

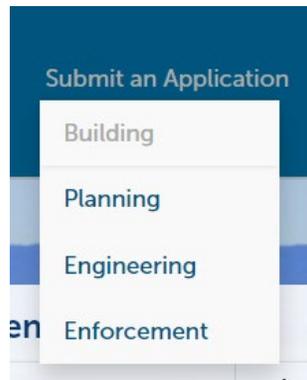
Documents that may be required:

1. **Property Owner Verification:** Required to be uploaded if the property owner information is not correct.
2. **[Property Owner Authorization](#):** Required if the applicant is not the property owner.
3. **Evaluation Report:** Required if the applicant selects they are NOT exempt.
4. **[Exemption Declaration Form](#):** Required if the applicant selects they are exempt.

To submit an inspection report online, complete the following steps.

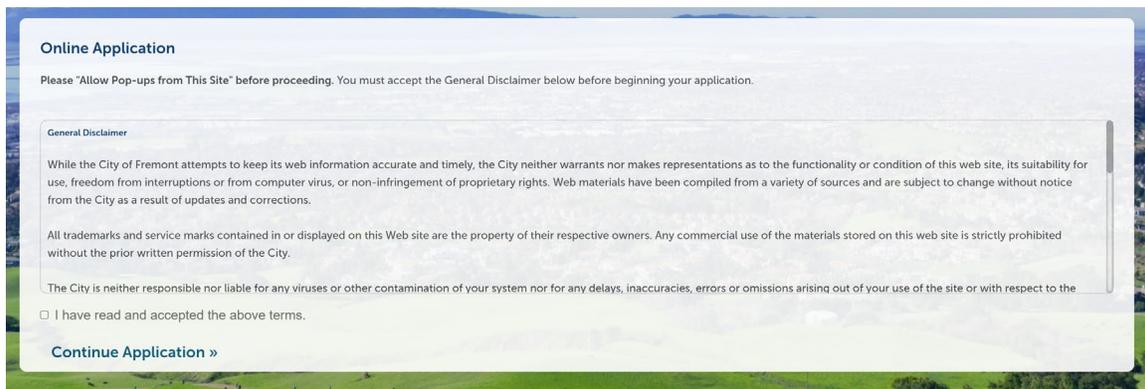
Citizen Access Portal:

Create a Citizen Access account at Fremont.gov/CitizenAccess and log in to your account. Select **“Submit an Application”** and then **“Building.”**



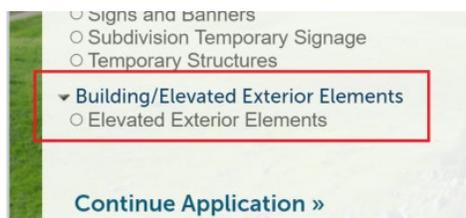
General Disclaimer Page/Electronic Signature Disclaimer:

Acknowledge the General Disclaimer and agree to the Electronic Signature Disclaimer.



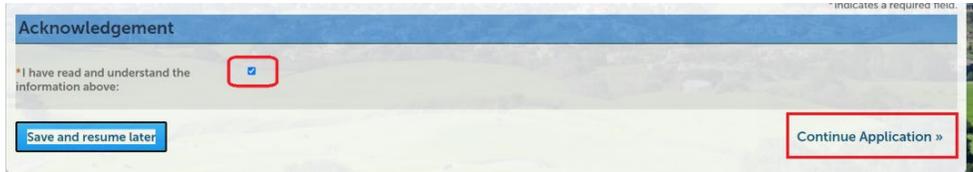
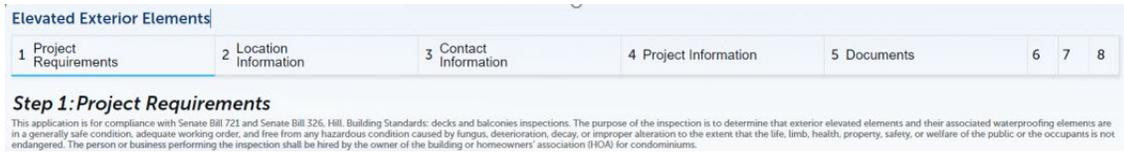
Record Type Selection Page:

Select **“Elevated Exterior Elements”** and then click **“Continue Application.”**



Project Requirements Page:

Read through the **“Project Requirements”** and click within the **“Acknowledgement”** box and then **“Continue Application.”**



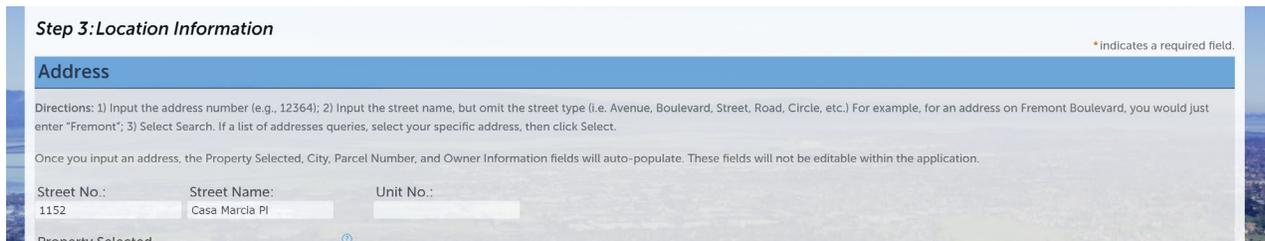
If you do not click within the **“Acknowledgement”** box, you will receive an error and will not be allowed to move past this page.



Address/Location:

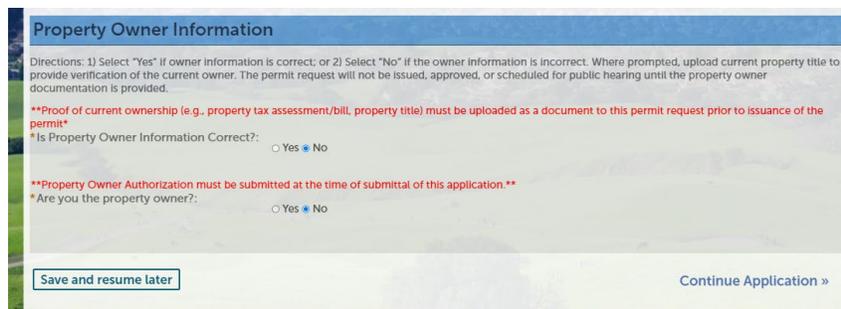
Enter the street number and a partial street name.

Note: The wildcard “%” will automatically be added into the street name to assist with the searching of the correct street address.



Property Owner Verification/Are You the Property Owner:

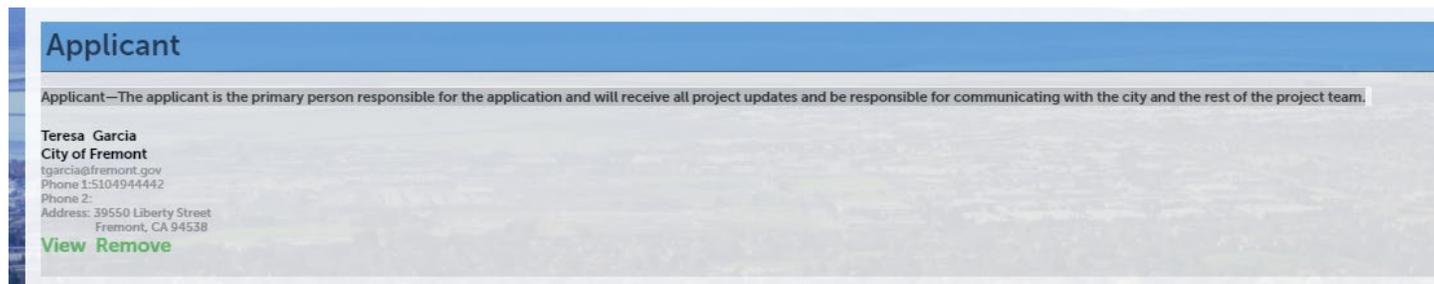
Once the address, parcel, and owner information are added to the record, the **“Property Owner Information”** is read only. If incorrect, you will need to inform the City of this in the following section:



Contact Information:

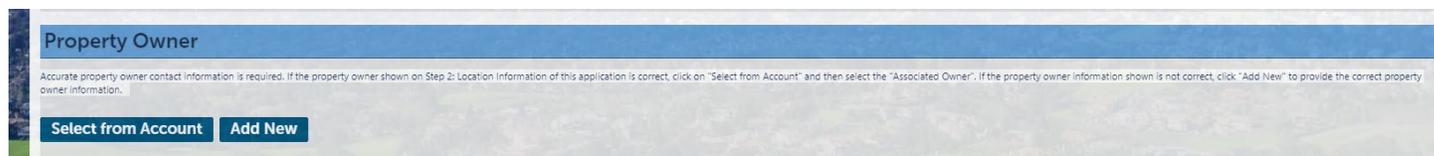
Applicant:

The applicant will always be the public user. The applicant's information cannot be updated. This was done so that there is always someone linked to the record. The applicant is the primary person responsible for the application and will receive all project updates and be responsible for communicating with the City.



Property Owner (PO):

This information will eventually be required. The property owner information is important to capture for the City's future implementation of DocuSign.

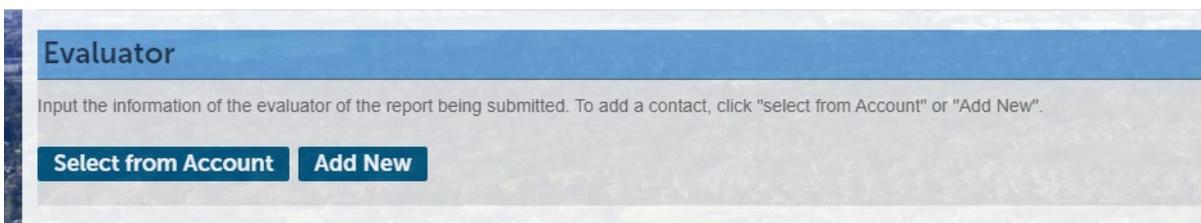


Click **"Select from Account"** and select the PO from the list...if there is missing "required" information, that information will need to be entered before moving forward.

Or click **"Add New"** to add the current PO.

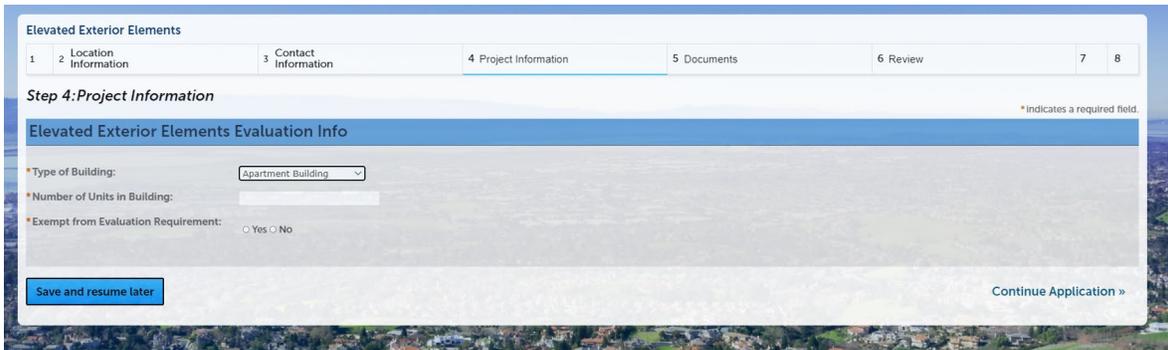
Evaluator:

The Evaluator and creator of the report will need to be entered.



Once all the required contacts are entered, click **"Continue Application"** to continue.

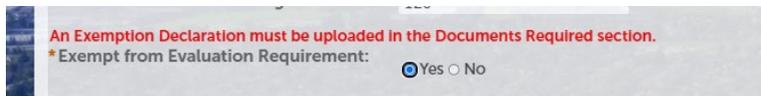
Project Information:



Select **“Type of Building:”**

- Apartment Building
- Condominium Building

If you are **Exempt**, you will receive a prompt to upload the [Exemption Declaration Form](#) and skip the remainder of the questions.



If you are **NOT Exempt**, you will be prompted to upload the Evaluation Report and answer additional questions.



You will need to provide information on who completed the evaluation:

- Building Contractor with License (A, B, C-5)
- Certified Building Inspector
- Licensed Architect
- Licensed Contractor

If the evaluation was completed by a Certified Building Inspector, the following message will appear:



Once all the required questions are answered, click **“Continue Application.”**

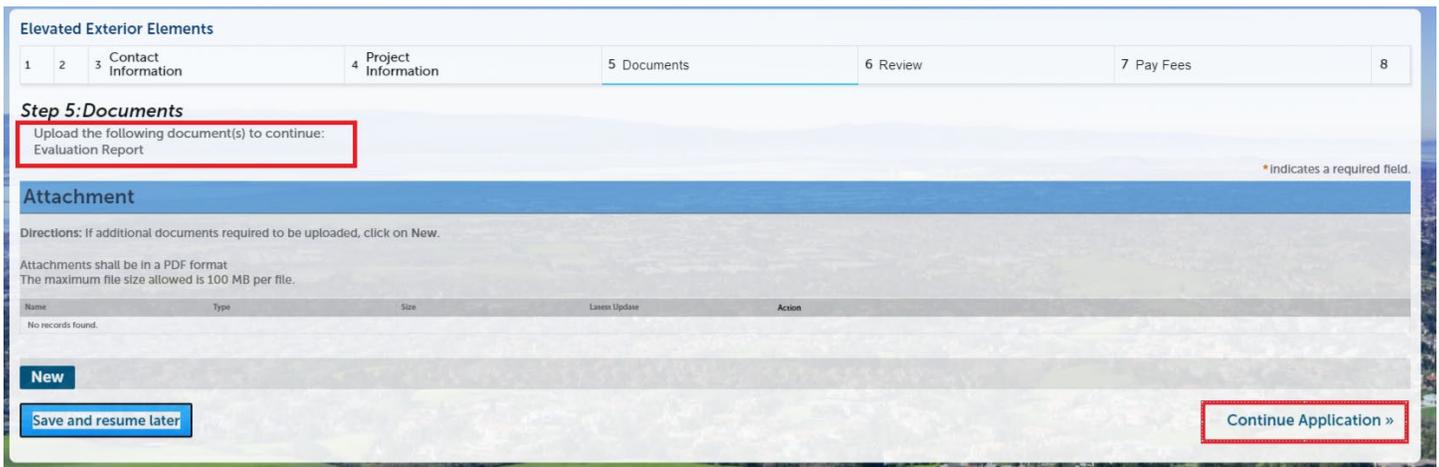
Required Documents:

If required, the documents will be listed at the top of the page as **“Required Documents.”**

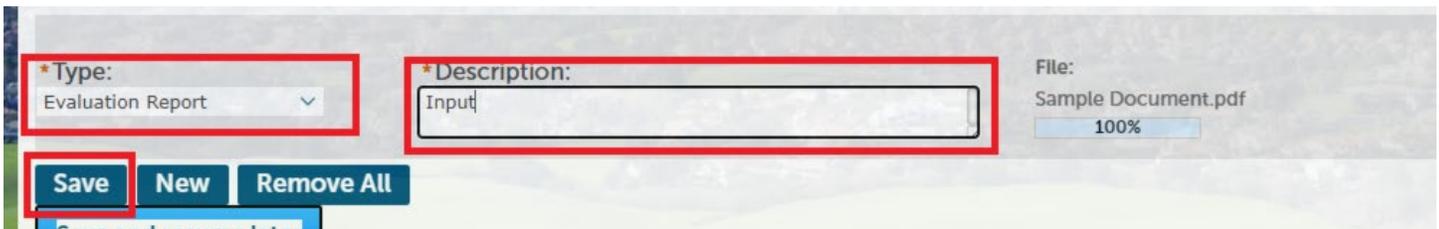
1. **Property Owner Verification:** Required to be uploaded if the property owner information is not correct.
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3. **Evaluation Report:** Required if the applicant selects they are NOT exempt.
4. **Exemption Declaration Form:** Required if the applicant selects they are exempt.

You will not be able to move forward until all the required documents have been uploaded. The required documents will be listed below the **“Documents”** heading.

You will need to click **“New”** and upload the document.



Once uploaded, using the dropdown, select the document **“Type,”** enter a description, and click **“Save.”**



It is important that the **“Type”** matches the **“Required Document”** from above. Once saved, click **“Continue Application.”**

Review Page:

You will need to review the **“Review Page”** and then click on the **“Certify”** section at the bottom of the page, agreeing to the above certification before moving forward and clicking **“Continue Application.”**

Elevated Exterior Elements

1	2	3	4	Project Information	5	Documents	6	Review	7	Pay Fees	8	Record Submitted
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Step 6: Review

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections, as necessary. To proceed, sign the Disclaimer by checking the box and click "Continue Application".

Record Type

Elevated Exterior Elements

Acknowledgement

I have read and understand the information above: Yes [Edit](#)

Address

[Edit](#)

Elevated Exterior Elements Evaluation Info

[Edit](#)

Type of Building:	Other
Other Building Type Description:	Text
Number of Units in Building:	120
Exempt from Evaluation Requirement:	No
Evaluation Completed By:	Licensed Architect
Date of Evaluation Report:	05/04/2024
Condition Found:	Immediate Hazard

Attachment

[Edit](#)

Directions: If additional documents required to be uploaded, click on New.
 Attachments shall be in a PDF format
 The maximum file size allowed is 100 MB per file.

Name	Type	Size	Last Update	Action
Sample Document.pdf	Evaluation Report	928.89 KB	05/07/2024	Actions ▼

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: _____

Save and resume later

Continue Application »

Payment of Fees:

You are required to pay the **current fees**.

As of July 8, 2024, the fees to submit are:

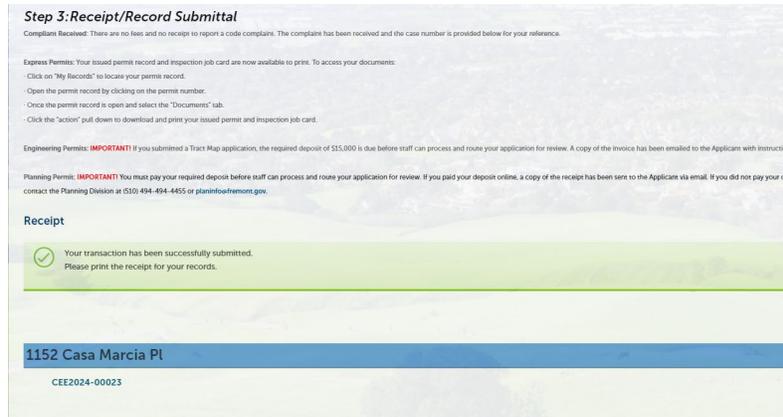
- | | |
|---------------------------------------|--------|
| 1. Elevated Exterior Elements Review: | \$280 |
| 2. Permitting Technology Fee (3%): | \$8.40 |
| 3. Application (In-Person Only): | \$145 |

Credit Card Convenience Fee: On the “Project Requirements” page, the 2% convenience fee is acknowledged and agreed to:

“Credit Card Payments: I understand that if I pay fees associated with the permit request, 2% credit card convenience fee will be charged. I also understand that if I cancel, void, or withdraw the permit request after paying with a credit card, the convenience fee payment will not be refunded.”

Record Submitted:

Once the record is submitted, the following page will display. You will receive an automated email for the payment and a CEE Record ID number will be created.



You may check the status of your submittal by clicking the **“Record ID”** and selecting **“Processing Status”** under **“Record Info.”**

