



One Stop Shop Plan Drop-Off Transmittal Form

With City Hall and the One Stop Shop (OSS) closed to the public during the COVID-19 pandemic, a paper plan submittal process has been established to help ensure continuity of operations for those who do not wish to submit projects through an electronic format. Please note that any fees due must be paid by the applicant **prior to any paper plan submission** or your package will be deemed incomplete. Please coordinate any required payments remotely with each Department as needed **before any drop off occurs** and **do not include any forms of payment with this submittal.**

By completing and signing this form, the applicant commits to ensuring a complete submittal package and understands that any missing information will delay the commencement of City review until such time a complete submittal package is received.

The following steps need to be taken to ensure a complete submittal package is received by the City OSS Team:

- Complete transmittal form below and sign
- Complete and submit any other required application forms for initial submittals, if applicable, and ensure you have a complete submittal package per established policy and staff direction
- Notify Security Guard of plan drop off in the Lobby
- Submit this form, any other applications, and your plan package by leaving them on the table outside the City Hall entrance
- A Security Guard will pick up plan package outside, drop in the plan bin inside City Hall and notify staff for pick up

Select which Division **applies** (select one) as a separate form and submittal is required for each permit:

Building & Safety		Planning		Fire Prevention	
Public Works		Utilities Water		Utilities Electric	

Provide all project details and contact information:

Project Address					Permit #			
Scope of Work								
Applicant Name					Date of Request (mm/dd/year)			
Phone Number				Email				
Type of Service	Initial Review			Resubmittal		Other (Plan Revision)		
Applicant Signature								

Plan Drop Off Times: 9 am to 4 pm Monday through Friday, except Wednesdays from 10 am to 4 pm