



**MONTEREY COUNTY PLANNING AND BUILDING
INSPECTION DEPARTMENT
168 West Alisal St, Salinas, CA 93901
(831) 755-5025 - FAX # (831) 755-9516
www.co.monterey.ca.us/pbi**

ELECTRONIC SUBMITTAL OF PERMIT RELATED INFORMATION

All technical reports submitted to the Monterey County Planning and Building Inspection (PB&I) Department for any land use permit or entitlement from the County of Monterey MUST include an electronic copy of each report that meets the requirements set forth in this policy. This policy applies to all technical reports submitted to PBI to satisfy a condition for ANY County Department. Hand drawings and confidential information are not required in an electronic format. **Hard copies of all reports, maps and drawings are still required.**

“Technical Reports” - Examples of technical reports required include, but are not limited to Energy Calculations, Geological Reports and Studies, Biological Reports, Archeological Reports, Forest Management Plans, Structural Calculations, Initial Studies and Environmental Impact Reports (EIR's).

Applicants for any land use permit or entitlement from the County of Monterey are encouraged to submit other application-related documentation such as application forms, maps and/or drawings in an electronic format especially if it was originally created in an electronic format. All electronic documents must meet the requirements set forth in this policy. Maps and drawings are acceptable in a [DWF format](#) (AutoCAD Viewer); all other documents shall be in [PDF format](#) (Adobe Acrobat).

SUBMITTAL REQUIREMENTS:

1. The document shall not contain the official County seal nor purport to resemble an official County format;
2. The document **MUST** include the following information:
 - a. Project Number assigned by PB&I
 - b. Assessor's Parcel Number(s) (APN)
 - c. Name of person and/or firm that created the document
 - d. Date created
 - e. The words “not an official County document”
3. The document shall be submitted in a *.pdf* or *.dwf* format.
4. The document (s) shall be submitted either:
 - a. On a CD disk labeled with the project number and date; OR
 - b. Mailed electronically to the attention of the assigned Planner.
5. Any documents or correspondence submitted by E-mail are not considered as “official” submittals unless a confirmation of receipt is received by the sender.
6. Documents submitted that do not comply with these requirements will be returned to the sender.