E-MAIL PROCEDURES FOR RESUBMITTALS

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

1. Review comments from all reviewers will be provided in a comprehensive comment letter.

2. Once all revised documents have addressed all of the review comments, upload the resubmittal via the InSite Public Portal (see instructions below).
   a. A response letter is required with all resubmittals. Please see correction letter for further instructions.
   b. Resubmittal packages must comply with Digital Submittal Requirements, file names must comply with Naming Convention, and sets must be complete (we cannot digitally slip-sheet pages).

3. Send an email to your designated Permit Technician (or e-permits@pln.sccgov.org if one has not been assigned) advising the resubmittal has been uploaded. Email must include:
   a. Email subject line: “Resubmittal” and Permit Application Number
      Example: Resubmittal – DEV19-0000

4. A Permit Technician will verify completeness of resubmittal and route to appropriate reviewers within 2 business days.

In order to make a digital Resubmittal, the following is required:

1. A public use account in is required in the InSite Public Portal
   a. To create a user account, see Santa Clara County InSite Public Portal User Manual
   b. Once the user account has been created, email your request to your designated Permit Technician (or e-permits@pln.sccgov.org if one has not been assigned). Email must include:
      i. Email subject line: “Link” and Permit Application Number, Ex: Link – DEV19-0000.
      ii. Created user account email that is to be linked.
      iii. Property address

**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.