



Sunnyvale

NEW RESIDENTIAL PERMIT SUBMITTALS

THESE REQUIREMENTS ARE FOR PERMITS ISSUED ON OR AFTER MAY 2020

BUILDING DIVISION REQUIREMENTS

Please send all submissions to the following email with the address and project/permit number in the subject line:

planchecksubmittals@sunnyvale.ca.gov

INSTRUCTIONS

- 1) You must include a completed permit application (Building and Fire Permit Worksheet/Application). Please make sure to provide a detailed scope of work.
<https://sunnyvale.ca.gov/civicax/filebank/blobdload.aspx?blobid=23617>
- 2) Attach digital files of all plans, calculations and other supplemental documents. If the attachment is too large, please provide a link to a shared file containing your submittal documents, clearly labeled and organized. This folder should have open access to multiple viewers and not require login. Please break up the files to make downloading easier, approximately 40 - 50 megabytes max.
- 3) If your project has gone through a design review or other preliminary review with Planning, please provide this project/permit number for reference.
- 4) We will process everything and send you a confirmation email with your due date and instructions for paying plan check fees.
- 5) Once your project is approved, we will ask you to provide hard copies for stamping.