



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060
(831) 454-2580 FAX: (831) 454-2131

Project Resubmittals

Once all agencies have reviewed the building permit application, a correction letter will be sent out. Plans and documents with correction comments must be updated and submitted for another review. This is called a re-submittal. **Re-submittals are submitted through ePlan.**

How to Resubmit in ePlan

1. Confirm that the application status is “Resubmittal” and the project is unlocked. If this is not the case, email staff [here](#).
2. The LTR file **must be uploaded**. This file is your response to each reviewer’s plan check comments and may not contain any other documents.
3. In addition to the LTR file, upload each **revised** file. Each time a file is uploaded, it must be complete and ready to be stamped by the county for issuance. A complete file contains all sheets/documents needed for issuance, not just the new/revised portions.

4. **You must notify the Planning Department by clicking the green notification button.** Resubmittals must address corrections for all departments to be accepted for review.
5. Your project will then be routed to the reviewers for comments. You can read reviewers’ comments [here](#).

For help with your ePlan resubmittal, please schedule a meeting with staff [here](#) or send an [email](#).