



ELECTRONIC PLAN CHECK SUBMITTALS

BUILDING DIVISION REQUIREMENTS

- All building permit applications requiring plan check must be sent to the following email: planchecksubmittals@sunnyvale.ca.gov
- When sending resubmittals, addendums and deferred submittals, note the project address and permit number in the subject field of the email.

INSTRUCTIONS FOR SUBMITTING:

New Building Permits – All new building permit submittals must include the following documents in .pdf format.

- Permit Application – Must be complete with all fields filled in. Applications are available online at <https://sunnyvale.ca.gov/civicax/filebank/blobdload.aspx?BlobID=23617>
- Questionnaire for Non-Residential projects – Complete the questionnaire at the end of this handout and include it with your submittal documents.
- Plans – Saved to a single file as one complete set, digitally stamped and signed by a design professional, if applicable.
- Structural Calculations – Digitally stamped and signed by a design professional, if applicable, and saved in a separate file.
- Other Supporting Documents (energy calculations, special inspection forms, etc.) – Saved in a separate file.
- Green Halo Registration – Newly constructed buildings and demolition projects, commercial and residential additions and alterations to non-residential projects must register with Green Halo (GH) to track construction & demolition waste and recycling. Visit <http://sunnyvale.wastetracking.com/> to register. A screenshot of your in-progress GH registration, showing the project address and GH tracking number, must be included in your submittal package, if applicable.

Resubmittals –

- Submit a **complete**, revised set of plans, calculations and supporting documents with changes clouded. If there have been no changes to the plans and documents, you must still send the latest **complete** set. It is important that a complete plan set package is submitted at each round of plan check.
- Include a formal response letter addressing all city comments.

Addendums –

- Submit revised sheets only with changes clouded and corresponding revision delta symbols. Sheets shall be digitally stamped and signed by the design professional, if applicable.
- Submit an itemized list of all revisions and addendums organized by page number
- Include revised structural calculations, if applicable, with changes clouded and digitally stamped and signed by the Design Engineer.
- A separate file should be included containing a copy of the approved full set of plans for

One-Stop Permit Center at City Hall - 456 W. Olive Ave., 408-730-7444
Building and Planning Division representatives are available 8 a.m. - 12:30 p.m. and 1 p.m. - 5 p.m.
Sunnyvale.ca.gov - Search "Planning and Building"

reference.

Deferred Submittals –

- Each plan sheet must be digitally stamped and signed with the Design Engineer’s professional stamp and digitally stamped and signed with the EOR review stamp. **No typed names or initials will be accepted.**
- The first page of the calculations must be digitally stamped and signed with the design Engineer’s professional stamp and digitally stamped and signed with the EOR review stamp. **No typed names or initials will be accepted.**
- Include a copy of the approved plan sheet that lists the city-approved deferred items.

Additional Instructions –

- The city can accept a total attachment size of 150 megabytes; however, this number may be limited by your email provider.
- Larger files can be sent through a link to cloud storage. The link cannot require special permissions or login credentials.
- Plan sets must be submitted as one file. Larger plan sets can be organized into separate folders by discipline (Architectural, Mechanical, Electrical, Plumbing, etc).
- Structural Calculations, response letters and other supporting documents must be organized into separate folders and not included in the plan set file.
- Files should be named so it is clear what they contain, with no internal company file names or file numbers.

Questionnaire for Non-Residential Projects -

1. Is this project associated with an already-approved planning permit?
2. Does the project involve a change of use (ex. previous tenant was an office, new tenant is a restaurant)?
3. Are exterior changes to the building or site proposed (ex. new roof-mounted equipment or trees for removal modifications to the parking lot, new windows or doors)?
4. Is the project proposing any kitchen/café improvements? (This is for Public Works to determine any sewer/water connection fees and updates to the trash management plan.)
5. Is the project going in a new shell building or space that has never been occupied OR an existing building where landlord/market-ready shell improvement is in progress? If yes, provide the building permit number for the shell work. **PLEASE NOTE A BUILDING PERMIT WILL NOT BE RELEASED UNTIL THE SHELL WORK IS COMPLETE OR SUBSTANTIALLY COMPLETE**