SJePlans
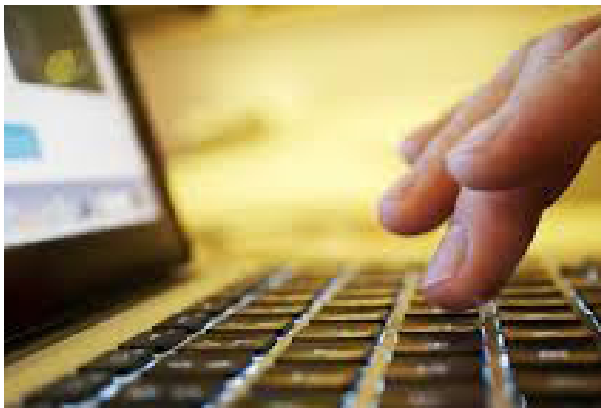
Applicant User Manual

Revised 10-29-2023

Instructions for using the San José ePlans portal for submitting electronic plans and for resubmitting plans after receiving comments.

City of San José
Development Services Permit Center
200 E. Santa Clara Street, San José, CA 95113
408-535-3500
www.sanjoseca.gov/PermitCenter

SJePlans

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

About SJePlans

SJePlans is an online portal that enables you to submit development plans and documents to the City of San José Development Services Permit Center. It enables you to track and respond to the plan review comments online.

The types of projects that can be processed at SJePlans are continually evolving and are listed on the SJePlans webpage.

Underpinning SJePlans is **ProjectDox**, a software application that handles more than 200 file types including AutoCAD, MicroStation, Microsoft Word, PDFs, and other formats. SJePlans can be accessed from any location via a network, cellular, or Wi-Fi connection, and it supports Apple, Android, and Microsoft tablet devices.

Users of SJePlans enjoy the following benefits:

- Save time by electronically uploading project plans and documents
- View and respond to the City plan reviewer's comments
- Project team may participate in the SJePlans portal
- Know the status of your project at all times
- Obtain permit issuance

Benefits

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**Need help with SJePlans?
Contact your assigned City of
San José Project Manager.**

A1. Accept Applicant Upload Task

Uploading your project files to SJePlans begins with logging in and accepting the **Applicant Upload Task.** Log in at https://eplan.sanjoseca.gov/ProjectDox.

The initial screen opens, see Figure A1. If you have already loaded any projects, they will display here. Projects are listed in order by the Project Name, for example: 2020-123456 IP.

Figure A1: Accept Applicant Upload Task

▶ *Launch SJePlans and log in.*

▶ *Click **Tasks** tab to see tasks to accept or complete.*

E-mail:	myemailaddress@gmail.com
Password:	••••••••
	Login

Tasks	Projects		

Refresh   Save Settings

ACTION	PROJECT	PROJECT NO
	▼ | Contains...	▼ | Contains...
🗒 ⊘ 📋 ⓘ 🗂	2021-088419 DEV	H21-007 | XXX E SANTA CLARA ST
🗒 ⊘ 📋 ⓘ 🗂	2021-088416 JT	3-12345 | XXX E SANTA CLARA ST

▶ *Under the **ACTION** column, click the **Accept** or **Complete** button as appropriate to your task; in this case, click **Accept**.*

Tasks	Projects			

Refresh   Save Settings

ACTION	TASK	PROJECT	GROUP	STATUS
	▼	▼ | Contains...	▼ | Contains...	▼ | Contains...
Accept	Applicant Upload Task	2020-156053 RV	Applicant	Pending
Accept	Applicant Upload Task	2020-156065 RV	Applicant	Pending
Complete	Applicant Upload Task	2020-156086 UT	Applicant	Accepted

▶ *In the **TASK** column, click the **Accept** or **Complete** button as appropriate to your task; in this case, click **Accept**.*

The PROJECT column shows links that take you to your project/s.

STATUS column shows:
Pending - You need to accept the task.
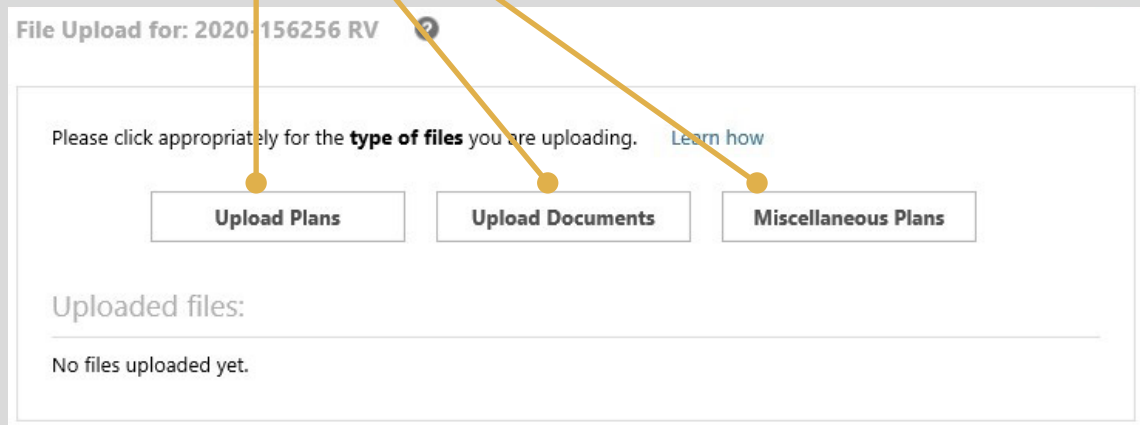*Accepted - You accepted the task and need to complete uploads.*

A2. Select Destination Folder

After Step 1, the **File Upload** window opens, see Figure A2. It shows buttons that indicate available destination folders that are relevant to your project. These folders may include:

- **Plans** - Upload all required individual plan sheets to this folder.
- **Documents** - Upload permit applications, checklists, calculations, and other documents as may be required for your project to the Documents folder.
- **Miscellaneous Plans (Public Works Only)** - Upload miscellaneous plans such as site plans, exhibits, etc. This is only for Public Works department items and may or may not appear for your project.
- **Calculations (Fire Department Only)** - Upload calculation documents to this folder.

Figure A2: Select destination folder

▶ *Click on the button that indicates the destination folder where you will upload project files.*

File Upload for: 2020-156256 RV ❓

Please click appropriately for the **type of files** you are uploading.   Learn how

| Upload Plans | Upload Documents | Miscellaneous Plans |

Uploaded files:

No files uploaded yet.

REQUIRED!
Name the files you upload according to the SJePlans file naming conventions. See Resources section.

A3. Select Files to Upload

After selecting a destination folder in Step A2, the upload window will open as shown in Figure A3.

If you mistakenly add a file to the window, you can delete it by clicking the red X by the file size. In the event you do mistakenly upload a file, you can later delete it by following the the instructions in Section C3.

To upload more files to the same or a different folder, navigate back to the **File Upload** window (Figure A2) and repeat the steps for uploading files.

Figure A3: Select files to upload

▶ *Load files to the window by browsing for files or dragging them to the window. Be sure to delete any files mistakenly added to the window (click the red X). When ready to uplaod, click on **Start Upload**.*

Close Window

Folder: 2020-156256 RV\Plans

Browse For Files or drag files into this area.   Start Upload

Important: After clicking Start Upload, allow the window to close on its own.

📄 002-IP-NT.pdf   0B/6...

📄 003-IP-DM.pdf   0B/10...

📄 004-IP-SI.pdf   0B/910.38KB ✖

📄 000-IP-IDX.xlsx   0B/9.93KB ✖

📄 001-IP-CS.pdf   0B/1.66MB ✖

File names are color coded to indicate whether the file is a new upload; a new version of an existing file; or the same as a previously uploaded file.

0 of 5 uploaded Hide Details

0B/4.15MB

Orange files are **new uploads**
Blue files are new **version uploads**
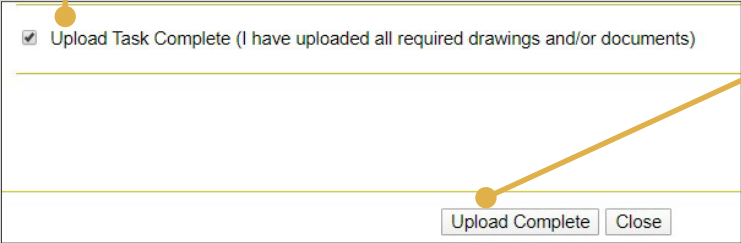**Red** files appear to be same as previously uploaded (**will likely be discarded**)

A4. Complete the Submittal

Do you need to upload more plans or delete any files mistakenly uploaded? Perhaps you need to add a user or reassign tasks within your group of users. To use these features of SJePlans, see Section C: Using SJePlan Features.

When finished with uploading plans and documents, take the final steps shown in Figure A4.

Figure A4: Complete upload and submittal

▶ *Place a checkmark for all items on the checklist that appears.*

☑ Upload Task Complete (I have uploaded all required drawings and/or documents)

▶ *Click the Upload Complete button to notify City staff to begin the Prescreen Review process.*

Upload Complete   Close

Once you click Upload Complete, you cannot upload additional plans or documents.

Did you forget to upload something? Contact your City Project Manager, if assigned, to allow you to upload any additional plans and/or documents.

Congratulations! You have successfully finished the initial process of submitting your plans and documents electronically.

B1. Accept Applicant Resubmit Task

To get started with resubmittal tasks, log in to SJePlans and follow the steps in Figure B1. Your available projects will display in the initial screen. Typing in the Project Name will filter the results.

Figure B1: Accept the Applicant Resubmit Task

► *Click **Tasks** tab to see a list of your outstanding tasks to accept or complete.*

  ► *Select the project for viewing comments and resubmitting plans. Projects are listed in order of task due date.*

*Click the **Note Pad icon** to go directly to the Project Tasks screen.*

*Click the **File icon** to go directly to the Project Files directory.*

► *Click the **Accept** or **Complete** button or the **Applicant Resubmit Task** link to launch the eForm to begin uploading revised plans and documents.*

This link takes you directly to your project.

STATUS column shows:
Pending - You need to accept the task.
Accepted - You accepted the task and need to complete resonses and uploads.

B2. View Applicant Resubmit eForm

After accepting the task, the **Applicant Resubmit eForm** window opens. Figure B2 highlights some basic functions of the eform. As described in the following sections, from this window you can view general or specific review comments; upload revised plans and documents; and more.

Figure B2: Excerpts of Applicant Resubmit eForm

Helpful Links tab shows links to project resources.

Review Results tab shows the Project Review results. See image below.

Permit Information　　Contact Information　　Helpful Links　　Review Results

FolderRSN 1883386
Folder Type Revocable Encroachment Permit
Permit Number 20-156330 RV
File Number 3-123456
Project Name XXX EAST SANTA CLARA STREET
Permit Type D-Potholing ()
Location XXX E SANTA CLARA ST
Project Description

Project information is listed here.

*With the **Review Results** tab open, you'll see the Project Review results. Under **Status**, if you see **Corrections Required**, additional revisions are needed. See the Review Comments.*
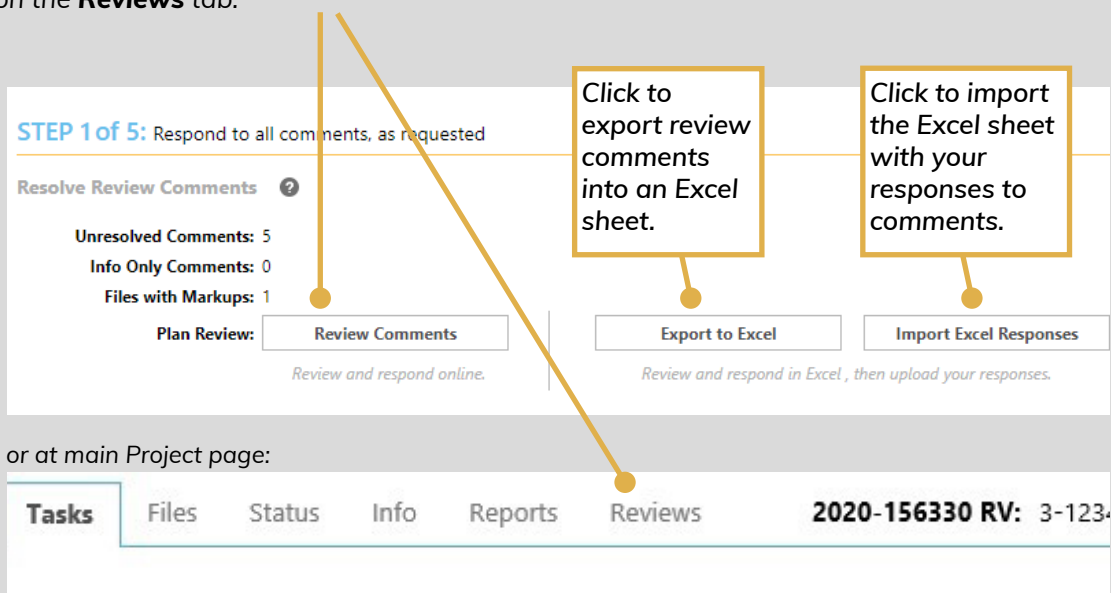
Permit Information　　Contact Information　　Helpful Links　　**Review Results**

Department Review Results ❓

DEPARTMENT	REVIEWED BY	STATUS
Revocable Permit Review	Joe Dyke - joseph.dyke@sanjoseca.gov	Corrections Required
Traffic Control Review	Joe Dyke - joseph.dyke@sanjoseca.gov	Complete

B3. View/Respond to Comments

As shown in Figure B3, **Review Comments** allows you to look at the City's comments and markups. Markups are redline comments on plans or documents that you need to address. After accepting the **Applicant Resubmit Task** (Figure B1), you will be able to:

- View the **Review Log** that shows each department's comments in a separate eForm window.

- Export either one Excel excel sheet containing comments by all departments or separate sheets for each department. Provide your responses on the sheet/s.

- Import the Excel sheet with your responses to the **Applicant Response** of the **Review Log**.

Figure B3: View/Respond to Comments and Markups

▶ *To open the **Review Log**, click on **Review Comments**. Or, at the main Project page, click on the **Reviews** tab.*

Click to export review comments into an Excel sheet.

Click to import the Excel sheet with your responses to comments.

STEP 1 of 5: Respond to all comments, as requested

Resolve Review Comments ❓

Unresolved Comments: 5
Info Only Comments: 0
Files with Markups: 1

Plan Review: Review Comments   Export to Excel   Import Excel Responses

Review and respond online.   *Review and respond in Excel , then upload your responses.*

or at main Project page:

Tasks   Files   Status   Info   Reports   Reviews   **2020-156330 RV:** 3-123⋅

continued >

Figure B3 continued: *View/Respond to Comments and Markups*

► *In the **Comment Viewer**, you can control how comments are displayed:*

Dept: *Select to display comments from a specific department.*

Type: *Select Library Comments, Markups, Info Only or display all types of comments.*

Status: *Select to see Resolved, Unresolved or All Comments.*

Cycles: *Select to display a specific review cycle or show all review cycles comments.*

Each comment has its own reference number followed by a comment title and then the featured comment

Provide your response in the Applicant response box, either manually or using the Import feature.

WARNING!
If you import your comments using the Import feature, it will override any previously written responses.

B4. View Current Review Comments from Plan Sheet or Document

In addition to using the **Review** tab, you can click on the **Files** tab to find comments on plans or documents that need to be addressed. To view comments for the **Current Review Cycle**, see instructions in Figure B4. To view all comments from any review cycle, go to the **Review Comments Log** (Figure B3).
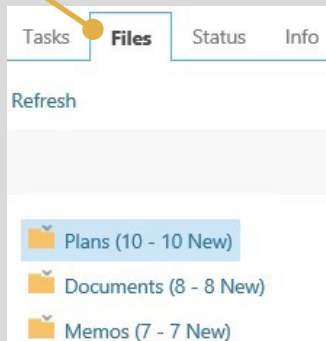
Figure B4: View Current Review Comments from Plan Sheet or Document

▶ *Click the **Files** tab and then the folder to access the documents or plans containing comments. Note that City departments have different folders:*
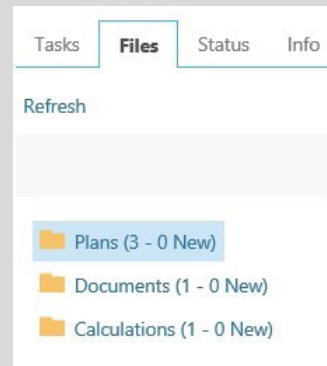
Public Works Folder Structure
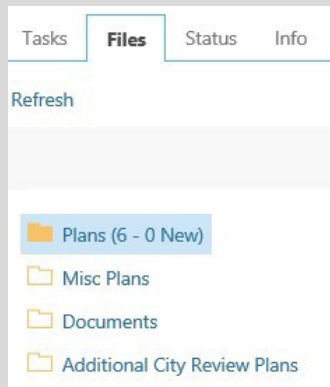
Planning Division Folder Structure

Fire Permits Folder Structure

▶ *The folder opens to a list of your projects. If City staff made comments, you will see a red exclamation point.*

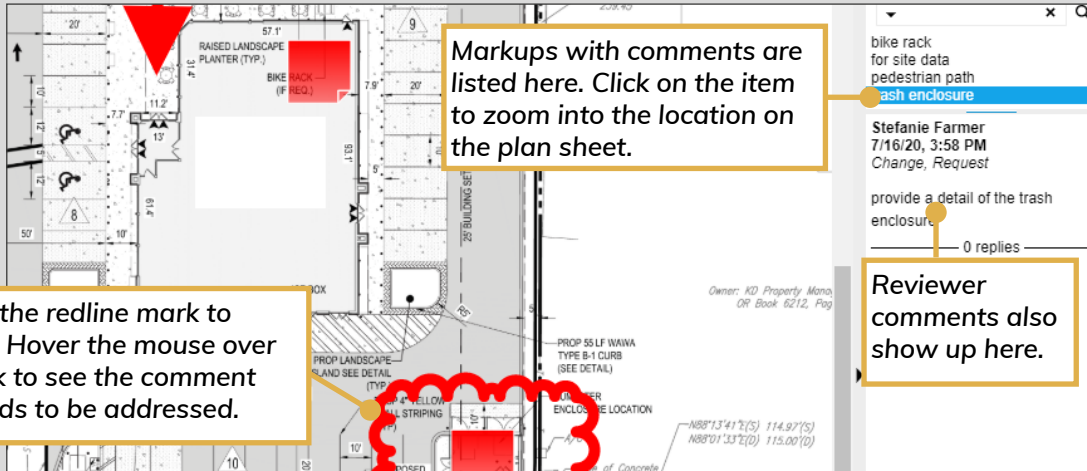▶ *Click on the **Markups** icon. Hover the cursor over icons to see the name of each icon.*

Don't see a red exclamation or no Markups icon? Then there is no comment on this sheet for the Current Review Cycle. But there may be comments to address on a previous review cycle — see section B5.

TIP
To see all outstanding comments from any review cycle, view the Review Comments Log. See Figure B3.
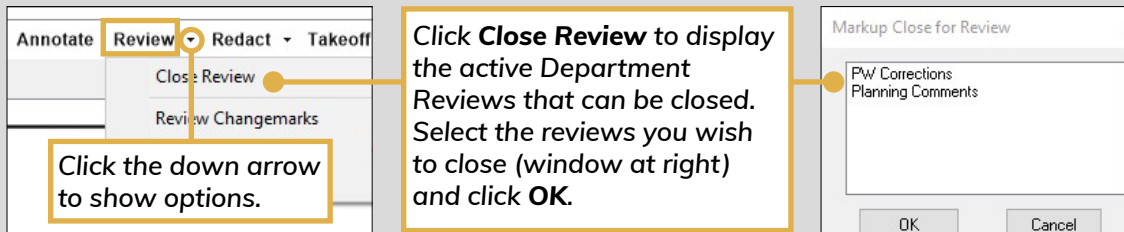
Figure B4 *continued*:
View Current Review Comments from Plan Sheet or Document

► *To view a redline mark, select it on the plan sheet or from the Comments list.*

Markups with comments are listed here. Click on the item to zoom into the location on the plan sheet.

Click on the redline mark to zoom in. Hover the mouse over the mark to see the comment that needs to be addressed.

Reviewer comments also show up here.

► *You can turn on/off specific comments on the sheets as you work. Your browser affects the steps for turning comments — see below.*

► **WHEN USING INTERNET EXPLORER**, *to turn comments on/off: Click* **Review** *button.*

Click **Close Review** *to display the active Department Reviews that can be closed. Select the reviews you wish to close (window at right) and click* **OK***.*

Click the down arrow to show options.

► *After clicking the* **Review** *button, the* **Markup Open for Review** *window opens. Click the review you want to turn on (press Ctrl to select more than one), then click* **OK***.*
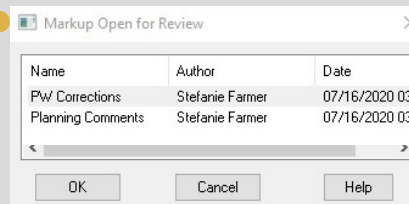
► **FOR OTHER BROWSERS**, *click* **Review** *to show the list of Reviewer comments that can be turned on or off. Select the comments you want to see and click* **OK***.*

Click **Review** *to bring up available Department Markup files that can be turned on or off.*

Open all/Close all checks or unchecks available markups.

Click Ok when done.
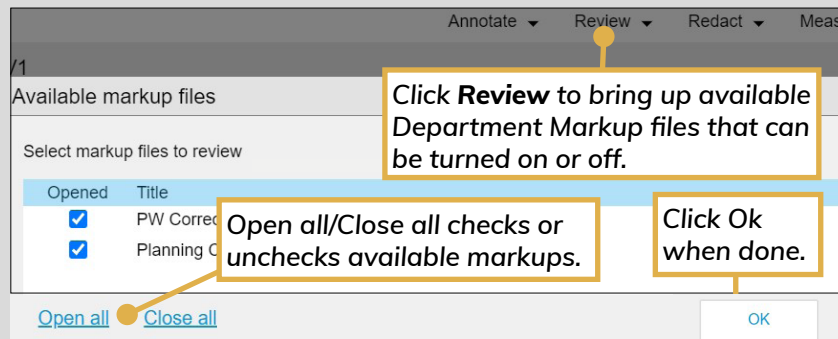
B5. Viewing Comments for a Previous Review Cycle

To view comments for a **Previous Review Cycle**, first click the folder that contains your plans or documents (Figure B4). To see all outstanding comments from any review cycle, view the **Review Comments Log** (Figure B3). Next, follow the instructions in Figure B5.

Figure B5: Viewing Comments for a Previous Review Cycle

▶ *Click the icon by the file name to launch the **File Information and History** eForm.*

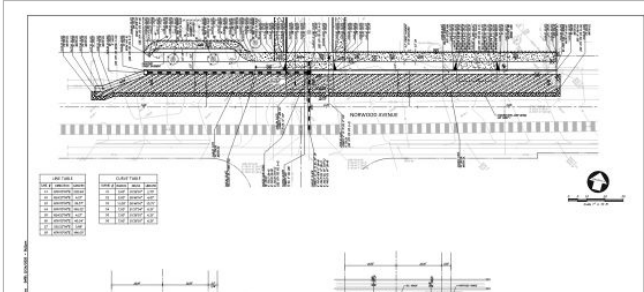|	FILE NAME	STAT...	REVIEWED	UPLO...	DATE
	▼ Contains...	▼ Cont ▼		▼ Cont	▼ On...
☐ 🖳ⓘ	000-IP-IDX.pdf		💬	Joe Dyke	12/11/20 11:48 AM
☐ 🖳ⓘ	001-IP-CS.pdf	V2	✏️! 💬	Joe Dyke	12/22/20 12:18 PM

> *A **V#** means there are multiple versions on the file that may contain comments.*

▶ *On the **File Information and History** eForm, the current version appears first.*

File Information and History

Thumbnail   History   Metadata   2 of 5 files (0 selected)

☐ 001-IP-CS.pdf   V2
   Uploaded as: Cover Sheet.pdf

Version: 2 ⌄ ⬇ ✏️!

Uploaded By: Joe Dyke
Upload Date: 12/22/20 12:18 PM

File Type: PDF
File Size: 910 KB
Pages: 1
Sheet Size: 36.0x24.0
Vector/Raster: Vector

Signed: Unknown
PDF Writer: Bluebeam Revu x64

☐ Mark as reviewed

> *At the versions box, click to see all versions of the file.*

> *A red exclamation mark means there are comments for the selected version of the file. Click the icon to open the plans.*


TIP

To see all outstanding comments from any review cycle, view the **Review Comments Log.** See Figure B3.

B6. Respond to Memos/Other Comments

There may be folders that contain memos or other comments from City reviewers for you to address. Figure B6 shows how to find these folders.

Figure B6: Respond to Memos/Other Comments

▶ Click on the *Projects* tab and select the project from the list.

▶ The Projects tab defaults to opening to Recent Projects and lists projects viewed within the last 30 days. If you do not see the project you wish to view, click the All Projects button.

Type in project name here to filter the results.
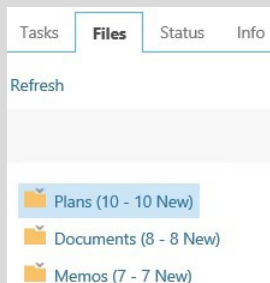
Click the link to select your project.
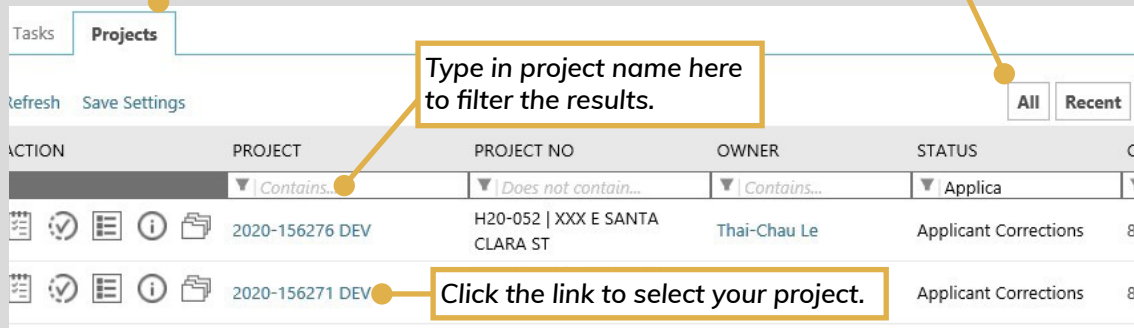
▶ After opening the project link, under the **Files** tab, click on the folders to view Memos/Other Comments. The number of any files to view is indicated in parentheses.

Public Works: You may have files in the **Additional City Review Plans** folder.
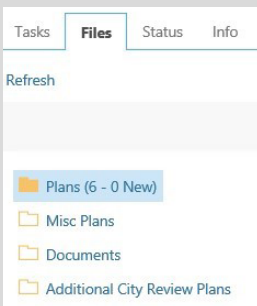
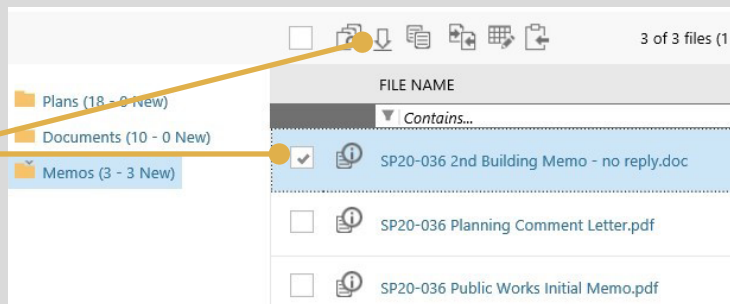**Planning:** You may have files in the **Memos** folder.

Fire: You may have files in the **Documents** folder.
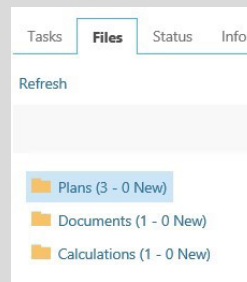
▶ The folders open to show a list of files. The file title identifies what is contained within. Click on the file title to view it.

▶ To download the file, check the box next to the document, then click the download icon (down arrow icon).
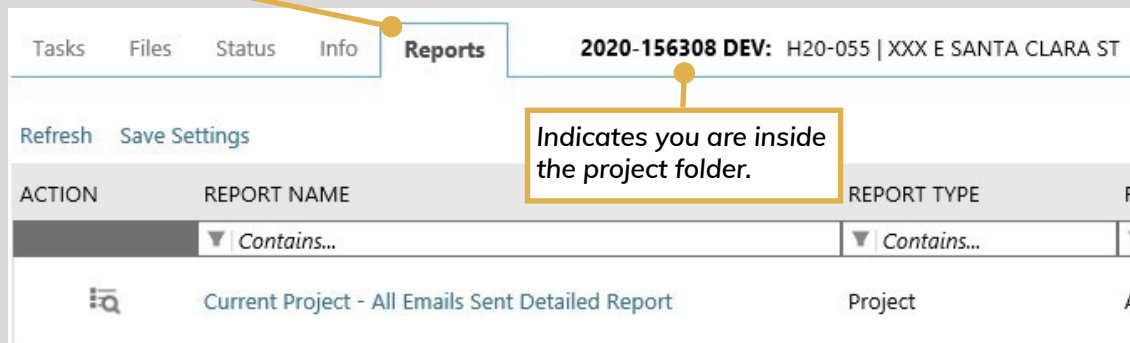
B7. Run Project Reports for Changemarks or Checklists

You can run reports that list all Changemarks and Checklists from all Department Reviews and the comments and responses to each. You can also download the report in multiple formats (Word, Excel, PDF, etc.), enabling you to share the report if needed. Follow the instructions in Figure B7.

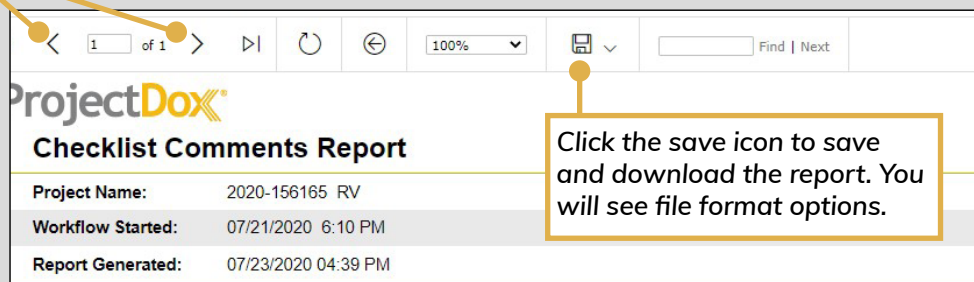*Figure B7: Run Project Reports for Changemarks or Checklists*

▶ *Open the Project folder for the project you wish to run the reports; click on the* ***Reports*** *tab.*

| Tasks | Files | Status | Info | **Reports** | 2020-156308 DEV: H20-055 | XXX E SANTA CLARA ST |

Refresh Save Settings

Indicates you are inside the project folder.

ACTION	REPORT NAME		REPORT TYPE	R
	▼ Contains...		▼ Contains...	▼
	Current Project – All Emails Sent Detailed Report		Project	A

▶ *A separate window opens. The reports that display are ProjectFlow-Changemarks and ProjectFlow-Checklist Items. Click on the magnifying glass icon to open and run the report.*

Test | 0 N 5TH ST

View	Report Name	Report Type	Report Description
🔍	Current Project - All Emails Sent Detailed Report	Project	All Emails Sent Detailed Report
🔍	Current Project - All Emails Sent Summary Report	Project	All Emails Sent Summary Report
🔍	Current Project - All Events Report	Project	Logged Events For a Project By Date
🔍	Current Project - All Files Report	Project	All Uploaded Files Report
🔍	Current Project - All Uploaded Files with Sheet Sizes	Project	All Uploaded Files with Sheet Sizes
🔍	Current Project - Files Viewed By Date	Project	Files Viewed By Date
🔍	Current Project - Folders Entered By Date	Project	Folders Entered By Date

▶ *After opening a report, you can scroll through it or save/download it. Use the left/right arrows to go to next or previous pages (if multiple pages exist).*

| < | 1 | of 1 | > | ▷| | ↻ | ← | 100% | 🔽 | 💾 ∨ | | Find | Next |

ProjectDox®

Checklist Comments Report

Click the save icon to save and download the report. You will see file format options.

Project Name:	2020-156165 RV
Workflow Started:	07/21/2020 6:10 PM
Report Generated:	07/23/2020 04:39 PM

B8. Upload Resubmittal Files

From the **Tasks** or **Project** tab, open the **Applicant Resubmit** window (Figure B2). It shows destination folders that are relevant to your project.

You may upload files for revisions that use file names according to City conventions or according to your own conventions. The instructions in Figure B8 **show steps for uploading files named with City conventions as done on the previous submittal.**

If uploading files that use your own conventions, follow the steps in Figure B8 so that the system will rename the files to match the City naming conventions used in the original submittal.

Figure B8: Upload Resubmittal Files

▶ *If uploading new sheets/documents, select the **New Files** tab.*

▶ *Next, click **Yes** if uploading files named the same as prior versionsl. Click **No** if files use a naming convention different from prior versions.*

Versioned Files	New Files

Are your updated files named exactly the **same*** as the prior versions? | Yes | No | Learn how

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

*If **Yes** proceed to select the appropriate folder.*

Please click appropriately for the **type of files** you are uploading.   Learn how

Upload Plans	Upload Documents	Miscellaneous Plans

▶ *A new window opens. Note how the color coding (bottom left corner) applies to the listed files.*

Folder: 2020-156330 RV\Plans   Close Window

| Browse For Files | or drag files into this area. | Start Upload

Options for selecting files to upload: Browse for a file on your computer. Or drag a file to between the dashed lines.

📄 003-IP-DM.pdf   0B/910.38KB ✕

📄 002-IP-NT.pdf   0B/910.38KB ✕

***Important:** Before you click **Upload Files,** delete any files mistakenly selected by clicking the **X**.*

Orange files are **new uploads**
Blue files are new **version uploads**
Red files appear to be same as previously uploaded (**will likely be discarded**)

Figure B8 *continued*: Upload Resubmittal Files

▶ *If uploading versions of files, select the* **Versioned Files** *tab.*

Versioned Files	New Files

▶ *The* **Upload File Versions** *window opens.*

Upload File Versions

Project: 2020-156330 RV

Select: [Files w/Markups ▼] File(s) with markup comments that ma...

Plans\001-IP-CS.pdf

Start Upload

Select File

Files w/Markup are previous versions that had markups that may require revised sheets to be uploaded.

Click on **Select File** *to choose the replacement sheet to be uploaded.*

Depending on the selection, files are displayed in this area with the original naming.

▶ *After clicking* **Select File**, *navigate to and select the appropriate file for replacement.*

← → ⌄ ↑ ▢ › This PC › Desktop › San Pedro › Revised Sheets

Organize ▼   New folder

San Pedro
Utility Files
Webflags

Name
📄 Cover Sheet.pdf
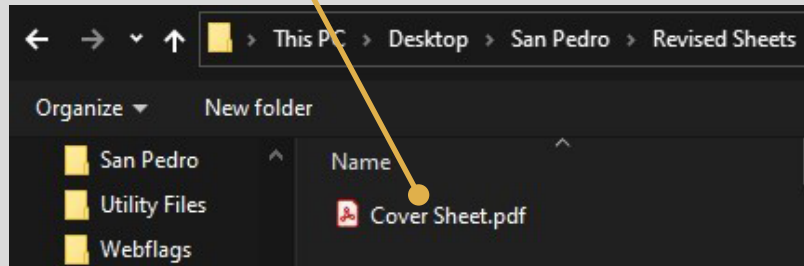
▶ *Take the final steps to check accuracy of selected files. When ready, click* **Start Upload**. *The system will rename the file to match the original file name after upload.*

Upload File Versions

Project: 2020-156330 RV

Select: [Files w/Markups ▼] File(s) with markup comments **that may requ...**

📄 Cover Sheet.pdf is new version of 001-IP-CS.pdf   0B/910.38KB ✗

Start Upload

Click the red **X** *to delete an incorrectly selected file.*

Verify you selected the right file to upload.

WARNING
You cannot delete resubmittal files after uploading. Contact your City Project Manager to delete any files uploaded by mistake.

B9. Complete the Project Resubmittal

Do you or a consultant need to upload more plans? Perhaps you need to add a user or reassign tasks within your group of users in order to complete the upload tasks. To use these features for adding a user or reassigning tasks, see Section C: Using SJePlan Features.

When finished with uploading plans and documents, take the final steps shown in Figure B9.

Figure B9: Complete the Project Resubmittal

▶ *Place a checkmark for all items that appear on the checklist.*

STEP **4 of 5:** Check all to confirm you have completed this task and are now ready to submit

Confirmation ❓

☑ *I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above. *Required

☑ *I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above. *Required

☑ *I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review. *Required

STEP **5 of 5:** Click the "Resubmit For Review" button below to complete your task

[Resubmit For Review]   [Close]

▶ *Click the **Resubmit for Review** button to notify City staff to begin the Prescreen Review process.*

WARNING
Once you click Resubmit for Review, you cannot upload additional plans or documents.

Did you forget to upload something? Contact your City Project Manager, if assigned, to allow you to upload any additional plans and/or documents.

Congratulations! You have successfully finished the electronic resubmittal process for your project.

C1. Add/Remove Users

To add or delete users (such as consultants or employees) so they can handle tasks in the SjePlans portal, follow the steps below and in Figure C1.

Choose the user's role by using the drop-down options under **Invite to Group**. Multiple people may be assigned the same role:

- **Applicant View Only** – Can monitor the project and view plans and documents – but will not see the City staff markups.
- **Applicant** – Can upload files, review markups, print plans and documents with the changemarks burned onto a PDF, and respond to changemark and review comments. Only one user within this group who has accepted the task will be able to respond to the comments.
- **Consultant** – Can view City comments and changemarks and print the plans and documents with the changemarks burned onto the PDF.

Figure C1: Add/Remove users

▶ **ADD USER -** *Enter the person's first name, last name, and email address. Choose the user's role by using the drop-down options under* **Invite to Group**.

Add Group Members

First Name	Last Name	Email	Invite to Group	
			Applicant View Only ▾	Invite User

Remove Group Members

Remove from Group	User	
Applicant View Only ▾	▾	Remove User

▶ **REMOVE USER -** *First select the Group to remove the member from.*

   ▶ *Next, select the user to be removed. Then click* **Remove User**.

Remove Group Members

| Remove from Group	User	
Consultants ▾	Joe Dyke (Joseph.Dyke@sanjoseca.gov) ▾	Remove User
	Joe Dyke (Joseph.Dyke@sanjoseca.gov)	
	Stefanie Farmer (stefanie.farmer@sanjoseca.gov)	

C2. Reassign Task to a Different User

A user who accepted a task can reassign it to another user, which is useful if a user is unable to complete a task. These steps should be taken by the user who accepted the **Applicant Upload** task. Before making a reassignment, the user must be added to the system (see **Add/Remove Users** section). Follow the steps in Figures C2 and C3 to reassign a task.

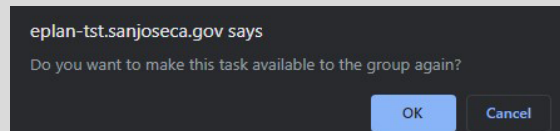*Figure C2: Reassign Task to a Different User*

▶ *From the **Projects** tab, click the relevant project link to go to the project.*
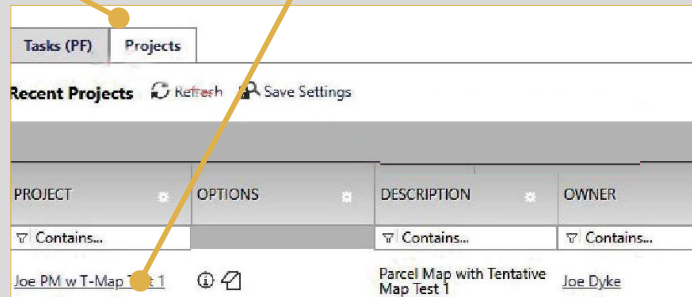

▶ *Click the **Tasks** tab to see active tasks. Status column shows if task has been accepted.*
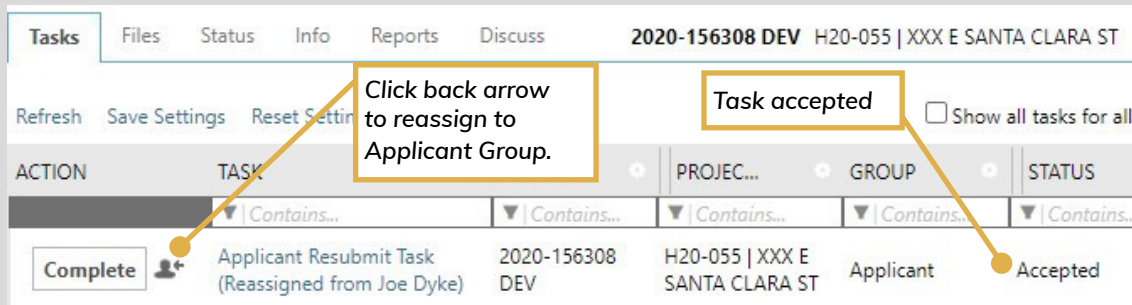
▶ *Click the back arrow to send the task back to the group where it can be reassigned. Then click **OK** on the pop-up window.*

▶ *Everyone in the Applicant Group will get an email stating there is a task to be accepted. Once a task is reassigned, the back arrow disappears in the **Task List** and the **Status** column shows **Pending**. Another user in the Applicant Group may now accept and complete the task.*
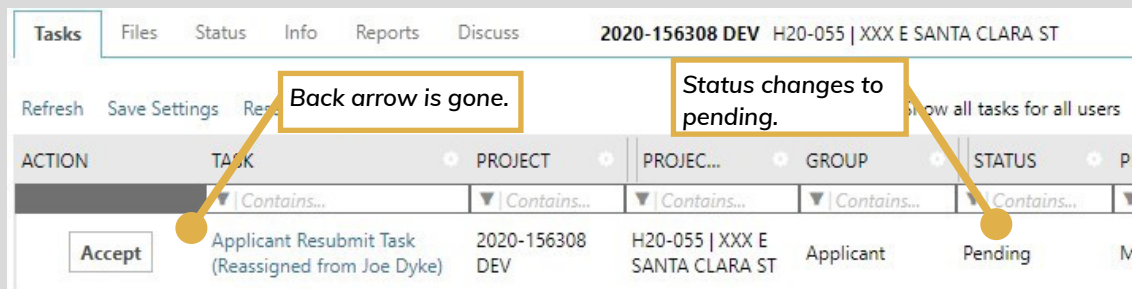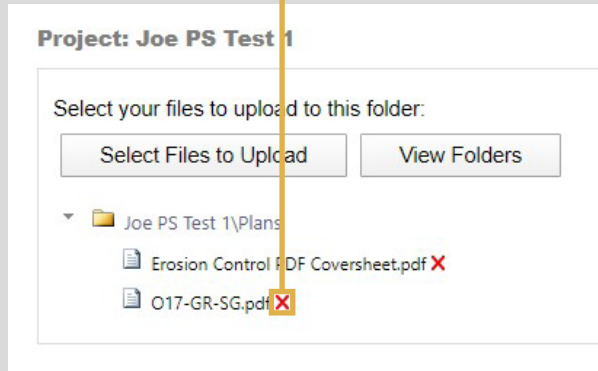
C3. Deleting a File

To delete files that were uploaded by mistake: navigate to the **Applicant Upload** window. Click the red X next to the file name to delete it. See Figure C3.

Figure C3: Delete a file

► *Click the red **X** next to the file name to delete it.*

Resources

Building Division

- **Instructions for using SJPermits + SJeplans for submitting a building project, including file naming conventions:**
  https://www.sanjoseca.gov/businesses/development-services-permit-center/sjeplans-electronic-plan-submittal-review/sjeplans-for-building-permits-applications

- **Building Permit Services**
  www.sanjoseca.gov/BuildingPermitServices

- **Building Bulletins -** information on types of projects, forms, worksheets, etc.
  www.sanjoseca.gov/BuildingBulletins

Fire Department/Bureau of Fire Prevention

- **File naming conventions for submitting files to Fire Department:**
  https://www.sanjoseca.gov/Home/ShowDocument?id=69633

- **Fire Prevention/Permits information**
  www.sanjoseca.gov/FirePermits

Planning Division

- **File naming conventions for submitting projects to Planning Division:**
  https://www.sanjoseca.gov/home/showpublisheddocument?id=63569

- **Planning Division applications/forms/fee info:**
  www.sanjoseca.gov/PlanningApplications

Public Works

- **File naming conventions for submitting projects to Public Works**
  https://www.sanjoseca.gov/Home/ShowDocument?id=56782

- **Public Works/Development Services website:**
  www.sanjoseca.gov/DevResources