

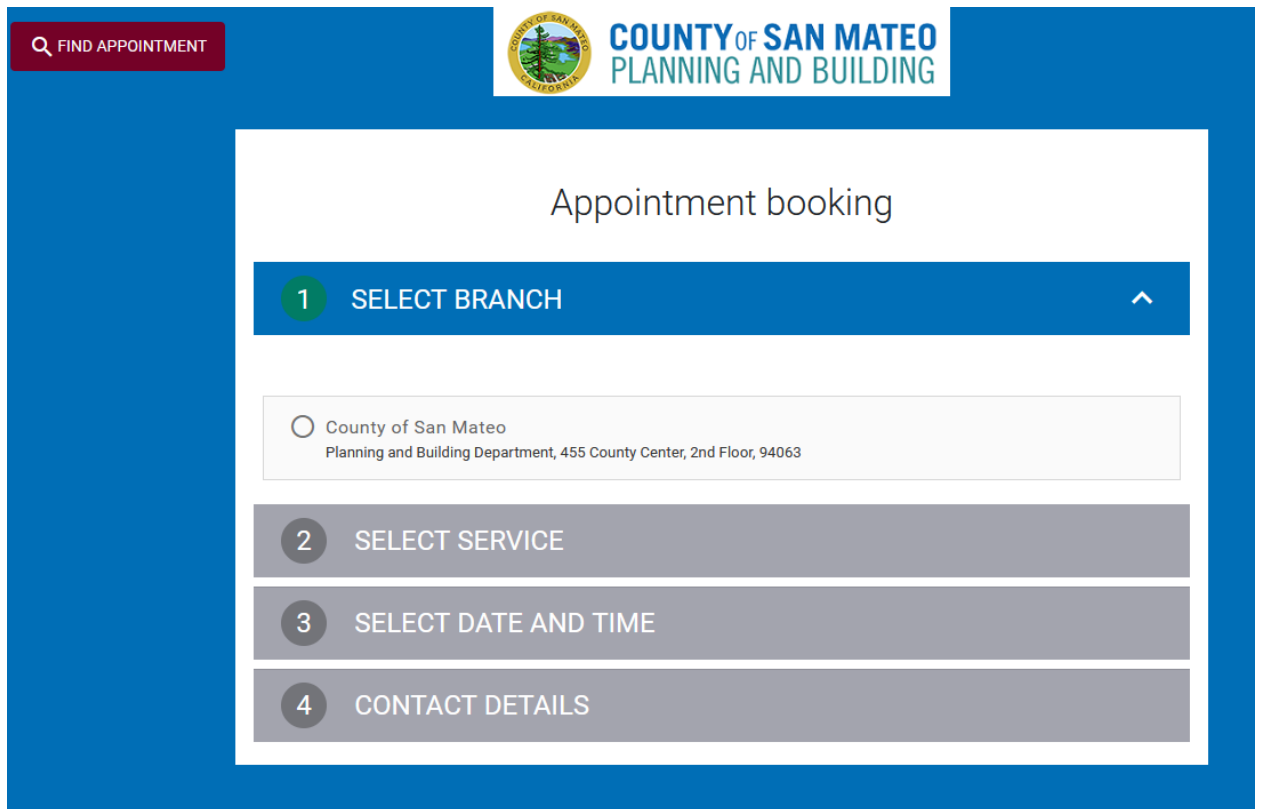


Follow the below steps to make an in-person or online appointment.

Steps

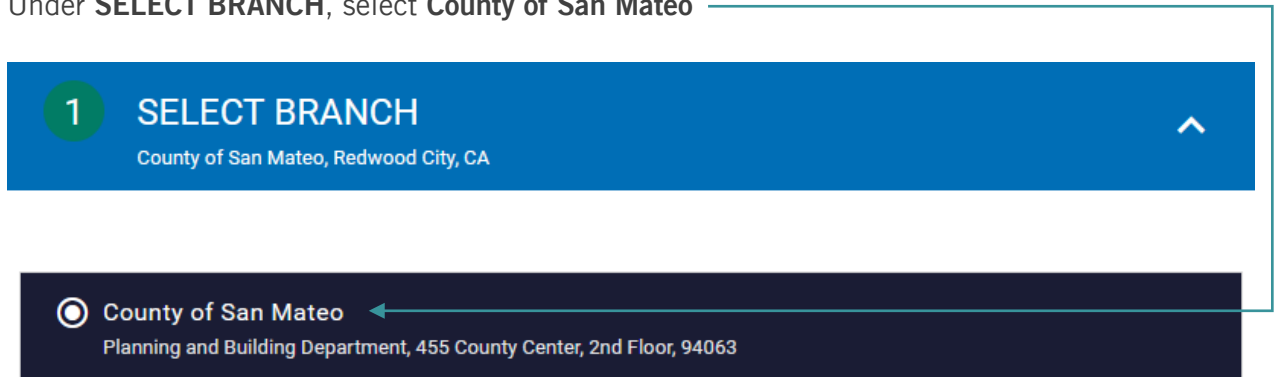
1. Open Our Appointment Booking System

- Go to planning-appointmentsmcmgov.com



2. Select Branch Location

- Under **SELECT BRANCH**, select **County of San Mateo**





3. Select Service You Need

- Under **SELECT SERVICE**, select if you would prefer an online or in-person appointment with Building or Planning and then select the appropriate service you need to meet about.

2 SELECT SERVICE ^

General Building Permit Information (online appt)

Choose one or several services

Online BUILDING Appointments (Microsoft account required; to create a FREE account, go to <https://signup.live.com/>) ^

- General Building Permit Information (online appt) i ←
- Pending Building Project Questions/Information (online appt)
- Permit Issuance for Major Projects (online appt)

Online PLANNING Appointments (Microsoft account required; to create a FREE account, go to <https://signup.live.com/>) v

In Person BUILDING Appointments v

In Person PLANNING Appointments v



4. Select Date and Time

- Under **SELECT DATE AND TIME**, select an available date and time that works for you

3 SELECT DATE AND TIME^

Please select a date and a time

2022Wed , December 21

< December 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

01:30 PM

02:30 PM

03:30 PM



5. Enter Your Contact Details

- Under **CONTACT DETAILS**, enter your last name, first name, email address, phone number, and notes. Under the Notes section, provide as much information as possible about your project (address, APN, permit number, etc.) and the reason for the meeting.

4 CONTACT DETAILS ^

You have chosen:

Pending Building Project Questions/Information (online appt)
County of San Mateo, Redwood City, CA
12/22/2022 10:30 am

CLEAR BOOKING

We will send you confirmation and check-in information. Please describe the information you seek in the Notes section; include Address, APN and Permit Number, if applicable.

Notes Please include Address, APN and Permit Number, if applic...



6. Agree To the Terms and Conditions and Privacy Policy

- Check off **I agree to the Terms and Conditions and Privacy Policy**

I agree to the Terms and Conditions and Privacy Policy

7. Confirm the Appointment

- Confirm the appointment by clicking **CREATE APPOINTMENT**

CREATE APPOINTMENT

NOTE: You will receive a confirmation email shortly after. A reminder email will be sent within 24 hours of the appointment. A final reminder email will be sent within 15 minutes of the appointment. You will also receive confirmation and reminders via text if you entered your phone number.