

La Quinta

— CALIFORNIA —

eTRAKIT

STEP BY STEP

USER GUIDE

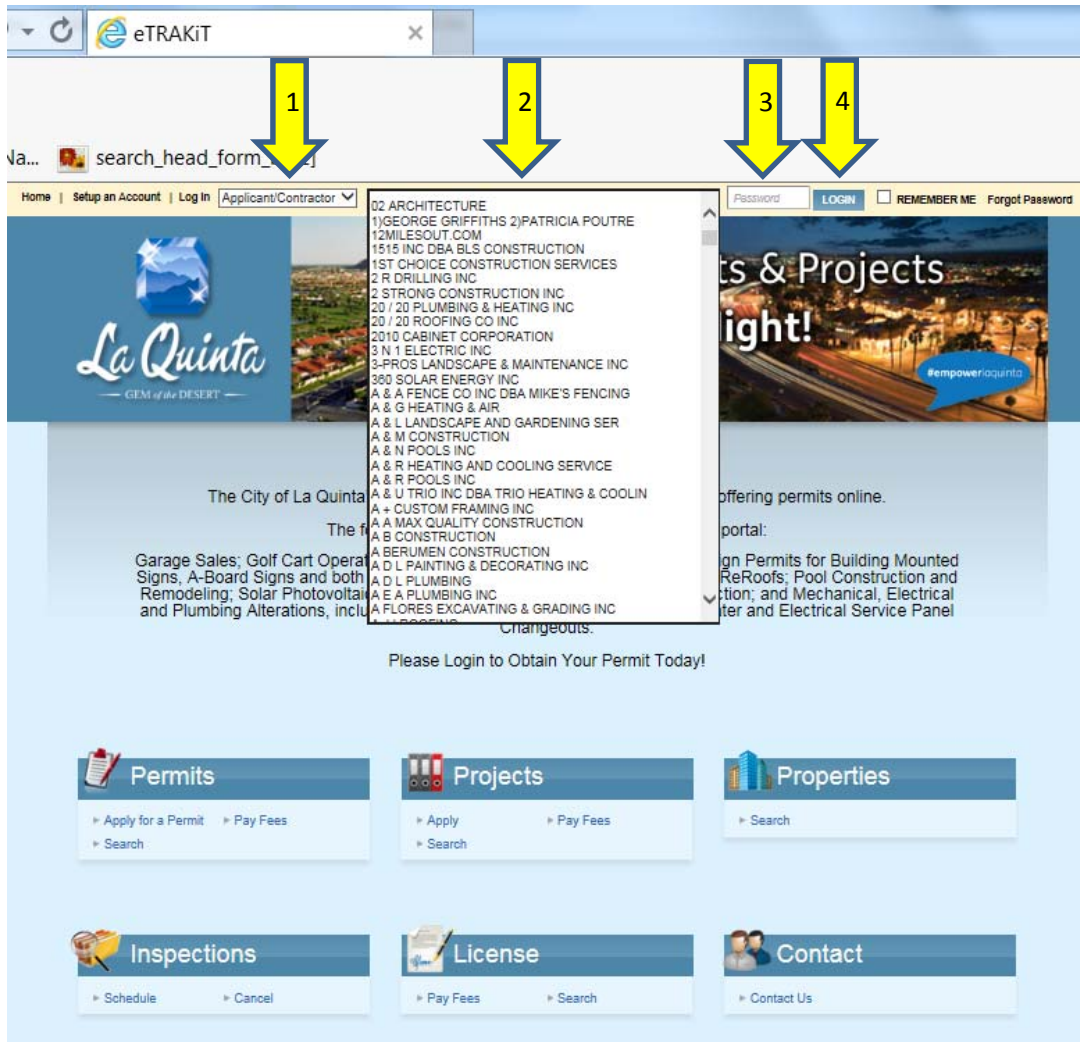
the hub



Please request login PASSWORD information from City of La Quinta Staff at (760)777-7125.

Go to <http://laquinta.trakit.net/etrakit3/>

1. Choose Log In type from dropdown menu: APPLICANT/CONTRACTOR
2. Select your COMPANY NAME
3. Enter PASSWORD
4. Click on the LOGIN button



You will arrive at you user DASHBOARD. All permits and projects that have been linked to your AEC record will be displayed here.

5. Click on: APPLY FOR NEW PROJECT/PERMIT

The screenshot shows a user dashboard for ANGELICA ZARCO. The left sidebar contains navigation links for Permits, Projects, Properties, Inspections, License, Shopping Cart, and Contact. Two yellow arrows labeled '5' point to 'Apply for a Permit' and 'Apply for New Project' respectively. The main content area displays 'Hello ANGELICA ZARCO. Below is a Dashboard of your current activities.' It features three sections: 'My Open Permit Applications' (1 record), 'My Open Project Applications' (2 records), and 'My Active Permits' (1 record). The 'My Active Permits' table has columns for PERMIT NO., ADDRESS, TYPE, STATUS, INSPECTION, FEES DUE, and icons for a link and a printer.

Please read the information on the PROJECT/PERMIT APPLICATION page thoroughly

6. Select: I AGREE

7. Click on: CONTINUE

The screenshot shows the 'PROJECT APPLICATION: AGREEMENT' page. It includes a 'My Dashboard' sidebar on the left. The main content area contains the following text: 'By agreeing to the following, I hereby certify that I am: 1. An authorized representative of the property owner of the property or properties subject to the development application, or; 2. The property owner of the property or properties subject to the development application, and; 3. I will comply with the La Quinta Municipal Code and submittal requirements related to the project application I am submitting.' Below this is an 'INSTRUCTIONS' section stating the user must read the instructions for the project application. A 'MISREPRESENTATION(S)' section states that any misrepresentation may result in the delay or revocation of the application. A red text note says: 'If you are unable to find your project type on the following page, please contact(760)777-7125.' At the bottom, there are two radio buttons: 'I Agree' (selected) and 'I Disagree'. A yellow arrow labeled '6' points to the 'I Agree' radio button. To the right is a 'CONTINUE' button, with a yellow arrow labeled '7' pointing to it.

STEP 1: ENTER PROJECT INFORMATION

- 8. For PROJECTS, please read the NEW PROJECT DECLARATION thoroughly
- 9. Select your PROJECT/PERMIT TYPE from the dropdown menu
- 10. Select your PROJECT/PERMIT SUBTYPE, if applicable
- 11. Enter your PROJECT/PERMIT DESCRIPTION as follows:

PROJECT NAME, TRACT MAP or PARCEL MAP NUMBER, PHASE NUMBER (IF APPLICABLE)

HOME | DASHBOARD | VIEW EDIT PROFILE | VIEW CART | VIEW TRUST ACCOUNT | LOG OUT | LOGGED IN AS: ANGELICA ZARCO

My Dashboard

Permits
Apply for a Permit
Search
Pay Fees
Issued Permits Report

Projects
Apply for I
Search Pr
Pay Fees

Properties
Search Property

Inspections
Schedule
Cancel

License
Search Licenses
Pay Fees

Shopping Cart
Pay All Fees
Paid Items

Contact
Contact us

Project Application

STEP 1 ENTER PROJECT INFORMATION | STEP 2 | STEP 3 | STEP 4

Project Type Information

NEW PROJECT DECLARATION

By submitting this application I certify the following under penalty of perjury:

Applicant Certification

I certify that I have read the instructions in their entirety and understand the City's submittal and review process and the requirements for this application including applicable requirements under the City of La Quinta Municipal Code. I further certify that each application item submitted as part of this application is consistent with the submittal requirements. I understand and agree that if during the processing of the application, it is determined the information does not strictly meet such standards or contains errors or omissions, clarification and/or supplemental information may be required of me and the preparation of clarification and/or supplemental information by me may be considered, in the Design and Development Director's judgment, an unreasonable delay and will result in a suspension of processing time limits in accordance with the California Code of Regulations, Title 14, Section 15109.

Owner Certification


I certify under the penalty of the laws of the State of California that I am the property owner of the property or authorized agent of the property owner of the property that is the subject matter of this application and I am authorizing and hereby do consent to the filing of this application and acknowledge that the final approval by the City of La Quinta, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.*

*An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner. Any off-site work identified on the plans must be accompanied by a statement of authorization with a notarized signature of the subject property owner.

9 PROJECT Type SITE DEVELOPMENT PERMIT (WEB) [Instructions for online SITE DEVELOPMENT PERMIT \(WEB\) applications.](#)

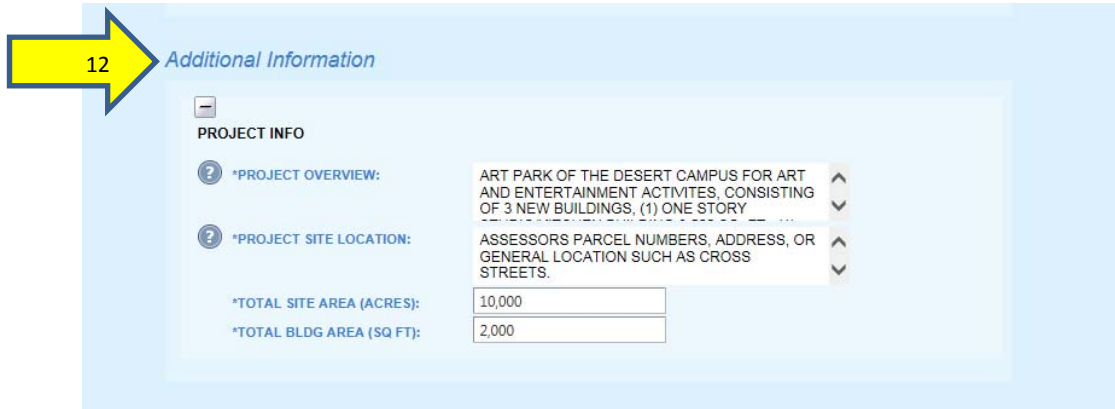
10 PROJECT Subtype STANDARD

11 *PROJECT DESCRIPTION (Please complete in all CAPS)

 Note: Application INSTRUCTIONS outline all PROJECT/PERMIT application submittal requirements

12. Complete ADDITIONAL INFORMATION as requested- IN CAPS

*Hover over or click on this icon  for HELPFUL TIPS on how to complete additional information



12 *Additional Information*

PROJECT INFO

***PROJECT OVERVIEW:** ART PARK OF THE DESERT CAMPUS FOR ART AND ENTERTAINMENT ACTIVITES, CONSISTING OF 3 NEW BUILDINGS, (1) ONE STORY

***PROJECT SITE LOCATION:** ASSESSORS PARCEL NUMBERS, ADDRESS, OR GENERAL LOCATION SUCH AS CROSS STREETS.

***TOTAL SITE AREA (ACRES):** 10,000

***TOTAL BLDG AREA (SQ FT):** 2,000

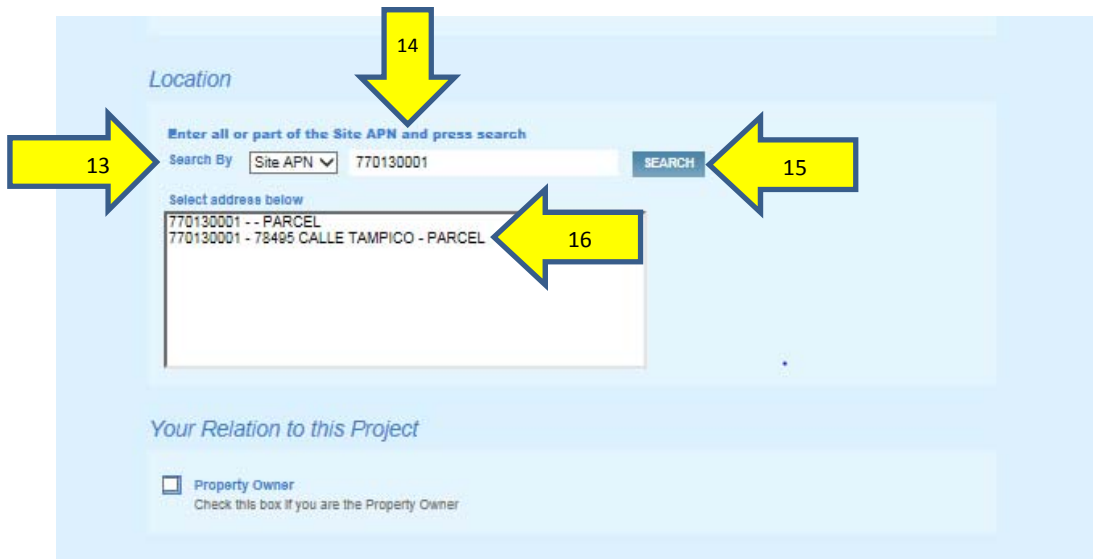
13. Select Search By SITE APN for PROJECTS or ADDRESS for PERMITS from the dropdown menu

14. Enter the ASSESSOR'S PARCEL NUMBER OR PHYSICAL ADDRESS in the search window

- Do not use dashes in APN number
- If searching by ADDRESS enter numbers only for list of available addresses

15. Click on the SEARCH button

16. Select your PARCEL OR ADDRESS from the list



Location

Enter all or part of the Site APN and press search

Search By **13** Site APN **14** 770130001 **15** SEARCH

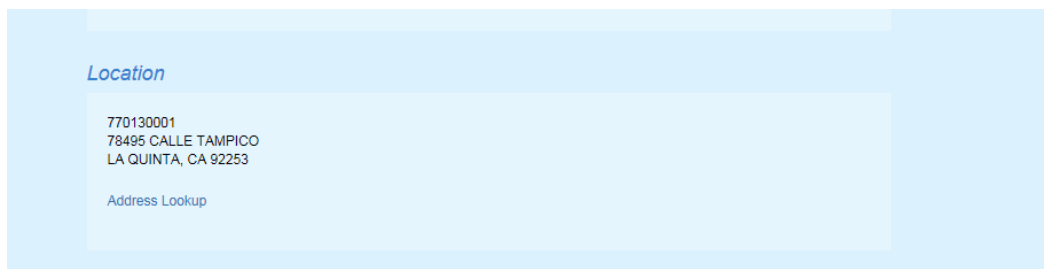
Select address below

770130001 - - PARCEL **16**
770130001 - 78495 CALLE TAMPICO - PARCEL

Your Relation to this Project

Property Owner
Check this box if you are the Property Owner

Your result should display as follows



Location

770130001
78495 CALLE TAMPICO
LA QUINTA, CA 92253

Address Lookup



Attach and upload files as indicated in Application INSTRUCTIONS

*****SEE ELECTRONIC SUBMITTAL AND SIGNATURE POLICY ON PAGE 15*****

17. Select file from your computer
18. File should display as follows
19. See file naming conventions on the bottom of this page

9 PROJECT Type SITE DEVELOPMENT PERMIT (WEB) [Instructions for online SITE DEVELOPMENT PERMIT \(WEB\) applications.](#)

11 PROJECT subtype STANDARD 10

*PROJECT DESCRIPTION (Please complete in all CAPS)

20. Click on UPLOAD button

Attachments

Filename Select

17

18 1ST SUBMITTAL - MASS GRADING PLAN.pdf Remove

Description: 19

20

UPLOAD

CANCEL NEXT STEP

21. Read the attachments DISCLAIMER carefully
22. After reading, click on the ACCEPT button

NAMING CONVENTION EXAMPLES FOR ATTACHMENTS

BUILDING

- 1ST SUBMITTAL – ARCHITECTURAL DRAWINGS
- 1ST SUBMITTAL – STRUCTURAL CALCS
- 1ST SUBMITTAL – TRUSS CALCS

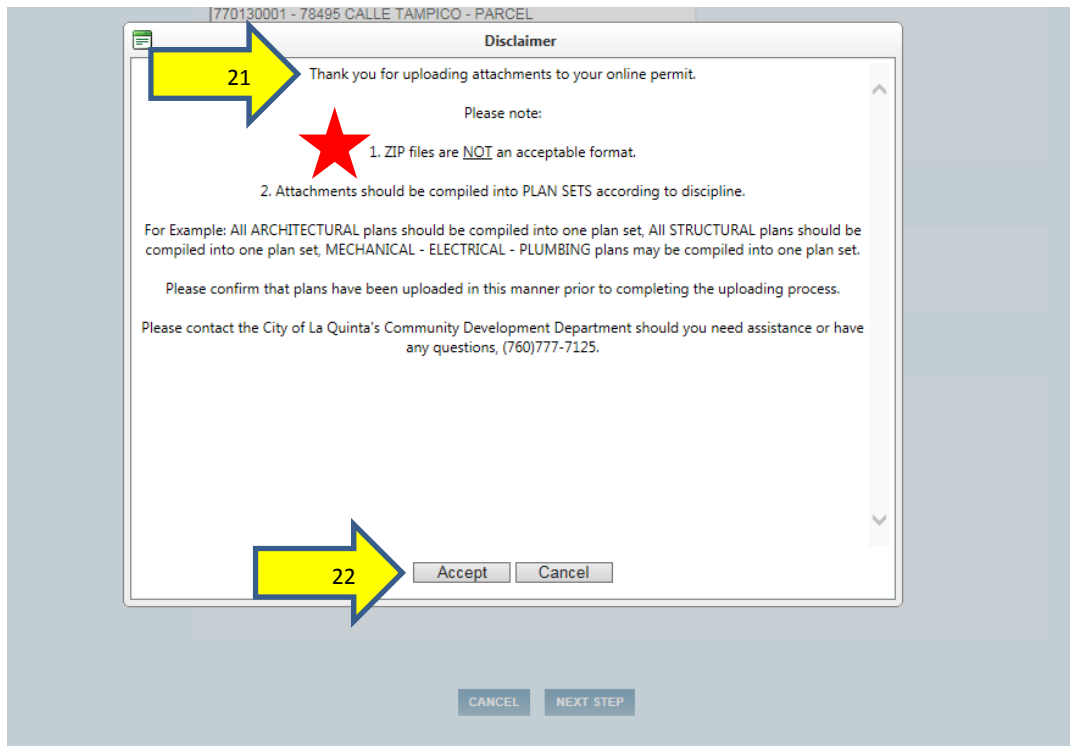
PUBLIC WORKS

- 1ST SUBMITTAL – PRECISE GRADING
- 1ST SUBMITTAL – HYDROLOGY STUDY
- 1ST SUBMITTAL – GEOTECHNICAL REPORT

PLANNING

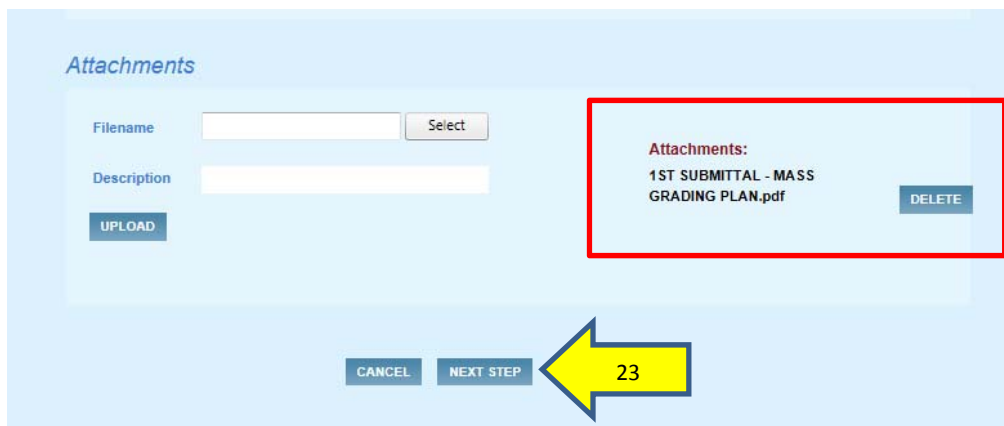
- 1ST SUBMITTAL – DEVELOPMENT PLAN SET
- 1ST SUBMITTAL – PRELIMINARY PRECISE GRADING
- 1ST SUBMITTAL – TRAFFIC STUDY

★ Note: ZIP FILES ARE NOT an acceptable format



ATTACHMENTS should display as follows:

23. Click on the NEXT STEP button



STEP 2: ENTER CONTACT INFORMATION

24. Complete contact information as applicable and click NEXT STEP

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | VIEW TRUST ACCOUNT | LOG OUT | LOGGED IN AS: ANGELICA ZARCO

My Dashboard

- Permits
 - Apply for a Permit
 - Search
 - Pay Fees
 - Issued Permits Report
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
- License
 - Search Licenses
 - Pay Fees
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Project Application

STEP 1 | **STEP 2 ENTER CONTACT INFORMATION** | STEP 3 | STEP 4

Application for a SITE DEVELOPMENT PERMIT (WEB) Project

Applicant Information

*Name	ANGELICA ZARCO	*Phone	(760) 777-7093
*Address	78495 CALLE TAMPICO	*Email Address	AZARCO@LA-QUINTA.ORG
*City	LA QUINTA		
*State	CA	*Zip	92253 -

Owner Information

*Name	CITY OF LA QUINTA	*Phone	() - -
*Address	3403 10TH ST STE 810	*Email Address	
*City	RIVERSIDE		
*State	CA	*Zip	92253 -

Project Manager Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-

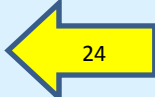
CLEAR

Architect Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-

CLEAR

CANCEL | PREVIOUS STEP | NEXT STEP



STEP 3: REVIEW AND SUBMIT

25. Review all application information and click on the SUBMIT button

HOME | DASHBOARD | VIEWEDIT PROFILE | VIEW CART | VIEW TRUST ACCOUNT | LOG OUT | LOGGED IN AS: ANGELICA ZARCO

My Dashboard

- Permits
 - Apply for a Permit
 - Search
 - Pay Fees
 - Issued Permits Report
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
- License
 - Search Licenses
 - Pay Fees
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Project Application

STEP 1 → STEP 2 → **STEP 3 REVIEW AND SUBMIT** → STEP 4

Application for a SITE DEVELOPMENT PERMIT (WEB) Project

Review the information below prior to submitting the application

Project Information

EDIT

Type	SITE DEVELOPMENT PERMIT (WEB)
Subtype	STANDARD
Description	THE SIGNATURE HACIENDAS PH 4 TM 36537

Location

EDIT

78495 CALLE TAMPICO
LA QUINTA, CA 92253

Fee Information

Type	Amount
TECHNOLOGY ENHANCEMENT FEE	\$5.00
SDP - STANDARD	\$5,656.00
Total Fees	\$5,661.00

Attachments

Attachments:

1ST SUBMITTAL - MASS GRADING PLAN.pdf **DELETE**

To upload additional attachments click [Here](#)

Contacts

EDIT

Applicant Information

ANGELICA ZARCO (760) 777-7093
78495 CALLE TAMPICO AZARCO@LA-QUINTA.ORG
LA QUINTA, CA 92253

Owner Information

CITY OF LA QUINTA (760) 777-7000
3403 10TH ST STE 610 azarco@la-quinta.org
RIVERSIDE, CA 92253

Project Manager Information

Architect Information

Landscape Architect Information

Engineer Of Record Information

CANCEL PREVIOUS STEP **SUBMIT**

25

STEP 4: CHECKOUT/CONFIRMATION

26. Review your checkout summary and select a PAYMENT method:
(CREDIT CARD OR TRUST ACCOUNT, if applicable)

HOME | DASHBOARD | VIEW MY PROFILE | VIEW CART | VIEW TRUST ACCOUNT | LOG OUT | LOGGED IN AS: ANGELICA ZARCO

My Dashboard

Permits

- Apply for a Permit
- Search
- Pay Fees
- Issued Permits Report

Projects

- Apply for New Project
- Search Projects
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel

License

- Search Licenses
- Pay Fees

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Project Application

STEP 1 → STEP 2 → STEP 3 → **STEP 4 CHECKOUT/CONFIRMATION**

Checkout Summary

Please fully review the following permit/project application fees. After clicking "Pay by Credit Card" and processing a successful transaction, allowable permits will be issued.

If you need assistance, please contact the Community Development Department at (760)777-7125.

SITE DEVELOPMENT PERMIT (WEB) Project

Description	Quantity	Amount
TECHNOLOGY ENHANCEMENT FEE	1	\$5.00
SDP - STANDARD	1	\$5,656.00

Fees Due: \$5,661.00

Total: \$5,661.00

BACK TO STEP ONE | PAY BY CREDIT CARD | PAY BY TRUST ACCOUNT

ANGELICA ZARCO Balance: \$0.00

Follow payment instructions and complete transaction

27. Click on SUMMARIZE ORDER

Amount to be charged: **\$10.18**

Please Enter Your Billing Information Below:
Required fields are marked with an asterisk (*).

NOTICE: It is the policy of Plug & Pay Technologies, Inc. to respect the privacy of its customers and the people doing business through its service. As such all information presented here WILL NOT be sold or distributed to any party other than the merchant you have currently elected to do business with.

Name:* ANGELICA ZARCO

Billing Address:* 78495 CALLE TAMPICO

Line 2:

City:* LA QUINTA

State/Province:* California

International Province:

ZipCode/Postal Code:* 92253

Country: UNITED STATES

Card Type: Visa Mastercard Amex Discover

Credit Card #:* 1111111111111111

Exp. Date:* 01 2017

Email Address:* azarco@la-quinta.org

Day Phone #: (760)861-6532

Night Phone #:

FAX #:

Summarize Order | Reset Form

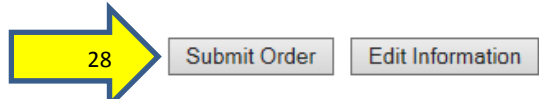
Privacy Policy

28. Review order and click on SUBMIT ORDER

Amount to be charged: **\$10.18**

Please Check The Following Information Carefully.
Use the "Edit Information" button to make any necessary corrections.

Billing Information
ANGELICA ZARCO
78495 CALLE TAMPICO
LA QUINTA, CA 92253
UNITED STATES
XXXXXXXXXXXX1111 Exp. Date: 02/17
azarco@la-quinta.org
Day Phone #: 7608616532



We appreciate your patience while your order is processed. It should take less than 1 minute. Please press the "Submit Order" only once to prevent any potential double billing. If you have a problem please email us at myemail@myemail.com. Please give your full name, order number (if you received a purchase confirmation), and the exact nature of the problem.

You will be taken to the PAYMENT SUMMARY. You will receive a receipt via email.

29. You may view your PERMIT/PROJECT information by clicking on VIEW PROJECT/PERMIT

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | VIEW TRUST ACCOUNT | LOG OUT | LOGGED IN AS: ANGELICA ZARCO

My Dashboard

- Permits
 - Apply for a Permit
 - Search
 - Pay Fees
 - Issued Permits Report
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
- License
 - Search Licenses
 - Pay Fees
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Project Application

STEP 1 > STEP 2 > STEP 3 > **STEP 4 CHECKOUT/CONFIRMATION**

Payment Summary

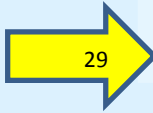
Thank you for using the City of La Quinta's public portal to submit your permit/project application. You may now view your permit/project information, print this summary or request an inspection by clicking the options below. You may return to your DASHBOARD by clicking the link located at the top of the public portal screen.

The Transaction is Approved

Receipt No: WEB1243
Paymethod:CREDIT
Paid Date: 1/9/2017

PROJECT	TEST2017-0001	CA	
		TEST	\$10.00
		CREDIT CARD FEE	\$0.18
		SUB TOTAL:	\$10.18
TOTAL AMOUNT PAID:			\$10.18

VIEW PROJECT **PRINT SUMMARY**



You may also view all open applications, active permit and project applications from your DASHBOARD.

30. You can view specific permit or project information by clicking on the permit or project number

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | VIEW TRUST ACCOUNT | LOG OUT LOGGED IN AS: ANGELICA ZARCO

My Dashboard

Hello ANGELICA ZARCO.
Below is a Dashboard of your current activities.

My Open Permit Applications 1 total record(s)

Applications In Progress	Permit Type	Created Date	
Continue		12/23/2016	Delete

My Active Permits 2 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
GS2016-0650	78495 CALL...	GARAGE SALE (WEB) - WEB	ISSUED	Request	\$0.00		
GS2017-0005	78495 CALL...	GARAGE SALE (WEB) - WEB	ISSUED	Request	\$0.00		

My Active Projects 2 total record(s)

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	
SDP2017-0001	78495 CALL...	SITE DEVELOPMENT PERMIT (WEB)	UNDER REVIEW	\$0.00	
TEST2017-0001		TEST	UNDER REVIEW	\$0.00	

31. You can view permit/project specific information such as project status, fees paid, reviews and attachments.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | VIEW TRUST ACCOUNT | LOG OUT LOGGED IN AS: ANGELICA ZARCO

My Dashboard

Project Search

Search By: Address Begins With SEARCH

Project #SDP2017-0001

Attachment

Project Info Site Info Contacts (2) Fees \$0.00 Inspections Conditions Reviews (2)

Description: ART PARK OF THE DESERT PM33333
Type: SITE DEVELOPMENT PERMIT (WEB)
Subtype: STANDARD
Planner:
Status: UNDER REVIEW
Applied: 1/9/2017
Approved:
Closed:
Expired:
Resubmit:
Complete:

Notes: 1/9/2017 11:17:21 AM PLEASE COMPLETE IN ALL CAPS EXAMPLE: ART PARK OF THE DESERT CAMPUS FOR ART AND ENTERTAINMENT ACTIVITES, CONSISTING OF 3 NEW BUILDINGS, (1) ONE STORY STUDIO/KITCHEN BUILDING 8,500 SQ. FT., (1) TWO STORY STUDIO/ART/GALLERY.OFFICE BUILDING 4,500 SQ. FT., (1) TWO STORY RETAIL/MULTI-PURPOSE BUILDING 7,500 SQ. FT.

Attachments:
1ST SUBMITTAL - DEVELOPMENT PLAN 1ST SUBMITTAL - DEVELOPMENT PLAN SET 11x17 SET 11x17.pdf

ATTACHMENTS – This is also the location where you will retrieve REVIEW COMMENTS AND REDLINES when completed.

32. You can view review status by clicking on REVIEWS

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | VIEW TRUST ACCOUNT | LOG OUT | LOGGED IN AS: ANGELICA ZARCO

My Dashboard

- Permits
 - Apply for a Permit
 - Search
 - Pay Fees
 - Issued Permits Report
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
- License
 - Search Licenses
 - Pay Fees
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Project Search

Search By: Address [v] Begins With [v] [input type="text"] [SEARCH]

Project #SDP2017-0001

Attachment [icon]

Project Info | Site Info | Contacts (2) | Fees \$0.00 | Inspections | Conditions | **Reviews (2)**

Type	Reviewer	Status	Submitted	Completed	Due Date	More Info
1ST PERMIT TECHNICIAN (1...	PERMIT TECH...		1/9/2017		1/10/2017	More Info
1ST PLANNING CR (3WK)	PLANNING BU...		1/9/2017		1/31/2017	More Info

RESUBMITTALS

Once all plan review corrections have been made and you are ready to resubmit plans, please upload as follows:

33. Upload attachments by clicking on the [icon] icon below via your dashboard or directly from your PROJECT/PERMIT record (See naming convention examples for resubmittals, Page 14)

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ANGELICA ZARCO

My Dashboard

Hello ANGELICA ZARCO.
Below is a Dashboard of your current activities.

My Active Permits 2 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	[icon]	[icon]
GS2017-0654	78495 CALL...	GARAGE SALE (WEB) - WEB	ISSUED	Request	\$0.00	[icon]	[icon]
PD2017-0091	78495 CALL...	POOL DRAIN (WEB)	APPLIED		\$0.00	[icon]	[icon]

My Active Inspections 1 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
PD2017-0091	PERMIT	APPLIED	78495 CALL...	POOL DRAIN	

My Active Projects 2 total record(s)

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	[icon]
TEST2017-0001	78495 CALL...	TEST	REVISIONS REQUESTED	\$0.00	[icon]
TEST2017-0002	78495 CALL...	TEST	REVISIONS REQUESTED	\$0.00	[icon]



BUILDING

- 2nd SUBMITTAL – ARCHITECTURAL DRAWINGS
- 2nd SUBMITTAL – STRUCTURAL CALCS
- 2nd SUBMITTAL – TRUSS CALCS

PUBLIC WORKS

- 2nd SUBMITTAL – PRECISE GRADING
- 2nd SUBMITTAL – HYDROLOGY STUDY
- 2nd SUBMITTAL – GEOTECHNICAL REPORT

PLANNING

- 2nd SUBMITTAL – DEVELOPMENT PLAN SET
- 2nd SUBMITTAL – PRELIMINARY PRECISE GRADING
- 2nd SUBMITTAL – TRAFFIC STUDY

Please contact us with any questions regarding the City of La Quinta's eTRAKiT online portal

(760)777-7125

La Quinta

— GEM *of the* DESERT —

CITY OF LA QUINTA
ELECTRONIC PLAN SUBMITTAL &
SIGNATURE POLICY
FOR ONLINE OR IN OFFICE USE



ELECTRONIC PLAN, DOCUMENT AND SIGNATURE SUBMITTAL POLICY

This policy establishes electronic plan, document and signature submittal guidelines. All plans submitted to the City of La Quinta shall follow these guidelines unless otherwise directed by the Design and Development Director.

REQUIREMENTS FOR ELECTRONIC PLAN AND DOCUMENT SUBMITTAL

- **OVER THE COUNTER** - All plans and documents to be submitted shall be provided on a thumb drive in **unzipped files** (see file naming conventions on Page 4)
- **ONLINE** - All plans and documents to be submitted via eTRAKiT shall be uploaded as **unzipped files**. (see file naming conventions on Page 4)
- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat 8 or newer
*****Note: PDF Portfolios will not be accepted as part of your submittal package*****
- Plan files shall be first generation, vector based PDF's which have been directly converted from the computer aided drafting (CAD) applications (e.g. AutoCAD, ArchiCAD, MicroStation, TurboCAD etc.) in which they were created.
- All layers must be flattened.
- Scanned Plans (i.e. plans, elevations, sections, details) will not be accepted unless the plan sheet was hand drawn.
- Scanned plans must be scanned to scale.
- PDF document security settings must allow staff to mark up the PDF file and create comments. Electronic signature restriction settings should not be used on forms or drawings. (See SIGNATURE Policy Pages 3 and 4)
- Page Orientation - All plans must be oriented so the top of the page is always at the top of the monitor, and set to landscape. A north arrow must be provided on all plans.
- All supplemental information must be oriented so the top of the page is always at the top of the monitor in either portrait or landscape format based on the supporting documents provided.
- All supplemental information must be sized at 8-1/2" x 11"
- Professional stamps/seals shall be affixed to plans and documents as required (please see DIGITAL SIGNATURE requirements Pages 3 and 4)
- Plans shall be submitted as outlined in the REQUIRED DOCUMENTS section of the Project/Permit instructions.

To view submittal instructions, please visit:

<http://www.laquintaca.gov/business/the-hub-permit-center>

PLAN SUBMITTAL REQUIREMENTS BY DIVISION

PLANNING ARCHITECTURAL, ENTITLEMENT, LANDSCAPE DRAWINGS

- Color submittals are required
- 11" x 17" (Required)

PUBLIC WORKS DEVELOPMENT IMPROVEMENT PLANS

- All colors must be removed from all plans and documents (with the exception of grey or hatched shading)
- 24" x 36" (Required)
- 18" x 26" for Maps (Required)
 - Upon Final Map Approval - Mylar(s) with **WET SIGNATURES** required for recordation
- PDF exhibits must be generated at a prescribed scale as follows:
 - Precise Grading (Commercial) - 1" to 20' scale
 - Precise Grading (Tract Homes) - 1" to 30' scale
 - Sidewalk - 1" to 20' scale
 - Signing and Striping - 1" to 40' scale
 - Storm Drain - 1" to 40' horizontal, 1" to 4' vertical scale
 - Street - 1" to 40' horizontal, 1" to 4' vertical scale
 - Rough Grading - 1" to 40' scale
 - Final Map - 1" to 40' scale for lot sizes < 10,000 square feet or 1" to 60' scale for lot sizes > 10,000 square feet

BUILDING CONSTRUCTION PLANS

- All colors must be removed from all plans and documents (with the exception of grey or hatched shading)
- Leave a 2"x4" space at the top right corner of the building plans for City approval stamp
- 24" x 36" (Minimum) – Large Construction
 - PDF exhibits must be generated at a prescribed scale (i.e. 1/4" = 1'-0", or 1/8" = 1'-0") in order for staff to verify dimensions and areas within the file, using built-in measuring tools.
- 11" x 17" (Minimum) – Minor Construction

DIGITAL SIGNATURE FOR DESIGN PROFESSIONALS (ARCHITECTS & ENGINEERS)

Design professionals, such as Architects and Engineers, whose "wet" signature is required for submittal of hard copy plans will be required to obtain a "digital signature" key for signature of electronically submitted plans.

A "Digital Signature" is required when strong authentication is necessary because it contains encrypted information that is unique to the signer and can be easily verified. Digital technology requires each signer to have a token, smart card or other physical device issued by a trusted organization (usually a company certified by a government) that verifies the signer's identity before issuing the token. With this technology, every document must be opened and signed one at a time – signatures cannot be applied en masse.

For a complete list of approved digital signature certificate authorities, please visit the California Secretary of State website at:

<http://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/approved-certification-authorities/>

[You may contact individual certificate authorities for their requirements to create a digital signature.](#)

[For more information regarding California State Law requirements regarding digital signatures, please visit the California Secretary of State's website below.](#)

<http://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/government-code-16-5/>

ELECTRONIC SIGNATURE REQUIREMENTS FOR NON-DESIGN PROFESSIONALS

Non-design professionals shall sign plans via electronic signature.

An "Electronic Signature" can be set up by anyone using common programs such as Adobe and Outlook without an independent vetting process or electronic key, and most include a stamp of the date and time the signature was applied. Electronic signatures are accepted and used worldwide for many business transactions including e-mail signature blocks.

For more information on how to create an Electronic Signature with Digital ID, please visit the following website:

<https://helpx.adobe.com/acrobat/using/digital-ids.html>

You may download free Adobe Reader software by clicking on the link below:

<https://get.adobe.com/reader/>

EXAMPLE NAMING CONVENTIONS FOR SUBMITTAL ATTACHMENTS

BUILDING

1ST SUBMITTAL – ARCHITECTURAL DRAWINGS

1ST SUBMITTAL – STRUCTURAL CALCS

1ST SUBMITTAL – TRUSS CALCS

PUBLIC WORKS

1ST SUBMITTAL – PRECISE GRADING

1ST SUBMITTAL – HYDROLOGY STUDY

1ST SUBMITTAL – GEOTECHNICAL REPORT

PLANNING

1ST SUBMITTAL – DEVELOPMENT PLAN SET

1ST SUBMITTAL – PRELIMINARY PRECISE GRADING

1ST SUBMITTAL – TRAFFIC STUDY