600 Elm Street Geotechnical Report.pdf
-  600 Elm Street Structural Calculations.pdf
-  600 Elm Street Complete Plan Set.pdf
-  600 Elm Street CalGreen Checklist.pdf
-  600 Elm Street T24 Energy Report.pdf
-  600 Elm Street Building Application.pdf