

**July 7, 2021**

**Virtual Building Permit Submittal Process**  
**For Limited Scope Projects**

The Planning and Building Department is using an electronic process for permit acceptance, review, and issuance for limited scope projects. These applications will be processed on a first-come-first-served basis. All steps of the review process will be done electronically over email. These limited scope projects are defined as follows:

- Solar Photovoltaics (rooftop and ground-mount)
- Solar Roofing Photovoltaics
- Battery Back-up Systems
- Generators
- Reroofing
- Interior-Only Remodeling With No Structural Plans/Calculations

**Please note that this process is subject to change.**

**PROCEDURES FOR SUBMITTING**  
**LIMITED SCOPE OF WORK BUILDING PERMITS**

Submit your written request for consideration of a limited scope of work building permit to [planbuild@portolavalley.net](mailto:planbuild@portolavalley.net). Please include:

- Detailed description/narrative of the proposed work
- Completed [Building Permit and/or Electrical/Plumbing/Mechanical Permit](#) application as applicable

Once submitted, the request will be reviewed by the Planning & Building Director (or their designee) to ensure it falls into one of the categories above. If the project has a larger scope of work, staff will provide the Submittal Process for Larger Scope Projects. If your request is approved as Limited Scope, we will notify you as follows:

- Staff will advise you what plans/materials you need to submit and how to submit them electronically
- Staff will determine the permit fees that will be due and advise you how to pay them
- Staff will route the plans and materials to applicable departments for review
- If your permit requires review by Woodside Fire Protection District, staff will advise you how to mail a check for their plan check fees directly to the District

Please keep in mind that the review of plans may involve plan check comment letters that may require plan revisions, corrections, and/or submittal of additional documents. If you are responding to a plan check comment letter, staff will advise you how to resubmit your response electronically. A resubmittal shall include:

- An itemized response to each comment
- Revised plans with new delta and date
- Ensure that all revisions are clouded on the plans

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.

If you have any questions about these permit procedures, please contact us at [planbuild@portolavalley.net](mailto:planbuild@portolavalley.net).