

How to apply for a permit or search permit records:

Are you a Contractor?

To get started, you will need:

- **Your City of Cupertino Business license number**
- The name of the Business Owner as it appears on the City of Cupertino Business License
- The **home** address listed on the application for the City of Cupertino Business License. If no home address was provided to the City, please call the Building Department at 777-3228.

Go to: <http://www.cupertino.org/onlineservices>

- You are now at the main Log In page.
- Select the link where it says: “[Activate Your Account Here](#)”
- For Type of Account, select “**Contractor**” from the drop down menu
- Fill in the blanks and “submit” (You should receive a message stating “Information Saved”)
- Select “account summary”
- Choose the “I Want To” tab to begin applying for a permit
- Your account is active, for future permits, just Log In!

Are you a Home Owner applying for a permit for the first time?

To get started, you will need:

- **To make sure your address exists in the City’s database. Call the Building Department at 777-3228 if you’re not sure if your address is in the system**

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- You are now at the main Log In page.
- Select the link where it says: “[Register Here](#)”
- Fill in the blanks and “submit” (You should receive a message stating “Information Saved”)
- Select “account summary”
- Choose the “I Want To” tab to begin applying for a permit
- Follow the steps to apply for a permit
- Using your *new permit information from the printed permit card*, **activate** your account the next time you log in by following these steps:
 - Select the link where it says: “[Activate your Account Here](#)”
 - For Type of Account, select “**Permit**” from the drop down menu
 - Fill in the blanks and “submit”. You will need to change or select a new User Name. (You should receive a message stating “Information Saved”)
 - Select “account summary”
 - Your account is active, for future permits or management of existing permits, just Log In!

Are you a Home Owner with a newly pulled permit?

To get started, you will need:

- your permit receipt

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- You are now at the main Log In page.
- Select the link where it says: “[Activate Your Account Here](#)”
- For Type of Account, select “**Permit**” from the drop down menu
- Fill in the blanks and “submit” (You should receive a message stating “Information Saved”)
- Select “account summary”

To apply for a new permit, choose the “I Want To” tab,

To check plan check status, click on the Permit Number (shown in Blue)

To schedule an inspection, click on the Permit Number (shown in Blue)

Do you want to do a search for permit records?

Go to: <http://www.cupertino.org/onlineservices>

- You are now at the main Log In page.
- Select the link where it says: “[Register Here](#)”
- Fill in the blanks and “submit” (You should receive a message stating “Information Saved”)
- Select “account summary”
- Choose the “I Want To” search permit records
- The next time you want to search records, just Log In!