



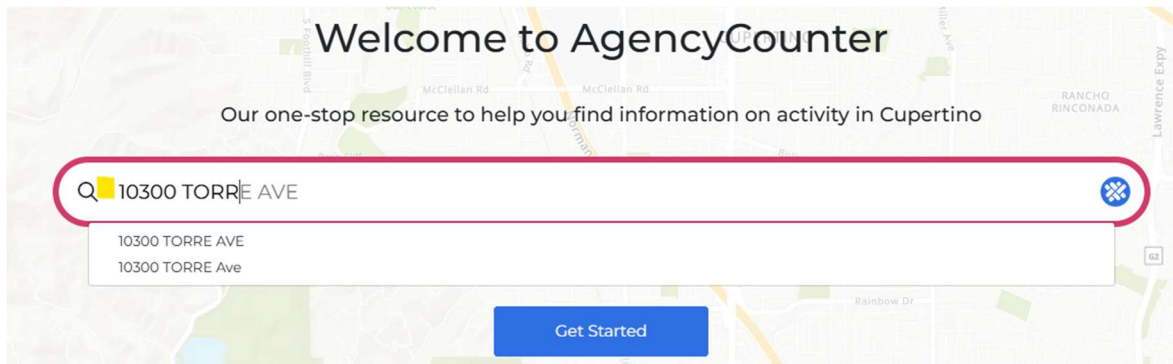
**AGENCY COUNTER GUIDE FOR
BUILDING PERMITS & PLANNING APPLICATIONS**
COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION
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HOW TO USE AGENCY COUNTER FOR BUILDING PERMITS AND PLANNING APPLICATIONS

Agency Counter is a one-stop resource to help find information on project activity in Cupertino. It's highly recommended to register and create a free account to fully utilize Agency Counter

Step 1: Go to Agency Counter page by clicking the following link or copying and pasting the link into a web browser. <https://cupertino.agencycounter.com/>

Step 2: On the Agency Counter home page, start typing in the address for a property.
**You must select the address from the dropdown.



Step 3: The selected address will then produce a summary of the applications in our systems, its status, and if there are any available documents.

Important notes:

- To start the search over, click the City of Cupertino Logo in the top left-hand corner.



- The magnifying glass in the top left hand corner provides a legend detail and allows for a search.

