Welcome to the Discretionary Permit ePlan Portal. The ePlan Portal facilitates the online submission of PDF documents for Discretionary Permit application review. The following provides a step-by-step submittal guide for Discretionary Permit New Submittals and Resubmittals procedures. **NOTE:** Wireless Communication Facility applications must be applied for **in-person**. To go directly to the Resubmittal procedures, scroll to the last page.

You will have access to the portal from 8:00 AM to 5:00 PM on business days, excluding County Holidays, to create your ePlan account, set up your project file, and upload all required application documents. As long as the portal remains open, you may begin uploading at any time during business hours and return later—also during business hours—without losing your progress.

For additional help, refer to the ePlan User Guide and ePlan Video Series under the "info and Help" dropdown menu here: ePlan Portal.

ePlan Procedure: New Submittals

1. **Create an ePlan account**.
   To create an ePlan account, log into the ePlan Portal. If you don't have an account, click "Sign In" on the top banner of the ePlan homepage and then click "Register as a new user" and follow the prompts. If you are already registered, log into your existing ePlan account.

2. **Create a new Discretionary project.**
   a. At the top, click " Create Project."

   b. A menu will appear asking you to select a *Permit Type*. From the drop down menu select "Discretionary," and then in the next drop-down menu (below) select the applicable application type. Select "OTH-Other," unless your application is for a Vacation/Hosted Rental or Report Review.

   c. In the third drop down menu, indicate whether or not the application is related to a fire or natural disaster, select "yes" or "no."

   d. Finally give your project a title and click "Create."

3. Determine the required files for your project.

Find your application type below to determine the required files.

For most **Discretionary permit applications** and **Pre-application consultations**, the *initial* upload of the application's submittal package must consist of three file types formatted as follows:

- **Application (APP)**: This contains the PLG-100 Application Form combined with any Submittal Checklist(s)/List(s) of Required Information required for your application. The "Universal LORI" is not required to be uploaded as a part of the submittal package.
- **Plans (PLN)**: This is the plan set for your project.
- **Supplemental (SUP)**: This file must begin with PLG-135, combined with any additional documents needed for your project, such as a Soils Report, or other technical reports and design review materials.

For all **Vacation and Hosted Rental Permits**, including renewal applications, the *initial* application must consist of the following file types formatted as follows:

- **Application (APP)**: This must contain the Vacation Rental Permit & Renewal Application Form PLG-150, Hosted Rental Permit Application Form PLG-155, or Hosted Rental Permit Renewal Application Form PLG-160.
- **Plans (PLN):** This is the plan set for your project. Note: Applications for NEW permits require plans. For vacation rental permit RENEWALS plans are only required if there has been a change to the floor plan of the dwelling. For hosted rental permits plans are not required. See PLG-150 or the Vacation Rental ordinance for more details.
- **Supplemental (SUP)**: This file shall contain a copy of the current rental/lease agreement (including house rules), combined with any other supplemental documents as described in the PLG-150, PLG-155, or PLG-160.

For all **Report Review Applications**, the *initial* application shall consist of two file types which must be formatted as follows:

- **Application (APP)**: This contains the PLG-100 Application Form.
- **Supplemental (SUP)**: This begins with PLG-135 Index Form. This file will contain the report(s).
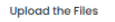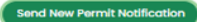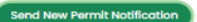
4. Prepare your files for uploading.

In preparation for your submittal, fill out all required forms and prepare your application files. All forms required to apply for your Discretionary project are available on the ePlan homepage under the "Discretionary" drop down menu found here: ePlan Portal.

- **Fill out and SIGN the appropriate forms.** The property owner's signature is **ALWAYS REQUIRED** on all application forms. Unsigned forms cannot be accepted.
- **Format and combine your documents.** For each file type, all documents must be combined into one PDF and then uploaded. For example, when creating the supplemental file, add the supplemental form (e.g. PLG-135) as the first page, followed by other submitted documents, e.g. a soils report. Uploading documents individually into files does not work in ePlan and will erase the previously uploaded materials. The ePlan software only accepts PDFs. Please bookmark, index, remove viewports and flatten any sets of plans.

5. Upload Your Files to the Project

1) After logging in, select the project you wish to upload documents for then click " Open ."
2) Navigate to the top banner and click " Upload ."
3) Select the file type (Application, Plans or Supplemental) you are uploading, then click the " BROWSE... " button.
4) Select the PDF (see note above) that you wish to upload and select " Open ."
5) A disclaimer will appear, reminding you to ensure your materials are correctly formatted. After acknowledging the pop-up disclaimer, press " Close ."
6) Repeat the process with your second file that you wish to upload. If required, repeat the process with your third file.
7) Once all of your files are ready, press " Upload the Files ."
8) You will be brought back to your project's home page that shows the files that you are intending to upload. If you have uploaded two or more files, the **green** Send New Permit Notification **button** will appear. If everything looks correct to you, then click the button to submit your materials to staff.

*IMPORTANT: YOU MUST click the **green** Send New Permit Notification **button to officially submit your application**. This button appears only after uploading documents to at least two files. Without this step, staff won't be notified, and your project won't be reviewed. Uploading documents alone, without clicking the **green button, will result in your application NOT being uploaded into the portal**.

If you have successfully added your materials into the portal, you will see the following message:

New Permit Notification has been successfully sent.

6. Application Intake Review Procedure & Payment

Following the receipt of a New Permit Notification, staff will review your submittal package to ensure all required documents have been included in the submittal, i.e. that the submittal is "correct" (i.e., PLG-100 contains owner signature, appropriate application forms were submitted, etc.)

Upon determination that the submittal is "correct," staff will notify you via email; perform the intake of your application; and then, within one business day, email a link to pay the required fees.

PLEASE NOTE: For some projects, an At-Cost Contract will be emailed to you for signature, and once returned, you will then be cleared to pay the application fees.

You will have *5 business days* to pay the fees. Failure to pay the fees within 5 business days will render your application VOID.

PLEASE NOTE: THE PAYMENT OF FEES IS REQUIRED FOR A COMPLETE APPLICATION SUBMITTAL.

Upon payment of all application fees, review of the application will begin. *Payment of fees will start the Permit Streamlining Clock per the Permit Streamlining Act (PSA).* Once the clock starts, you will be notified of review results within 30 days (except for report reviews, some wireless projects and projects not subject to the PSA). The application will be deemed either "complete" or "incomplete." The determination, along with all reviewer comments, will be sent to the applicant and property owner by email.

ePlan Procedures: Resubmittals
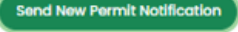
1. **Prepare, Format and Combine your documents.**
   Discretionary permit ePlan forms are available on the ePlan Review page under the "Discretionary" drop down menu here: ePlan Portal.

   Resubmittals **must** consist of at least two files, one of which **must** be a Letter (LTR) file. For each file, all documents must be combined into one PDF file and then uploaded. Uploading documents individually into files does not work in ePlan and will erase the previously uploaded materials.

   The ePlan software only accepts PDFs. Please bookmark, index, remove viewports and flatten any sets of plans. The required files for a Resubmittal are:

   - **Letter file (LTR)** - *Required*: At a minimum, this contains the *Discretionary Permit Resubmittal Letter Form - PLG130* and may also include additional sheets as required. You must include a response to the incomplete application comments, including an itemized checklist of the location of all required outstanding items as identified in the Letter of Incomplete Application.

   - **A minimum of one additional file**: Your resubmittal will also include at least one of the following files to accompany upload of your Letter (LTR) file: Application (APP) file; Plans (PLN) file, or Supplemental (SUP) file.

     *Note: The green [Send New Permit Notification] **button will not activate without a minimum of two files being uploaded, one of which must be the Letter (LTR) file.*****

   *IMPORTANT: YOU MUST click the green [Send New Permit Notification] button **to officially resubmit materials**. This button appears only after uploading documents to at least two files. Without this step, staff won't be notified, and your materials won't be reviewed. Uploading documents alone, without clicking the **green button**, **is not** a complete resubmittal.

2. **Resubmittal Intake Review Procedure**
   Upon receipt of the resubmitted materials, a review of the resubmitted items will begin, and *the Permit Streamlining Clock* will be re-started. Once the clock starts, you will again be notified of review results within 30 days (except for report reviews, some wireless projects and projects not subject to the PSA). The application will be deemed either "complete" or "incomplete." The determination, along with all reviewer comments, will be sent to the applicant and property owner by email.

   Once your application has been deemed "complete," unless additional materials are required to clarify, amplify, correct, or otherwise supplement the submitted information, or where additional information is required to comply with the provisions of Division 13 (California Environmental Quality Act) of the Public Resources Code, no additional materials will be required to be submitted through ePlan.