



How to apply for a Planning Project:

Planning Projects include Design Review, Use Permits, Sign Permits, Special Development Permits and Telecommunications Facilities. Plus any other discretionary permits that may require a public hearing for approval.

- If your project is in the Public Right of Way, or doesn't have a specific address or APN number, call the Permit Center. You may not be able to apply online.
- Log in with your User Name and Password.
- Select Planning Project tile.
- Select Planning Project again and then select “Apply.”
- When you add the project address, check the search example. Use the map page to help you find the project's address. If not found, check the street spelling. Also check that the address is within the city limits.
- Add a complete project description. Refer to the example description.
- Enter the square footage or project valuation.
- If necessary, add additional project contact information (Contractor, Property Owner, etc.).
- Provide the Use. Refer to the example information to help select the right Use for your project.
- Upload the required and supporting documents.
- Add your digital signature to complete the application.
- Review the permit/plan application summary. The fees shown are an estimate. We will create an invoice for you.
- Submit.
- Click “On to Plan” to view your plan number and status.

You will receive a confirmation message that your application has been successfully submitted. You will hear from us within a few business days.

Next Steps

- We will review your application. If your application is incomplete, you will need to submit additional documents or information. Your application must be complete before work can start.
- Once your application is complete, we will create an invoice. You may pay the invoice at any time. You can choose to pay when we ask as part of the approval process. You will delay the processing of your project or permit if you fail to make payments.
- You can't submit additional documents until we ask you for them.
- At anytime you can view the status of your project through your account.

Sunnyvale.ca.gov/PermitCenter
408-730-7444