The County of San Luis Obispo is committed to the health of our staff, our customers, and the health of our overall community. Out of an abundance of caution and in an effort to slow the spread of COVID-19, the Planning and Building is accepting On-Line Building Permit Applications. Applying for a permit electronically does not guarantee expedited processing.

1. The following are the naming conventions for files when submitting for residential and commercial electronic plan review permit.

2. Once you have been given a building permit number, if the prefix to the number starts with a **PMTR** please follow the naming conventions for **Residential Building Plans**, if the prefix to your permit number starts with a **PMTC** please follow the naming conventions for **Commercial Building Plans.**

3. If the permit has a **PMTG** prefix please label plans as 01 G- Civil (Include Site Plan, Conditions of Approval from land use permit)

The plans **must** be organized into individual disciplines (files) in a complete package as noted below before uploading them for initial plan review. Please verify plans are sized for printing of 24" x 36" sheets. Submit a **complete initial** package only **ONCE**. *Plans will be rejected by staff if not submitted using these disciplines!*

Permits with **PMTR Prefix-Residential Building Plans – <u>Documents to be labeled as the following:</u>**
01 G- General (File to include General, Civil, Landscape, Septic, Stormwater information including a Site Plan and Conditions of Approval from land use permit)
02 S- Structural
03 A- Architectural (File to include Electrical, Plumbing, Mechanical, Energy, Equipment, Photo Voltaic)

Permits with **PMTC Commercial Building Plans – Documents to be labeled as the following:**
01 G- General (File to include General, Civil, Landscape, Septic, Stormwater information including a Site Plan and Conditions of Approval from Land Use Permit)
02 S- Structural
03 A- Architectural
04 P- Plumbing, Mechanical, Electrical, Energy
05 W- Photo Voltaic, Equipment, Other Disciplines, Operations/Manuals

Permits with **PMTG Grading Building Plans – Documents to be labeled as the following:**
01 G- General (File to include General, Civil, Landscape, Septic, Stormwater, Site Plan and Conditions of Approval from land use permit)

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www.sloplanning.org | planning@co.slo.ca.us

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Electronic Plan Review Naming Conventions

Additional documentation to be included (Documentation), as applicable:

Fire Plan **Application** OR Fire Review Plan (if applicant already has a fire letter)
Landscaping project information form
Hazardous Waste and Substances Statement Disclosure
Project Manuals
Soils investigation and/or Geotechnical Engineering Report
Registered Design Professional Statement (commercial projects)
Structural Calculations
Site Plan
Community Service District Will Serve Letters for water and sewer
Other applicable documents (Name of document)

PLANS MUST HAVE A BLANK 2"H X 3"W RECTANGLE ON THE LOWER RIGHT CORNER OF EVERY PAGE (IN THE SAME LOCATION) FOR COUNTY STAMP OF APPROVAL.

IT IS THE RESPONSIBILITY OF THE PROFESSIONAL IN CHARGE TO VERIFY COMPLIANCE WITH THIS REQUIREMENT.

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4. When the initial review has been completed by all applicable departments, you will be contacted that corrections are ready for their review. The notification will also include conditions (hold items), outstanding fees, and school fee forms, if applicable.

5. After corrections have been completed by the Applicant, the documents need to be uploaded, with Permit prefix, permit number, naming convention and the revision number at the end, V2, V3, etc.

    Example: 01 G- General -V2

6. Once the Plans Examiner and all the reviewers approve the plans, the Land Use Tech will notify the Applicant of any outstanding conditions that will need to be met and remaining fees to be paid prior to issuing the permit

7. The Land Use Tech will email Construction Permit forms for applicant to sign and return. Once Construction Permit forms are returned the plans will be available for applicant to print and have available on the job site.

PLEASE NOTE:

• Please submit **all the plans, supporting documents** at initial submittal with the naming conventions and **all the plans, supporting documents** at resubmittal. Please do not trickle in documents into the system by uploading them at various times.

• Initial deposit does not constitute total building permit fees. Permit fees will be calculated by a Land Use Tech. Initial deposit will be applied against permit fees, and the balance of permit fees will be given at time of correction notification. For a fee estimate, please contact the Building Department at 805-781-5600.

• Please submit all the plans and documents at initial submittal and resubmittal

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Electronic Plan Review Naming Conventions

AFTER ISSUANCE PERMIT PROCEDURE:

1. Contact Land Use Tech and Plans Examiner for verification whether the permit qualifies for an "After Issuance Change".

2. If an "After Issuance Change" is approved, Applicant to upload completed Change Order form describing changes to plans.

3. Submit complete plans with following naming conventions:

   PMTR Residential Building Plans:
   01 G- General-**After-Issuance**
   02 S- Structural- **After-Issuance**
   03 A- Architectural- **After-Issuance**

   PMTC Commercial Building Plans:
   01 G- General- **After-Issuance**
   02 S- Structural- **After-Issuance**
   03 A- Architectural- **After-Issuance**
   04 P- Plumbing, Mechanical, Electrical, Energy- **After-Issuance**
   05 W- Photo Voltaic, Equipment, Other Disciplines, Operations/Manuals- **After-Issuance**

   PMTG Grading Building Plans – Documents to be labeled as the following:
   01 G- General, Civil, Landscape, Septic, Stormwater- **After-Issuance**

4. Land Use Techs will inform the plans examiner and other applicable reviewers that plans have been uploaded and for them to review them. Plans examiner will stamp and approve plans after their review and other departments have found them in compliance.

5. Land Use Tech will contact the applicant permits are ready to issue once revision fees are paid and signed Construction Permit forms are signed and uploaded. After receiving Construction Permit Forms the Land Use Tech will make plans available for applicant to print.

6. Revised plans will need to be printed and be on jobsite for inspections.