



CITY OF SAUSALITO DIGITAL SUBMITTAL REQUIREMENTS

Updated: July 24, 2020

SUBMITTAL PROCESS:

In an effort to streamline the process and efficiently process permits, as of July 27, 2020 the Community Development Department will shift most all Building and Planning Permit submittals to special submittal/intake hours at the Virtual Service Counter and will not accept submittals via email for any permit type. Only limited permit types are allowed to be submitted via E-TRAKiT. Paper plans and documents are not accepted. Please note that an application will not be deemed submitted until payment is received.

Building Permits:

- Review submittal requirements and application materials [online](#).
- Attend a General Session appointment at the Virtual Service Counter [Mondays at 9am](#) and [Wednesdays at 1pm](#)
- Register for a Submittal/Intake appointment at the Virtual Service Counter when you have attended at least one General Session appointment and are ready to submit and make payment [Tuesdays at 1pm](#) and [Thursdays at 9am](#)
- You may submit via [E-TRAKiT](#) for the following limited permit types:
 - Re-roof Permit
 - Water Heater Replacement Permit
 - HVAC Permit
- If you have any questions please register for an appointment at the Virtual Service Counter [Mondays at 9am](#) and [Wednesdays at 1pm](#).
- After you have submitted an application and paid all applicable fees your permit application will be routed to all reviewing Departments.
- You can [check the status of your permit](#) online.

Planning Permits:

- Review submittal requirements and application materials [online](#).
- Attend a General Session appointment at the Virtual Service Counter [Mondays at 9am](#) and [Wednesdays at 1pm](#)
- Register for a Submittal/Intake appointment at the Virtual Service Counter when you have attended at least one General Session appointment and are ready to submit and make payment [Tuesdays at 1pm](#) and [Thursdays at 9am](#)
- You may submit via [E-TRAKiT](#) for the following limited permit types:
 - Zoning Permits
 - Occupational Use Permits

- Visit <https://www.sausalito.gov/departments/community-development/permit-center/etrakit> to create an E-TRAKiT account and submit your application via E-TRAKiT
- If you have any questions please register for an appointment at the Virtual Service Counter [Mondays at 9am](#) and [Wednesdays at 1pm](#).
- After you have submitted an application and paid all applicable fees your permit application will be assigned to a Planner.
- You can [check the status of your permit](#) online.

PLANS AND DOCUMENT FORMATS:

Electronic Plan & Application Requirements:

- All digital files shall be MS-Windows compatible.
- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 9.0 or earlier or Bluebeam 2017 or earlier.
- Security settings shall allow reviewers to markup digital documents, create notes, insert/remove sheets, printing, page extraction and commenting.

Drawing Requirements for Electronic Submissions:

- All sheets are combined into one of the following:
 - One complete package (file size must not exceed 15 MB), or
 - Multiple packages by discipline (e.g. architectural, structural, etc.)
- All sheets shall be **oriented so the top of the page is always at the top of the computer monitor** and set to landscape.
- **Pages shall be Indexed/Bookmarked on every submission.** The index should note the sheet number as well as the title/description of each sheet.
- The title block of **each sheet shall include a 3" x 3" space** for the placement of the City's acceptance stamps. This space must be provided at the **same location on each plan sheet.**
- Building plans shall be fully dimensioned. This shall include, but not be limited to, framing plans.
- All text shall be easily readable when set to print. Clarity must be equivalent or better than Arial, Gill Sans or Tahoma with a font size of 10pt.
- PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. It is recommended that scanning be done at a minimum of 150dpi and a maximum of 300dpi to balance legibility and file size.

- After PDF documents have been compiled, please compress the file to reduce the file size. This will help by taking less time to upload the document to the City system and will also require less storage.

BUILDING PERMIT RESUBMITTAL:

When ready to resubmit electronic building permit plans and documents for review, follow the instructions below:

- Register for a Submittal/Intake appointment at the Virtual Service Counter when you have responded to all comments and are ready to resubmit and make payment as necessary [Tuesdays at 1pm](#) and [Thursdays at 9am](#)
- Format of the files shall conform to Plan and Document Formats above.
- Resubmittal must be accompanied by response to comments letters for each department
- There shall be no direct submittals to the plan check firm. All plans shall be submitted through the City.

PLANNING PERMIT RESUBMITTAL:

When ready to resubmit electronic planning permit plans and documents for review, follow the instructions below:

- Register for a Submittal/Intake appointment at the Virtual Service Counter when you have responded to all comments and are ready to resubmit and make payment as necessary [Tuesdays at 1pm](#) and [Thursdays at 9am](#)
- Format of the files shall conform to Plan and Document Formats above.
- Resubmittal must be accompanied by response to comments letters for each department