

# Documents that may be required:

- 1. **Property Owner Verification**: Required to be uploaded if the property owner information is not correct.
- 2. <u>Property Owner Authorization</u>: Required if the applicant is not the property owner.
- **3. Evaluation Report**: Required if the applicant selects they are NOT exempt.
- 4. <u>Exemption Declaration Form</u>: 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 <u>Fremont.gov/CitizenAccess</u> 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.

ase "All	ow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.
eneral Di	claimer
hile the	City of Fremont attempts to keep its web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this web site. its suitability for
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he City	s neither responsible nor liable for any viruses or other contamination of your system nor for any delays, inaccuracies, errors or omissions arising out of your use of the site or with respect to the
l have	read and accepted the above terms

## **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.

1 error(s) occurred on current page. Please click the specific error item below to navigate to the failed field and correct your input.
1.*I have read and understand the information above:

#### 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.

1	Step 3:Locatio	Information *Indicates a required field.
l	Address	
6	Directions: 1) Input th enter "Fremont"; 3) Se	dress number (e.g., 12364); 2) Input the street name, but omit the street type (i.e. Avenue, Boulevard, Street, Road, Circle, etc.) For example, for an address on Fremont Boulevard, you would just Search. If a list of addresses queries, select your specific address, then click Select.
	Once you input an ad	; the Property Selected, City, Parcel Number, and Owner Information fields will auto-populate. These fields will not be editable within the application.
	Street No.:	Street Name: Unit No.:
	1152	Casa Marcia Pi
	Deserve and a Calasta d	

#### 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:

Pr	operty Owner Information
Dire prov doci	ctions: 1) Select "Yes" if owner information is correct; or 2) Select "No" if the owner information is incorrect. Where prompted, upload current property title to unde ventification of the current owner. The permit request will not be issued, approved, or scheduled for public hearing until the property owner unertation is provided.
**Pr perr *Is l	roof of current ownership (e.g., property tax assessment/bill, property title) must be uploaded as a document to this permit request prior to issuance of the not not Property Owner Information Correct?: O Yes e No
**Pr * Are	roperty Owner Authorization must be submitted at the time of submittal of this application.** e you the property owner?: O Yes • No
Sa	ave and resume later Continue Application »



## **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.

or communicating with the city and the rest of the project tea	m.

## **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.

	Property Owner
	Accurate property owner contact information is required. If the property owner shown on Step 2: Location information of this application is correct, click on "Select from Account" and then select the "Associated Owner". If the property owner information shown is not correct, click "Add New" to provide the correct property owner information.
No. of Lot of Lo	Select from Account Add New

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.



Community Development Department Citizen Access User Guide for Elevated Exterior Elements

### **Project Information:**

L 2 Location Information	3 Contact Information	4 Project Information	5 Documents	6 Review	7 8
Step 4:Project Information	on				• indicates a required
Elevated Exterior Eleme	ents Evaluation Info				naroutes e requiree
Type of Building:	Apartment Building				
Number of Units in Building:					
Number of Units in Building: Exempt from Evaluation Requirem	nent: O Yes O No				
Number of Units in Building: Exempt from Evaluation Requirem	o Yes ⊖ No				

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.

		120	
-	An Exemption Declaration must be uploaded	in the Documents Required section.	
	*Exempt from Evaluation Requirement:	Yes ○ No	

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

exempt from evaluation requirement.	🔿 Yes 🕷 No		
Evaluation Completed By:	Select	~	
Date of Evaluation Report:	MM/DD/YYYY		
Condition Found:	Select	×	
Save and resume later			Continue Applicatio

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:

* Evaluation Completed By:	Certified Building Inspec $\checkmark$		
* Date of Evaluation Report:	05/04/2024		
* Condition Found:	Immediate Hazard		

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."

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- 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.

Elevated Exterior	Elements					
1 2 3 Conta Inform	ct lation	4 Project Information	5 Documents	6 Review	7 Pay Fees	8
Step 5:Docume Upload the followi Evaluation Report	ents ng document(s) to contir	nue:				indicates a required field
Attachment						indicates a required netd.
Directions: If additiona Attachments shall be in The maximum file size	l documents required to be a PDF format allowed is 100 MB per file.	e uploaded, click on New.				
Name	Туре	Size	Lavest Update	Action		
No records tound.						
New						
Save and resume	later				Cont	inue Application »

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

Sample Document.pdf

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 E	Elements					
1 2 3 4 <mark>P</mark> Ir	Project nformation	5 Documents	6 Review		7 Pay Fees	8 Record Submitted
Step 6:Review						
						Continue Application »
Please review all inform	nation below. Click the "Edit" bi	uttons to make changes to sections, a	s necessary. To proceed, sign th	e Disclaimer by checking th	e box and click "Continue Applicati	ion".
Record Type	and the second					
Elevated Exterior Eleme	ents					and the second
Acknowledge	ment					Same - States Martin
		State State		Sector Sector	Law Part State	Edit
I have read and under	rstand the information above	e:		Yes	Salar States	Edit
Address	a strange of the second					Eur
Elevated Exter	ior Elements Evalu	uation Info				
				A second second	-	Edit
Type of Building:				Other		
Other Building Type De	escription:			Text		
Exempt from Evaluation	naing. In Requirement:			No		
valuation Completed	Bv:			Licensed Architect		
Date of Evaluation Rep	oort:			05/04/2024		
Condition Found:				Immediate Hazard		
Attachment			Service Real	La recent	a The second second	Edit
Directions: If additional of	documents required to be uple	oaded, click on New.				
Attachments shall be in a The maximum file size al	a PDF format llowed is 100 MB per file.					
Name	Туре	Size	Latest Update	Action	The second second	Concernance of the second s
Sample Document.pdf	Evaluation Report	928.89 KB	05/07/2024	Actions -		
understand and agree tha	at I am electronically signing and	filing this application.	ne statements made as part of th	s application are true, complet	te, and correct and that no material in	ionnation has been onlitted, by checking the box below, i
	, , , , , , , , , , , , , , , , , , ,					
Isy checking this box	x, I agree to the above certif	fication.				Date:
	-					
Save and resume la	ater					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.

Step 3. Pecaint/Pecord Submittal	
Compliant Received: There are no fees and no receipt to report a code compliant. The compliant has been received and the case number is	provided below for your reference.
Express Permits: Your issued permit record and inspection job card are now available to print. To access your documents:	
Click on "My Records" to locate your permit record.	
Open the permit record by clicking on the permit number.	
Once the permit record is open and select the "Documents" tab.	
- Click the "action" pull down to download and print your issued permit and inspection job card.	
Engineering Permits: IMPORTANTI If you submitted a Tract Map application, the required deposit of \$15,000 is due before staff can process	and route your application for review. A copy of the invoice has been emailed to the Applicant with instructions
Planning Permit: IMPORTANTI You must pay your required deposit before staff can process and rouse your application for review. If you pail contact the Planning Division at S10: 494-494-495 or planning-afreement.gov.	id your deposit online, a copy of the receipt has been sent to the Applicant via email. If you did not pay your dep
Receipt	
Vour transaction has been successfully submitted. Please print the receipt for your records.	
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1152 Casa Marcia DI	the second s
TIJE Casa Marcia Ft	
CEE2024-00023	

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

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