



This form is required to be the first page of the Application (APP) file. For help with submittals, see the [ePlan User Guide & ePlan Video Series](#). The preparer is legally responsible for signatures whether a graphic, typewritten, or handwritten. Documents may not be restricted by digital signatures or otherwise.

Notice to Building Permit Applicant

1. Building permit questions: Planning.BuildingInfo@santacruzcounty.us. Visit our website for hours of operation and other contact information.
2. **Effective 11/1/20:** Owners and applicants must track permit status [online](#). The legacy process of sending correction letters will be discontinued. Approval letters will continue until transitioned by 2021.
3. Application fees are not refundable, except as specified in the Planning Department Fee Schedule.
4. You must advise residents of the subject property that Planning Department staff may be visiting the site. The site must be clearly marked/staked for staff inspection. Incomplete directions or markings will delay the review of the project.
5. If you have begun any activity requiring County review or approval without first obtaining a permit, you will be charged for staff time incurred to investigate the violation and costs for staff time that accrue until the violation is resolved. Authority for these charges is found in Chapter 1.12 of the Santa Cruz County Code.
6. Actions by County staff regarding your Building Permit Application may be appealed. For guidance on how to file an appeal, contact the Building Counter of the Planning Department or refer visit our website.
7. Extension Policy: You have until the expiration date of this application to resolve all deficiencies and obtain your permit. Per County Code, the expiration date is two years after the application date or six months from the date the application is approved whichever comes first. Extensions of the expiration date are rarely granted and only in extreme cases where extenuating circumstances can be shown.
8. Notice to Applicants for Commercial Building Permits: [AB3002](#)

The undersigned applicant hereby authorizes the filing of this application and authorizes staff to visit the subject property. I understand that staff may visit the property both during the review process and following the issuance of the permit. I certify to the best of my ability that the submittal information is true and correct, and that I have read and understand the above.

Applicant Signature

Signature: _____ Date: _____

Application

Upload Submittal files (see below) and notify the Planning Department (option 1 or 2). Staff will create an application and notify you of required intake fees. Payments can be made at the Planning Department or [online](#).

Option 1: Call the Planning Department to schedule an appointment. Tel: 831-454-3252

Option 2: Click the [green Send Notification](#) button online. (up-to-date staff response time will be provided online and in automated emails)

Submittal Files

New Applications

Application (APP) file, Plans (PLN) **and/or** Supplemental (SUP).

Resubmittals

Letter (LTR), Plans (PLN) **and/or** Supplemental (SUP). Resubmit new APP, PLN, or SUP file if it was revised. To replace existing files, simply upload new ones.

File Standards & Submittal Requirements

- 1 of each file type allowed (APP, PLN, SUP) in PDF format.
- Files contain all sheets/documents (not simply revised items).
- Unlocked & flattened (no layers).
- Bookmarks set to Fit Page with names matching the index.
- Stamps/signatures are embedded. (Digital signatures not allowed)
- Submittals must meet all County submittal requirements.

The Application (APP) file must include the [applicable Intake Items](#) to initiate the permit. After approval by all agencies, the approval letter will identify the *Final Items*. Prior to permit issuance, update the Application (APP) file to include *Intake Items + Final Items*.

[•] Bullet items are mandatory. Mark other included items.

APP file - Intake Items

- ePlan Submittal Checklist – PLG230 (must be 1st page)
- Building Permit Application – PLG200 or PLG205 or PLG206
- Owner-Agent Authorization – PLG210
- Zoning Review/Prescreen (4th Floor)
- Parcels with Septic: Environmental Health clearance (3rd Floor)
- Non-Public water: Environmental Health approval (3rd Floor)
- Public water: Conditional Will Serve Letter
- Discretionary Permit No. _____
- Other(s): _____

APP file - Final Items

- Intake Items
- Owner-Builder Acknowledgement – PLG220
- Fire Department Payment Receipt
- School Certificate of Payment
- Public water: Unconditional Will Serve Letter
- Other(s): _____

Plans (PLN) & Supplemental (SUP)

- Plans (PLN)
- Supplemental (SUP) (PLG235 as first page)