



PROCEDURES FOR E-MAILED PERMIT APPLICATIONS

1. All information on application form must be filled out completely or application cannot be accepted. Only licensed contractors can apply via e-mail, property owners cannot.
2. All declarations, including contractor's license, workers' compensation insurance, and affirmation to comply with ordinances and laws, must be signed. A valid copy of worker's compensation must be submitted.
E-mail to E-permits@pln.sccgov.org
3. **Contractor must complete and sign the following:**

The undersigned gives the County of Santa Clara Building Inspection Office permission to accept an electronic copy of my signature on an e-mailed permit application in lieu of my in-person signature at your office. I hereby certify that I will comply with any and all declarations and agreements on the e-mailed permit application that bears my signature.

Contractor's Name (Printed)

Contractor's Signature

The following employees have my permission to use my credit card to obtain permits in the name of my company:

Employee Name

Employee Name

4. E-mailed permit applications are accepted for the following permits:
 - a. **Mechanical** - replacement/installation of furnace or HVAC units
 - b. **Electrical** - replacement of electrical services up to and including 200 amps, installation of outlets and special circuits
 - c. **Plumbing** - replacement of water heater, repairing gas line/gas pressure test, repairing water line, repairing sewer line, installation of plumbing fixtures, and installation of lawn sprinklers
 - d. **Building** - re-roofing (without adding significant additional weight to roof), termite repairs, and minor non-structural remodels that are subject to approval
 - e. **Other** - payment of re-inspection fees
(This list may be amended from time to time as necessary.)
5. An e-mailed application for a permit is **not** a permit. Contractor must make sure that an e-mailed permit is posted at the job site. Otherwise, contractor will not have proof that a permit has been issued.
6. If an e-mailed permit is not received within 2 working days of the time the application was e-mailed to us, please call our office at (408) 299-5700.