



Building Department

# PERMIT SUBMITTAL GUIDELINES

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PLEASE REFER TO THESE GENERAL GUIDELINES BELOW FOR ALL SUBMITTAL TYPES: NEW SUBMITTALS, RESUBMITTALS, AND REVISIONS FOR RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL

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# PERMIT SUBMITTAL GUIDELINES

## New Permit Submittals – (PC1 Submittals):

### General Submittal Requirements - All Submittals (Commercial / Industrial & Residential Buildings):

1. All plans must be submitted electronically through Dropbox or the ePermits Portal
  - a. Contractors must acquire an ePermits account for permit submittals
  - b. Property Owners / Residential Applicants must upload through the Building Dept. Dropbox online, or through the “Request a Permit” section of ePermits
2. Required Documents:
  - a. A Building Permit Application must be included with all first submittals.
    - i. Plan Check Applications also available for Commercial Projects pending a Contractor, but prior to permit issuance, a Permit Application with Contractor information must be submittal
  - b. One consolidated Set of Plans
    - i. One .pdf file containing all plans (Plot Plan / Site Plan, MEP Plans, Solar Plans, etc.)
    - ii. Separated Single Plan sheet uploads are not accepted
    - iii. Example:

|             |                |
|-------------|----------------|
| Acceptable  | Not Acceptable |
| ✓ PC1_Plans | X Solar_Plan   |
|             | X Plot_Plan    |
|             | X Floor_Plans  |
3. Refer to the Document Naming Convention Section below to learn how to name submittal documents properly
4. Always notify the Building Dept via the Submittal / Resubmittal / Payment Notification Form
5. Please refer to the specific guidelines regarding Residential, Commercial and Industrial, and Master Plan Submittals for more detailed information

### Electronic Submittal Instructions:

#### All submittals must be uploaded per the following instructions:

1. **ePermits Instructions**
  - a. Follow the hyperlink to [ePermits](#) or go to <https://ums.ci.lathrop.ca.us/eSuite.permits/>
  - b. For **Residents**:
    - i. On the Left Side of the webpage, navigate to “Request a Permit” and follow the prompts
    - ii. The Address will populate when starting to type the address, do not type the full address or the page will not let you continue
    - iii. Enter the Parcel number, and click Continue
    - iv. Complete at least the required fields and select permit type, then Continue
    - v. If prompted with payment option, complete the payment for Plan Check Fees, and Continue
    - vi. You have submitted and may now View the Permit; once the Building Dept. accepts the submittal, you can upload documents via the My Permits page and finding the “Select Files to Upload” button
      - Follow the “Required Document Naming Convention” section for correctly named uploads
    - vii. Notify the Building Dept via the Submittal / Resubmittal /Payment Notification Form
  - c. For **Contractors**:
    - i. Make sure you have an **Active City of Lathrop Business License**, if not contact Finance Dept at (209) 941-7320 to start the process. Access to ePermits is restricted until this item is complete. If the Business License is in process, refer to the Dropbox instructions until the account is set up



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- ii. On the Right side of the webpage, Log in to the Contractor Access Portal
  - If this is the first time on the portal, navigate to the “Activate Account” link under the Contractor Access section and Create an Account
- iii. On the top bar, click “Request Permit”
- iv. Complete at least the required fields and select permit type
  - Click the “I have documents to include...” box to upload all Submittal Documents on the next page, then Continue
- v. If prompted with payment option, complete the payment for Plan Check Fees, and Continue
- vi. You have submitted and may now View the Permit under “My Permits”
- vii. If there are any documents you need to upload and have not already, find the “Select Files to Upload” button on the Permit page
- viii. Notify the Building Dept via the Submittal / Resubmittal / Payment Notification Form

## 2. Dropbox

- a. Follow the hyperlink to [Dropbox](#) or go to <https://www.dropbox.com/request/C4wVoDgoXROuP3LqTrF0>
  - i. Follow the “Required Document Naming Convention” section for correctly named uploads
- b. Click “Add Files” and upload all submittal documents
- c. When prompted, complete the fields for Name and Email Address
- d. Notify the Building Dept via the Submittal / Resubmittal / Payment Notification Form
- e. Once processed in, The Building Dept will communicate via the contact email with instructions to pay Plan Check Fees

## 3. Incomplete Submittals will be rejected

## 4. Email Submittals are not accepted

### Required Document Naming Convention:

1. Label all documents as shown below. Include the Plan Check Cycle (PC1)

- a. Examples:

PC1\_Application  
PC1\_Plans  
PC1\_Structural Calculations  
PC1\_Engineering Calculations  
PC1\_Special Inspections Form  
PC1\_Soils Report  
PC1\_Title 24 / Energy Calculations  
PC1\_ESCP Form  
PC1\_Encroachment Permit  
PC1\_CCR / Home Owner Association Approval  
PC1\_Notice to Property Owner (only if residential owner builder)

2. Failure to comply with the Required Document Naming Convention will result in an Incomplete Submittal



# PERMIT SUBMITTAL GUIDELINES

## Permit Resubmittals – (PC2, PC3, PC4+ etc. Submittals):

### General Resubmittal Requirements - All Submittals (Commercial / Industrial & Residential Buildings)

1. All plans must be submitted electronically through Dropbox or the ePermits Portal
2. A Response Letter and a Resubmittal Form are required and must be included with a Resubmittal
  - a. Not including Response Letters and Resubmittal Forms will result in Resubmittals being rejected
3. Notify the Building Dept via the Submittal / Resubmittal / Payment Notification Form

### Electronic Resubmittal Instructions:

#### All resubmittals must be uploaded per the following instructions:

1. **ePermits Instructions**
  - a. For **Residents**:
    - i. ePermits does not allow Residents to reupload via the portal, please follow the Dropbox instructions
  - b. For **Contractors**:
    - i. On the Right side of the webpage, Log in to the Contractor Access Portal
    - ii. Scroll and find the desired Permit and click on the Permit Number
    - iii. On the Permit page, scroll down to the bottom of the page to the “Documents” tab and click “Select Files to Upload”
    - iv. Notify the Building Dept via the Submittal / Resubmittal / Payment Notification Form
2. **Dropbox**
  - a. Follow the hyperlink to [Dropbox](#) or go to <https://www.dropbox.com/request/C4wVoDgoXROuP3LqTrF0>
    - i. Follow the “Required Document Naming Convention” section for correctly named uploads
  - b. Click “Add Files” and upload all submittal documents
  - c. When prompted, complete the fields for Name and Email Address
  - d. Notify the Building Dept via the Submittal / Resubmittal / Payment Notification Form

### Required Document Naming Convention:

3. Label all documents as shown below. Include the Plan Check Cycle (PC2, PC3+ etc.)
  - a. Examples:

PC2\_Resubmittal Form  
PC2-Response Letter  
PC2\_Plans  
PC2\_Structural Calculations  
PC2\_Special Inspections Form  
PC2\_ESCP Form

4. Failure to comply with the Required Document Naming Convention will result in an Incomplete Submittal.



# PERMIT SUBMITTAL GUIDELINES

## Permit Revisions – (After Permit Issuance):

### General Revision Submittal Requirements:

1. All Revisions must include a Resubmittal Form, filled completely and defining the changes to the project.
  - a. Revisions must not change the scope of work
2. Revisions must include these two files:
  - a. A .pdf file of the Plan Sheets being revised
  - b. An original Approved and Stamped Plan Set

### Electronic Resubmittal Instructions:

#### All resubmittals must be uploaded per the following instructions:

#### 1. ePermits Instructions

- a. For **Residents**:
  - i. ePermits does not allow Residents to reupload via the portal, please follow the Dropbox instructions
- b. For **Contractors**:
  - i. On the Right side of the webpage, Log in to the Contractor Access Portal
  - ii. Scroll and find the desired Permit and click on the Permit Number
  - iii. On the Permit page, scroll down to the bottom of the page to the “Documents” tab and click “Select Files to Upload”
  - iv. Notify the Building Dept via the Submittal / Resubmittal / Payment Notification Form

#### 2. Dropbox

- a. Follow the hyperlink to [Dropbox](#) or go to <https://www.dropbox.com/request/C4wVoDgoXROuP3LqTrF0>
  - i. Follow the “Required Document Naming Convention” section for correctly named uploads
- b. Click “Add Files” and upload all submittal documents
- c. When prompted, complete the fields for Name and Email Address
- d. Notify the Building Dept via the Submittal / Resubmittal / Payment Notification Form

### Required Document Naming Convention:

1. Label all documents as shown below. Include the Plan Check Cycle (REVA, REVB)
  - a. Examples:

REVA\_Resubmittal Form  
REVA\_Response Letter  
REVA\_Plans  
REVA\_Structural Calculations

2. Failure to comply with the Required Document Naming Convention will result in an Incomplete Submittal.