



Sunnyvale

DEFERRED SUBMITTALS

THESE REQUIREMENTS ARE FOR PERMITS ISSUED ON OR AFTER MAY 2020

BUILDING DIVISION REQUIREMENTS

If it is an active permit, we can accept deferred items digitally.

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

planchecksubmittals@sunnyvale.ca.gov

INSTRUCTIONS

Please make sure that the first page of the calculations and every page on the plan sets contain both the *design engineer* and *engineer of record's* digital stamp and signature, no typed names. Also, please provide the sheet on the main permit set that lists all the deferred items. This is so we can confirm that what you are submitting is an approved item to submit as deferred. We will log it in for two weeks review. Once it has been approved, we will reach out to the point of contact for hard copies.

- 1) 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.
- 2) If your project has gone through a design review or other preliminary review with Planning, please provide this permit number for reference.
- 3) We will process everything and send you a confirmation email with your due date and instructions for paying plan check fees.
- 4) Once your project is approved, we will ask you to provide hard copies for stamping.