


County of Santa Clara

Department of Planning and Development
 County Government Center, East Wing, 7th Floor
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DATE: February 2, 2024

TO: Applicants Roundtable

FROM: Jacqueline R. Onciano, Director 

RE: **New Application Request Submission Period**

NOTICE OF INSITE PUBLIC PORTAL NEW SUBMISSION PROCESS

Effective February 19, 2024, the Department of Planning and Development (Department) will begin a new Application Request submission process. New land use entitlement and development Application Requests will only be accepted Monday through Friday, 6:00 a.m. to 6:00 p.m., excluding County holidays. The new submission process enables the Department to process applications and requests more efficiently.

How Does This Impact You

The Department's online permitting portal will remain available 24 hours a day, 7 days a week, barring any scheduled or unanticipated system maintenance or outage. However, the system will restrict land use entitlement and development Application Request submissions to the specified period below.

The application submission period of other permit types remains unaffected. Please see table below for more information.

Updated Submission Period by Application Type

Application Type	Submission Period	Used For
Application Request	Monday – Friday, 6:00 a.m. – 6:00 p.m., excluding County holidays	New Land Use Entitlement, New Development (Plan Check)
Fire Permit	24 hours a day, 7 days a week (unchanged)	System Permits (sprinklers, fire alarm, etc.), Fire HazMat permit, Fire AMMR.

On-line Permit	24 hours a day, 7 days a week (unchanged)	Minor residential mechanical, electrical, plumbing and reroof permits. Only the listed project types are eligible for online permits.
PV – Roof Mount	24 hours a day, 7 days a week (unchanged)	Residential & Commercial roof mount photovoltaic applications.
SolarApp+ Permit	24 hours a day, 7 days a week (unchanged)	Solar applications that require a plan check approval ID through the SolarApp+ website. This is for state licensed contractors only.
Survey Review	24 hours a day, 7 days a week (unchanged)	Annexations, Corner Records and Records of Survey.

To view County holiday schedule, visit <https://www.santaclaracounty.gov/county-holidays>