



City of Grover Beach Planning and Building Divisions INSTRUCTIONS FOR ELECTRONIC SUBMITTALS

154 South Eighth Street | Grover Beach, CA 93433 | Phone (805) 473-4520 | www.groverbeach.org

Electronic submittals are required for applications filed with the Planning & Building Divisions. This pertains to all applications, including but not limited to applications for Development Permits, Use Permits, Temporary Use Permits, Sign Permits, Tentative Maps, Building Permits, etc. Acceptance of electronic applications must be submitted consistent with the procedures below which will expedite the application review process. Project 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 commdev@groverbeach.org.

FIRST SUBMITTAL

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).

Planning checklists and applications (e.g., Development Permits, Use Permits, etc.) can be found here: <https://www.groverbeach.org/390/Planning-Documents-Forms-Resources>

Building Checklists and applications can be found here:
<https://www.groverbeach.org/230/Building-Documents-Forms-Resources>

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).



[PDFs in Windows 10](#)



[PDFs in Mac OS](#)



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



[PDFs for Android devices](#)

3. SEPARATE DOCUMENTS FOR ATTACHMENTS

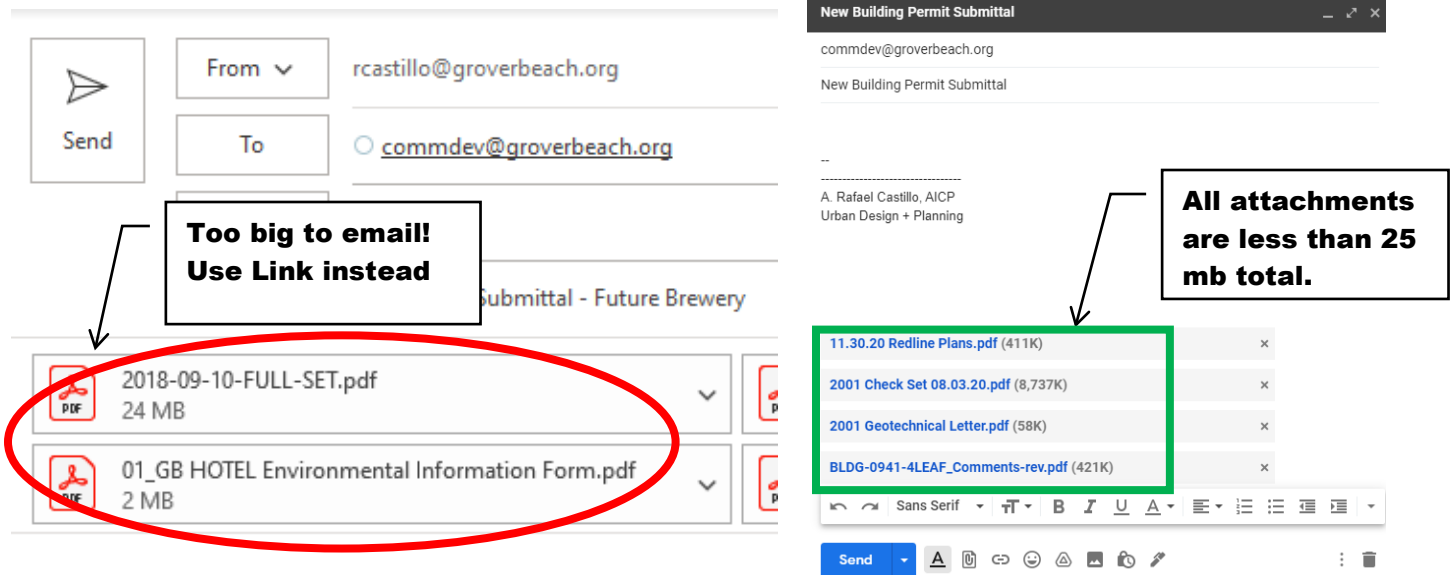
Send each document as a separate attachment. For example, the application form, the plans, and the Title Report should each be sent as a separate PDF file (i.e., the Title Report might be a 26-page PDF file and it will be submitted as one whole document and attachment). All files that are sent shall 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: commdev@groverbeach.org if less than 25 MB or use a file sharing service if greater than 25 MB as follows:

- 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 commdev@groverbeach.org



- 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 commdev@groverbeach.org

-  [Apple iCloud](#)
-  [Microsoft One Drive](#)
-  [Google Drive](#)
-  [Drop Box](#)

5. AFTER YOU HIT SEND / REVIEW FOR COMPLETENESS

Once we receive your submittal, it will be briefly checked within a business day to determined 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.

6. PAYMENT OF FEES



If the application submittal is complete, staff will provide you with instructions for how to pay the applicable fees. **PLEASE DO NOT SEND IN PAYMENTS UNTIL AUTHORIZED BY CITY STAFF.**

APPLICATION REVIEW PERIOD



For building permit applications, after your application, documents, and payment has been accepted for review, you will be notified of the status of your project (approved or requires a resubmittal) within ten (10) business days. Your project contact will be notified via email.

For submittals of entitlement projects (i.e. use permits, development applications, subdivisions, etc.) your project contact will be notified within 30 calendar days, consistent with the Permit Streamlining Act, California Government Code § 65920 et seq.

SUBSEQUENT SUBMITTALS:

Subsequent submittals must meet the requirements of Numbers 2 through 5 under “FIRST SUBMITTAL” on the previous page. Please send your resubmittal to: commdev@groverbeach.org

Response letters to the City’s plan review comments are required and shall be submitted as a separate PDF file at the time revised plans are submitted.

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 Community Development Department at commdev@groverbeach.org.