E-MAIL PROCEDURES FOR NEW DEVELOPMENT PERMIT APPLICATIONS

NOTE: The Department of Planning & Development is only accepting electronic submittals, as paper plan sets cannot be reviewed at this time.

1. E-mail your application for a new permit to E-Permits@pln.sccgov.org (max file size 20 MB) and include:
   a. Subject line of the e-mail “New Application” and project address or APN. Example: New Application – 123-45-678
   b. A completed Development Services Intake form.
   c. If applicable, a copy of the complete plan set. If the plan set exceeds 20 MB, provide the Title Sheet, Site Plan, Floor Plan, and Elevations. You will be instructed to upload the additional application documents, as necessary.

   NOTE: Over the counter mechanical, electrical, plumbing, and reroof permits may be applied for by a contractor directly on-line. Please visit InSite Public Portal, login or create an account and create your application.

2. A public user account in the InSite Public Portal will be required to complete the application process, to make payment and upload documents.
   a. To create a user account, see Santa Clara County InSite Public User Manual. Note the public user account email on the Intake form.

3. Documents MUST comply with the Building Submittal Requirements, Digital Submittal Requirements, and Naming Conventions.
   a. To upload digital documents, see “How to Submit the Documents Electronically” worksheet.

4. A Permit Technician will verify completeness of submittal, create a permit application number, provide access to the invoice for payment and uploading of documents, within 2 business days.

   NOTE: Applications for new structures and additions are subject to Planning Clearance prior to processing. If Planning Clearance cannot be granted, you will be notified of next steps.

Additional Notes:

• An e-mailed application for a permit is not a permit.

• This process is not for emergency permits.

• If a notification is not received within 2 business days from the time the application was e-mailed to us, please email us again at e-permits@pln.sccgov.org.

• This process is subject to change as improvements are implemented by the Department.