Building Permit Submittal Guidelines

Permit Submittal – Initial / PC1:

New Permit Submittals (Commercial/Industrial & Residential Buildings):

1. All plans must be submitted electronically, via DropBox; or if you have an existing eSuite Account, through the ePermits Portal. Requirements listed below:
   a. **Building Permit Application MUST be included with all first submittals.**
   b. Commercial Industrial Permit Submittal Requirements
   c. Residential Permit Submittal Requirements
   d. Production Permit Submittal requirements
2. **All Submittals** are required to be submitted **electronically only**. An electronic approved plan set will be issued.
3. All plans shall be complete, as in one PDF file (Consolidated Plot Plan, Floor Plan and Solar Plan) – **no single plan sheets accepted**
   a. Example:

      ✔ PC1_Plans   **X** Solar_Plans
                                   X Plot_Plans
                                   X Floor_Plans

Electronic Submittal Instructions:

Electronic Submittals can be uploaded following the instructions below:

1. ePermits (If you have an account)
   a. Log in
   b. Find the Active Permit by Permit Number and click that link
   c. Scroll down to "Select Files to Upload" and click that blue button
   d. Follow the "**Required Document Naming Convention**" listed below
   e. Once documents are uploaded, complete a submittal notification form using this link
      Submittal/ Resubmittal/ Payment Notifications to notify the Building Dept. of resubmission.
      Failure to complete the notification process will result in the submittal not being processed.
2. DropBox
   a. Follow the Link above, and click "Add Files" to Upload
      i. **Please Consolidate all documents into one single .ZIP format file before uploading**
      ii. **We do not accept Certified / Read-Only files**
      iii. Follow the "**Required Document Naming Convention**" listed below

b.   Once documents are uploaded, complete a submittal notification form using this link [Submittal/ Resubmittal/ Payment Notifications](#) to notify the Building Dept. of resubmission. *==Failure to complete the notification process will result in the submittal not being processed==*.

3.   Applicant will receive an email with instructions to pay fees once the submittal is accepted as complete for Plan Review.

<u>Required Document Naming Convention:</u>

When uploading document **PDF files**, it will ask for your First/Last Name.
Use these fields as follows:
First Name = Plan Check cycle (PC1 or PC2 or PC3) (stands for PC1=Plan Check Cycle One, ETC.)
Last Name = Street Address (1234 Easy St.)

1.   Please label all documents as shown below. Include the Plan Check Cycle (PC1 or PC2 or PC3) 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 Owner (only if residential owner builder)

2.   Upload Plans/Documents (via Dropbox or ePermits, **EMAIL SUBMITTALS NOT ACCEPTED**) then complete a submittal notification form using this link [Submittal/ Resubmittal/ Payment Notifications](#) to notify the Building Dept. of resubmission. *Failure to complete the notification process will result in the submittal not being processed*.

For additional information inquiring about necessary documents for your submittal package, or for other permit types not listed above (Signs / Storage Racks / Patio Covers / etc.) please visit our website: [Building: Forms, Permits & Applications](#).