

County of Santa Clara

Department of Planning and Development

"People Centered Services"

County Government Center, East Wing, 7th Floor

70 West Hedding Street

San José, CA 95110

Phone: (408) 299-5700

Website: plandev.santaclaracounty.gov



DATE: July 31, 2026

TO: Applicant's Roundtable

FROM: Jacqueline R. Onciano, Director
Department of Planning and Development

Initial
JRO

SUBJECT: New Development Permit Application Submission Process for Building, Grading, and Drainage Permits

Effective **August 24, 2026**, the Department of Planning and Development (Department) will implement a new application submission process for building, grading, and drainage permits. This new process, referred to as Development Permit Application, aims to:

1. Provide clarity on the County permit process and requirements for development, and
2. Streamline the application review process.

How Does the New Process Impact You?

Changes to Development Permit Request

The existing Development Permit Request process will no longer be available effective August 24, 2026. Applications for building, grading, or drainage permits must be submitted by selecting the Development Permit Application option from the Public Permit Portal. Submission through Development Permit Application will be considered a formal application submittal.

Changes to the Application Review Process

The new Development Permit Application process will begin with the following:

1. An application completeness review. This will ensure that a complete application, including all required documentation, has been submitted and the application is deemed complete for processing.
2. The Department will collect the applicable fees, and the plan review process will commence.

The completeness review process helps streamline the permit application process by ensuring that all required documents and items are included in the application before plan review begins.

A comprehensive application checklist is available on [the Department's website](#) to assist applicants in preparing application materials.

Updated Process for Deferred Submittal and Revision

Deferred submittals and revisions are now accepted through the permit record linked to the Public Permit Portal account.

For step-by-step instructions, please refer to the [deferred submittal](#) and [revision](#) webpages.

Changes to Virtual Counter Consultation

Virtual Counter Consultations will be referred to as General Consultation meetings. These meetings are reserved for a maximum of 45 minutes and serve as an opportunity for general inquiries about the permitting process or to obtain information about a property. Members of the public may [schedule General Consultation appointments](#) online, by phone, or by email.

Changes to the Public Permit Portal

Removal of PV – Roof Mount Application

The PV – Roof Mount application will no longer be available on the Public Permit Portal. Applicants interested in residential solar roof mount projects are encouraged to use SolarApp+ and submit a [Residential SolarApp+ Permit Application](#). If a project is not eligible to use SolarApp+, applicants may submit a Development Permit Application. Using SolarApp+ is strongly recommended for all eligible projects.

List of Applications Available on Public Permit Portal

Application Type	Submission Period	Used For
Development Permit Application	Monday – Thursday, 6:00 a.m. – 6:00 p.m., excluding County holidays (Unchanged)	Application for building, grading, or drainage permits
Fire Permit Application	Monday – Thursday, 6:00 a.m. – 6:00 p.m., excluding County holidays (Updated)	System permits (sprinklers, fire alarm, etc.), Fire HazMat permit, Fire AMMR.
Minor Permit Application	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.
Residential SolarApp+ Permit Application	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.

List of Application(s) No Longer Available on Public Permit Portal

Application Type	Submission Period	Used For
PV – Roof Mount	<i>No longer available online</i> (Removed)	Residential & Commercial roof mount photovoltaic applications.

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