



How to Pull a Commercial Construction Permit in Mountain View

Securing permits for a commercial construction project in the Bay Area can be tricky, especially with the changes presented by COVID-19.

We tapped GCI's resident permitting expert to help you out with the latest permitting tips & tricks.

Mountain View Building Inspection

500 Castro St, Mountain View, CA 94041*

*walk-in counter service option is not currently available

Process Overview

Permits: New or Re-submittals, One-stop Commercial Tenant Improvements, & Fast Track Submittals can all be obtained electronically through a virtual appointment.

All permits must first obtain a project number through the [E-Permit Plan Check Submittal](#) portal. For re-submittals, applicants should use the project number that was originally given during the initial submission.

You will be required to complete a [Building Application Form](#) which will request information on:

- Project Address
- Project Valuation
- Description of work
- Applicant information
- Owner information
- Contractor information
- Architect/Engineer/Designer information
- Property type & square footage

After a project number has been issued, you can schedule a virtual appointment via the [Appointment Link](#); a staff member will be in contact* 24 hours prior to the **virtual appointment** with specific directions on how to proceed. *Please be prepared to provide your name, contact number, project number, address, and scope of work.

Note: all occupancies will need Planning approval before getting a building permit. To obtain planning approval please call 650-903-6306.

For more details on the Mountain View Permitting process, please visit: <https://www.mountainview.gov/depts/comdev/building/default.asp>

GCI is here to help!

For every permit we pull, we commit to:

- Provide full support in the permitting process.
- Collaborate with design team and MEP team to ensure all documents are prepared to comply with current procedures prior to submitting.
- Continuously monitor progress of permit review and approval and push for a timely permit issuance.

Have a project that requires permitting? Give us a call at **415-978-2790**

