

## **Existing Permit Application Resubmittals and Pick Ups with Paper Plans:**

- Step 1:** When ready to resubmit paper plans, reach out to staff first to ensure you know exactly what to resubmit (sets of plans, supporting documents, forms, any fees due, etc).
- Step 2:** Once all fees due are paid remotely (if applicable):
- Plans can be resubmitted with all supporting documents; Complete and attach the One Stop Shop Transmittal Form ([Link to Transmittal Form](#)) **for your submittal.**
  - Drop off can occur during normal business hours at the drop off station located on the ground floor lobby next to security staff.
  - Your plan check turnaround time will start the next business day following completion of Step 2.
- Step 3:** Staff will contact you with an appointment to schedule pick-ups as needed throughout the plan check process once the review cycle has been completed.

### **Advisory Notes:**

The One Stop Shops Plan drop off and pick up schedule is Monday through Friday from 9 am to 4 pm, except Wednesdays from 10 am to 4 pm during our normal business hours.

Permit applicants with paper projects that are ready for permit issuance will be contacted by staff to pay applicable fees, sign disclosures before issuing approved building plans and permits remotely, in accordance with established policies and procedures during this emergency.