County of Santa Cruz
Community Development & Infrastructure
701 Ocean Street 4th Floor, Santa Cruz, CA 95060
www.sccoplanning.com

Building Resubmittal Response Form

Form
PLG-204
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Rev 12/29/23

The preparer is legally responsible for signatures whether a graphic, typewritten, or handwritten. Documents may not be restricted by digital signatures or otherwise.

A. Project Information

A completed PLG-204 form must be attached as the **1st page of the Letter (LTR) file**.

APN: _____   Date: _____

Permit No.: _____

Name: _____   Signature: _____

B. Have changes been made in addition to those resulting from review comments?

Either check (a), **OR** check (b) and describe changes.

☐ (a) Revised for review comments, no additional changes.

☐ (b) Revised for review comments, and the additional changes described below.

(Description examples: living room extended 2 feet, roof framing changed to trusses, wood entry deck changed to concrete, etc.)

C. Resubmittal Requirements

Submittals must meet all County and ePlan requirements to be accepted for review.

1. Once all agencies complete their reviews, the Application Status is changed to "*resubmittal*" and the ePlan portal is *unlocked* to allow file uploads. An email notification is normally sent within one workday, but if an inconsistency persists, please email staff.

2. Revisions must fully address all corrections by *all agencies simultaneously*. Partial submittals will not be accepted for review. Revisions must be identified with clouding and delta markers.

3. A *Letter (LTR)* file with a completed *PLG-204* form attached as the 1st page must be submitted. This file must include an annotated copy of all correction comments and explain revision locations with sheet/drawing numbers. This file may not contain any other documents.
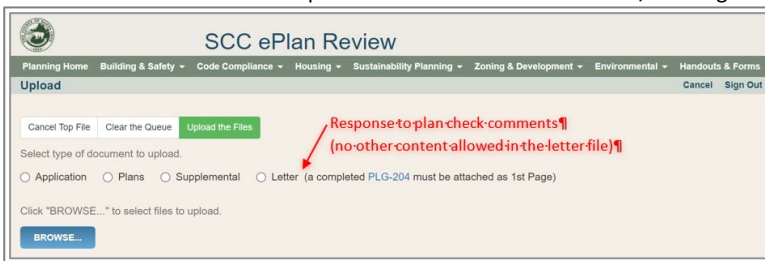
4. In addition to the LTR file, upload each **revised** file. Each time a file is uploaded, it must be complete and ready to be stamped by the county for issuance. **A complete file contains all sheets/documents needed for issuance**, not just the new/revised portions.

5. **You must notify the department of your submittal by clicking the green notification button.**

6. Note: Text can be copied/pasted into text editing programs directly from the Application Status webpage. Simply drag your cursor over the text to select it and then copy/paste into Word or another program. Additional information: ePlan User Guide, and ePlan Videos.