



**Santa Cruz County Notes Sheet**

**SCC Notes Sheet**

- **What is the purpose?** To assist building permit issuance and inspection streamlining.
- **When was it implemented?** It has been included with issued building permits since May 15th, 2023.
- **Why is it beneficial?** Building codes and laws continue to evolve in depth and complexity. Codes are adopted at 3-year intervals, and interim revisions to codes and laws are ongoing. Approved documentation needs to clearly demonstrate project requirements at permit issuance; however, balancing documentation needs can be challenging. Where appropriate, the SCC Notes sheet can assist with documentation support and potentially expedite the approval process.
- **How can it assist design teams?** During the review and approval process, each department may add general notes, project specific notes, clarifications, inspection requirements, or similar information to the notes sheet. The provided content may include necessary supporting information while potentially avoiding plan corrections and reducing steps needed to issue building permits.
- **How can it assist construction teams?** In addition to documentation support, it provides instructions needed to schedule inspections, process construction changes and deferred submittals, process permit extensions, clear project Holds, identify workdays, inform of potential triggers for additional requirements for construction beyond the approved scope, and similar information. Inspectors and construction teams benefit from clear and readily available information.
- **What access to additional information is provided?** Access to information is multifaceted and leverages current technologies. Content includes phone numbers, email addresses, website addresses, QR codes, and hyperlinks (pdf only). The QR codes and hyperlinks directly open online information for permit status, forms, holds, departments, scheduling, etc.
- **How quick and easy is it?** SCC ePlan uses pdf files for permit processing and issuance. Departments can simultaneously add information to the SCC Notes sheet without the need for additional coordination. At permit issuance the front page of the pdf plan set is electronically stamped to indicate that the SCC Notes sheet was added. When the applicant shares or prints the issued pdf, the SCC Notes sheet is included by default.

**SCC Notes Sheet Features**

Survey	Stormwater Management	Environmental Planning	Zoning	General / Inspections
<p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>	<p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>	<p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>	<p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>	<p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>
<p><b>Roads / Encroachments</b></p> <p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>	<p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>	<p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>	<p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>	<p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>
<p><b>Sanitation</b></p> <p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>	<p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>	<p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>	<p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>	<p><b>Project Name</b></p> <p><b>Site Address</b></p> <p><b>Project Description</b></p> <p><b>Intentionally Blank</b></p>

- 1 General Notes
- 2 General QR Links
- 3 CDI Issuance Stamp
- 4 Project QR Link
- 5 Inspection Notes
- 6 Department Notes
- 7 SCC Notes Stamp

701 Ocean Street 4th Floor  
 Santa Cruz, CA 95060  
 Planning  
 (831) 554-2340  
 www.sccoplanning.com

Public Works  
 (831) 554-2340  
 (831) 554-2340

**Santa Cruz County Stamp**

**Permit List Below (\*if applicable)**

Project Name	Address	Project Description	Issue Date
Project 1	123 Main St	Residential Addition	06/23/23
Project 2	456 Oak St	Commercial Renovation	06/23/23
Project 3	789 Pine St	Industrial Expansion	06/23/23
Project 4	101 Elm St	Public Works	06/23/23
Project 5	202 Maple St	Manufacturing	06/23/23
Project 6	303 Birch St	Healthcare	06/23/23
Project 7	404 Cedar St	Education	06/23/23
Project 8	505 Spruce St	Government	06/23/23
Project 9	606 Fir St	Religious	06/23/23
Project 10	707 Willow St	Arts & Entertainment	06/23/23

**Santa Cruz County Notes**  
 End sheet "SCC" is attached and issued with the permit.

**SCC**