

July 7, 2021

Virtual Building Permit Submittal Process
For Larger Scope Projects

The Planning and Building Department is using an electronic process for permit acceptance, review, and issuance for larger scale projects, and revisions to these projects.

Please note that this process is subject to change.

**Permits for limited scopes of work (this includes such projects as solar photovoltaics, reroofing, battery backup systems, generators, and interior-only remodeling with no structural plans/calculations) may still be applied for directly by contacting planbuild@portolavalley.net.

1. Signing Up With PV Connect

The first step is to sign up for a virtual building permit submittal appointment via PV Connect. You can access/sign up for PV Connect by either downloading the app or visiting our website at www.portolavalley.net/virtualappointment. Go to Building Permit Submittal Virtual Appointment and complete all the required information concerning the project.

Once you have submitted your information to request a virtual appointment, your request will be placed in the queue on a first-come/first-served basis; your patience is appreciated as we anticipate a high volume of requests, and it may be a week or longer before we are able to contact you.

2. Virtual Counter Appointment

Staff will contact you to schedule a Zoom meeting to review the completeness of your application, plans, and materials. Please ensure that your plans are to-scale, collated in order, digitally signed, and not locked or security-protected. Files for the plan set, structural calculations, soils report, T-24, permit application, etc. shall all be submitted as individual pdf files and should be named descriptively.

3. Sending Us Your Documents & Payment of Fees

If deemed a complete submittal, staff will send you a link to upload your documents to Box. Upon receipt of your upload, staff will review the submittal materials and advise you of permit fees via email. You will then need to either mail in or drop off (at the Town mail drop box adjacent to Town Hall) a check payable to the Town of Portola Valley for the permit fees with a copy of your permit application. Any other fees that may be due (for Woodside Fire or San Mateo County Environmental Health review) will also be provided to you with directions for payment to those agencies. If your project requires review by Fire or County Health, you may also be required to provide a hardcopy set of your plans to them with your fee payment(s).

Once the fees are received and processed by staff, your permit application will be routed out for plan check to the applicable departments.

4. Plan Review

Plan check comments will be forwarded to you as they are received. Comments will typically be received in 3 – 4 weeks, but may take longer. Resubmittal/response to comments should be held until you have received comments from all applicable departments. **Response to plan check comments must include separate transmittals with itemized responses to comments for each department.** Revised plans shall have all changes clouded and be digitally signed with a new delta/date. Once you are ready to resubmit, contact the staff member who assisted you with your original submittal, and they will then provide you a new upload link for Box, and again, the revised plans and materials will be routed back out for continued plan review.

5. Printing Your Approved Plans & Permit Issuance

Once the plans have been approved by all applicable departments and all conditions satisfied, the electronic plans will be stamped by the Town and forwarded to the project team for printing. The project team will need to print two (2) color copies to-scale and in compliance with the Town's electronic plan printing standards. One copy will be retained by the applicant as the Job Copy to be kept on site for all inspections, and the other copy shall be delivered to Town Hall. Once staff receives and processes the plan set, we will release the permit and inspection card electronically via email to the applicant.

****Please note that for larger projects and ones that have received ASCC approval, a formal Zoom Pre-Construction meeting with staff and the project team will be required and scheduled PRIOR to release of the permit(s).**

If you have any questions about these permit procedures, please contact us at planbuild@portolavalley.net.