

# Building Permit Resubmittal Guidelines

## Permit Resubmittals – PC2, PC3, PC4, etc.

### Permit Resubmittal Requirements:

1. ALL plans **MUST** be submitted **Electronically** to initiate a resubmittal.
  - a. **A Response Letter and a [Resubmittal Form](#) MUST be included in your resubmittal.**
    - i. We Prefer that you use the Comment Letters received from the City of Lathrop Depts. And add your responses to each comment in **RED**.
  - b. **If response letters and resubmittal forms are not included, resubmittals will be **REJECTED****

### Electronic Resubmittal Instructions:

Electronic Resubmittals can be uploaded following the instructions below:

1. 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.**
2. DropBox Uploads
  - 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

Incomplete Resubmittals will be rejected

### Required Document Naming Convention:

When uploading document **PDF files**, it will ask for your First/Last Name.

Use these fields as follows:

**First Name** = Plan Check cycle (PC2, PC3, PC4+) (stands for PC2=Plan Check Cycle Two, ETC.)

**Last Name** = Street Address (1234 Easy St.)

3. Please label all documents as shown below. Include the Plan Check Cycle (PC2, PC3, PC4+)

Examples:

PC2\_Application

PC2\_Plans

PC2\_Structural Calculations  
PC2\_Engineering Calculations  
PC2\_Special Inspections Form  
PC2\_Soils Report  
PC2\_Title 24 / Energy Calculations  
PC2\_ESCP Form  
PC2\_Encroachment Permit  
PC2\_CCR / Home Owner Association Approval  
PC2\_Notice to Owner (only if residential owner builder)

4. Upload Plans/Documents (via Dropbox or ePermits, **EMAIL RESUBMITTALS 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.***
5. Applicant will receive an email with instructions to pay fees once the submittal is accepted as complete for Plan Review. ***Incomplete Resubmittals will be rejected.***

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