



ePlan Submittal Checklist

This submittal checklist form is required to be the first page of the Application (APP) file. It should not be used as the sole source of submittal information. To successfully prepare submittals, please see the [ePlan User Guide](#).

Complete parts 1 through 3 prior to contacting the Planning Department to initiate an ePlan building permit application or a change order application to a building permit that was issued using ePlan.

The preparer is legally responsible for signatures whether wet signed, typewritten, digital, or otherwise.

Part 1: Notice to Building Permit Applicant

1. For information regarding your Building Permit Application, you may e-mail the Building Counter of the Planning Department at: blinfo@co.santa-cruz.ca.us, or you may call the Building Information Line at 831- 454-2260 - Please visit our website for hours of operation.
2. When review of your Building Permit Application has been completed, you will be notified of the results: either that your application has been approved or, if any reviewer has not approved your application, their comments will be forwarded to you. Please see the information below relating to appeals.
3. Your 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 to the brochure on our Web site at: <http://www.sccoplanning.com/PlanningHome/BuildingSafety/ApplicantInformation/AppealsforBuildingPermitApplications.aspx>
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.

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 above and attached information is true and correct, and that I have read and understood the above information.

Applicant Signature

Signature: _____ Date: _____

Applicants must indicate which option they will use to contact the Planning Department.

Part 2: Building Permit Application or Change Order Application		Info & Weblinks
After uploading the <i>Part 3: Submittal Files</i> , the applicant must contact the Planning Department to initiate the application using one of the options below. Once the application is created, payments can be made at the Planning Department or online .		
<input type="checkbox"/>	Option 1: Applicant will schedule an appointment at the Planning Department.	Call: 831-454-3252
<input type="checkbox"/>	Option 2: Applicant will click the project <i>Send New Permit Notification</i> button and a technician will contact you upon review of the submittal.	User Guide: Part 4 Project File Uploads



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Mark all included items. [•] Bullet items are required.

Part 3: Submittal Files

Info & Weblinks

Required submittals include the Application (APP) file; along with, the Plans (PLN) and/or the Supplemental (SUP) files.

• Application (APP)

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, revise the Application (APP) file to include *Intake Items + Final Items*.

Intake Items

<input checked="" type="checkbox"/>	Documents/Forms are complete, bookmarked, flattened, and ready for approval	User Guide: Part 4: Project File Types
<input checked="" type="checkbox"/>	ePlan Submittal Checklist – PLG230	Use as first page of Application (APP) file
<input checked="" type="checkbox"/>	Building Permit Application Form – PLG200 <u>or</u> Change Order Form – PLG205	Form: PLG200 or PLG205
<input checked="" type="checkbox"/>	Owner-Agent Authorization – PLG210	Form: PLG210
<input type="checkbox"/>	Zoning Review/Prescreen (Completed by Zoning Counter Staff)	Zoning Counter: Hours & Location
<input type="checkbox"/>	Parcels with Septic: Environmental Health clearance	Room 312: 8:00-9:30am, website
<input type="checkbox"/>	Non-Public water: Environmental Health approval	Room 312: 8:00-9:30am, website
<input type="checkbox"/>	Public water: Conditional Will Serve Letter	Provided by public water source
<input type="checkbox"/>	Discretionary Permit No: _____	Provided by Zoning
<input type="checkbox"/>	Other(s)	

Final Items (Required prior to permit issuance: *Intake Items + Final Items*)

<input checked="" type="checkbox"/>	Building Permit Application Form – PLG200 <u>or</u> Change Order Form – PLG205	Revise as needed
<input type="checkbox"/>	Owner-Builders Acknowledgement – PLG220	Form: PLG220
<input type="checkbox"/>	Fire Department Payment Receipt	Provided by fire department
<input type="checkbox"/>	School Certificate of Payment	Provided by school district
<input type="checkbox"/>	Public water: Unconditional Will Serve Letter	Provided by public water source
<input type="checkbox"/>	Other(s)	

Plans (PLN)

Info & Weblinks

<input checked="" type="checkbox"/>	Stamps & signatures of licensed architects and/or engineers are embedded onto all sheets. (Digital signatures are not allowed).	User Guide: Part 3: ePlan Standards
<input checked="" type="checkbox"/>	Plans are combined into a single unlocked PDF and oriented for readability.	User Guide: Part 4: Project File Types
<input checked="" type="checkbox"/>	Bookmark each sheet with numbers/names matching the sheet index.	User Guide: Part 3: ePlan Standards
<input checked="" type="checkbox"/>	The PDF is flattened to remove layers.	User Guide: Part 3: ePlan Standards

Supplemental (SUP)

Info & Weblinks

<input type="checkbox"/>	Supplemental Documents Index – PLG235 (Use as first page)	Form: PLG235 User Guide: Part 4
<input type="checkbox"/>	Stamps & signatures of licensed architects and/or engineers are embedded onto the front of each document type. (Digital signatures are not allowed).	User Guide: Part 3: ePlan Standards
<input type="checkbox"/>	Documents are combined into a single unlocked PDF and oriented for readability.	User Guide: Part 4: Project File Types
<input type="checkbox"/>	Bookmark and name each document and their key index sections.	User Guide: Part 3: ePlan Standards
<input type="checkbox"/>	The PDF is flattened to remove layers.	User Guide: Part 3: ePlan Standards