



CITY OF BRISBANE

Department of Public Works
50 Park Place
Brisbane, CA 94005-1310
(415) 508-2130

Guidance for Electronic Submittal of Permit Applications

The three permits issued by DPW are available online here under “Supporting Documents”:
<https://www.brisbaneca.org/publicworks/page/public-works-permits>

All submittals are to be in PDF format, following file naming protocol below.

Please carefully fill out all applicable sections of the application to avoid rejection for missing information. The cover sheet for the application and all attached pages of conditions are to be submitted. All submittals should be emailed to cityengineer@brisbaneca.org.

As noted in example below, please keep different portions of the submittal separated. Submittal in this fashion will expedite the approval process (e.g., if only one small part of the submittal requires correction, you will be able to turn that back in by itself, and the plan checker will only have to review that one file, rather than going through an entire package).

File naming protocol:

Address_abbreviated applicant name_type of permit_ abbreviated work proposed _file
description_submittal #

Using the following abbreviations for type of permit – EP for encroachment permit, GP for grading permit, and EPT for encroachment permit traffic, and IAC as the abbreviation for a fictional applicant, “I Am Contractor” allows the following example:

50 Park Place_IAC_EP_comml remodel_application.pdf

50 Park Place_IAC_EP_comml remodel_plans.pdf

50 Park Place_IAC_EP_comml remodel_structural calcs.pdf

50 Park Place_IAC_EP_comml remodel_insurance certificate.pdf

50 Park Place_IAC_EP_comml remodel_building permit.pdf

There is no “submittal #” in the above, as these are all the first, or “0” submittal. By example, if changes were required on the plans, the resubmittal of those plans would be named:

50 Park Place_IAC_EP_comml remodel_plans_1.pdf

A third submittal (i.e., a second resubmittal) would be identified as “2”.