

**How to apply for a Minor Building Permit:**

- Log in with your User Name and Password.
- Select the Minor Building tile.

You may apply for the following Minor Building Permit types online: air conditioning, chimney repair,\* electrical panel, EV charger (inside a garage),\*\* furnace, gas line, irrigation sprinklers, lighting, re-roof, sewer line, skylight,\* above ground spa, swimming pool removal, temporary electrical power, water heater replacement (in the same place), water piping, and water service line.

**\*If you live in an HOA** you need an approval letter from your HOA. You need to apply for these permits as a Building Permit.

**\*\*If you are installing the EV Charging Station outside,** you need to apply for it as a Building Permit.

- Answer the Yes or No question to continue.
  - Answer the qualifying questions to continue.
  - Select “Apply.”
  - When you add the project address, check the search example. Use the map page to help you find the project's address. If not found, check the street spelling. Also check that the address is within the city limits.
  - Add a complete project description. Refer to the example description.
  - Enter the square footage or project valuation.
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- From the drop down menus, check the box for the type of permit you need, the Use, Building Type and Owner-Builder Declaration.
  - Upload your supporting documents (optional).
  - Add your digital signature to complete the application.
  - Pay by adding the fees to your cart.
  - You will receive your receipt and permit card once payment is complete. It will go to the email address connected to your account.

**Next Steps:**

- Print your job card.
- Schedule inspections.
- You can view the inspection results and comments in your account.

Sunnyvale.ca.gov/PermitCenter  
408-730-7444