



City of Solvang

PLANNING & BUILDING DEPARTMENT

ELECTRONIC SUBMITTALS HANDOUT

411 Second Street | Solvang, CA 93463 | Phone (805) 688-5575 ext. 220 | www.cityofsolvang.com

Electronic submittals are required for applications filed with the Planning & Building Department. This pertains to all applications, including but not limited to applications for Building Permits, Conditional Use Permits, Development Plans, Sign Permits, Tentative Maps, Plan, etc. Acceptance of electronic applications must be submitted consistent with the procedures below which will expedite the application review process. Applications that are not submitted consistent with the below procedures will result in the application being rejected and will delay application processing. If you have any questions about the electronic submittal requirements, please email questions to planningdept@cityofsolvang.com

ELECTRONIC SUBMITTALS

1. GETTING READY TO SUBMIT

A complete submittal package is required in accordance with the normal submittal requirements for each specific application type (refer to the specific checklist for your application type that is available on either the Planning or Building Department Documents, Forms & Resources page of the city's website).

2. MAKE A PDF DOCUMENT

Each document shall be submitted in PDF format (Portable Document Format). To create a PDF document, please follow these directions from various platforms including Windows, MacOS, iOS, and Android devices (note, city staff does not guarantee the accuracy of these "how to" instructions. If hand drawn sets are completed, we recommend scanning these plans at a local print shop.



[PDFs in Windows](#)



[PDFs in Mac OS](#)



[PDFs in iOS \(Apple iPhone / iPad devices\)](#)



[PDFs for Android devices](#)

3. SEPARATE DOCUMENTS FOR ATTACHMENTS

Send each document as a separate attachment. For example, the application form, the plans, and the Title Report should each be sent as a separate PDF file (i.e., the Title Report might be a 26-page PDF file and it will be submitted as one whole document and attachment). All files that are sent shall be labeled (i.e., application, plans, support document), and shall NOT be locked or "Read Only."

Name	Date modified	Type	Size
1. Building Permit Application-154 South 8th	5/18/2020 1:40 PM	Adobe Acrobat Document	1,511 KB
2. Plan Set-154 South 8th	6/1/2020 9:12 AM	Adobe Acrobat Document	9,749 KB
3.Support Document-Title 24 Documents-15...	6/1/2020 9:12 AM	Adobe Acrobat Document	218 KB
4.Support Document-Geotech-154 South 8th	8/4/2020 7:47 AM	Adobe Acrobat Document	58 KB
5.Title Report-154 South 8th	1/7/2021 3:04 PM	Adobe Acrobat Document	720 KB

4. SUBMITTING DOCUMENTS ELECTRONICALLY TO THE CITY

Please submit your application package via email to: buildingdept@cityofsolvang.com for building permits, and planningdept@cityofsolvang.com for planning application/entitlements. All submitted files shall be less than 25 MB in size total to email. If these files are greater than 25 MB, use a file sharing service shown.

- a. **Submittal with less than 25 MB total.** Email a complete package if the attachments are less than 25 MB total. You can determine attachment file size through your email browser or email app prior to sending to the appropriate email address/

The image shows two screenshots illustrating email submission rules. The left screenshot shows an email composition window with a 'Send' button and a 'To' field containing 'buildingdept@cityofsolvang.com'. Two PDF attachments are listed: '2018-09-10-FULL-SET.pdf' (24 MB) and '01_GB HOTEL Environmental Information Form.pdf' (2 MB). A red circle highlights the 24 MB attachment, with a callout box stating 'Too big to email! Use Link instead'. The right screenshot shows a web browser window displaying an email titled 'New Building Permit Submittal' from 'A. Rafael Castillo, AICP, Urban Design + Planning'. It lists four PDF attachments: '11.30.20 Redline Plans.pdf (411K)', '2001 Check Set 08.03.20.pdf (8,737K)', '2001 Geotechnical Letter.pdf (58K)', and 'BLDG-0941-4LEAF_Comments-rev.pdf (421K)'. A green box highlights these attachments, with a callout box stating 'All attachments are less than 25 mb total.'

- b. **Submittals with attachments greater than 25 MB.** For attachments greater than 25 MB, you will need to provide us a link from a file sharing service. You will need to place the files on these platforms and “share” these files with city staff. There are many file sharing services available, and the following are popular services with instructions on how to share “links”. Please email this link to the appropriate email address.



5. AFTER YOU HIT SEND / REVIEW FOR COMPLETENESS

Once we receive your submittal, it will be briefly checked within a business day to determine that the required information has been submitted (based on our Submittal Checklists, See Step 1 above) to begin the review process. If documents are missing or information is missing from your submittal, **THEY WILL BE REJECTED**, and you will need to re-submit all documents together.

Providing prompt and courteous service to our customers is important to us. If you have any questions regarding our submittal and review procedures, please do not hesitate to contact the Planning & Building Department.