



# COUNTY OF SANTA CRUZ

## PLANNING DEPARTMENT

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## Over The Counter Permits and Express Plan Check

To better serve the public, the Planning Department is providing over the counter permits and express plan check services defined below. This service is available Monday-Thursday 8:00-11:30 and 1:00 – 2:30. See list below for example projects which may utilize this service.

**Note:** Other Departments or Agencies may require review of the project which may add review times. In addition, some projects located in the coastal appealable area may not be eligible for this type of processing.

### Over the Counter Permits: (This applies to coastal areas and multi-family units that do not require plan check or zoning review, except as noted \*)

- Building (Reroofs, window change outs, siding, sheetrock, residential remodels with no alteration of walls).
- \*Decks (less than 30 inches above grade, requires a site plan and zoning.)
- Electrical (Service upgrades, repairs, residential rewiring, septic pumps, etc.)
- Plumbing (Water heaters, re-piping, fixture replacement, repairs, etc.)
- Mechanical; [(Furnaces & A/C must include energy forms) & wall heaters, wood stoves, ducting, etc.]
- \* Demolition (non-commercial)
- Special Inspections.

### Express Plan Check:

Plan checks (1-5 days).

- \* Small sheds, gazebos, trellises, patio covers, sunrooms, greenhouses less than 500 sq. ft.
- \* Decks over 30" above grade.
- \* Residential remodels (less than 500 sq. ft. with altered walls).
- Residential roof mounted photovoltaic (PV) systems. \*Residential ground mounted PV systems.
- Solar roof mounted hot water systems. \*Solar ground mounted hot water systems
- Electrical Vehicle Charging Systems.
- \* Small residential additions < 250 sq ft that do not require a soils report.
- Small tenant improvements (less than 1,500 sf) with no structural alterations, no change of occupancy or increased occupant load, and includes only minor mechanical, electrical and/or plumbing alterations. May use standard T.I. plans.

### This is how it works:

- If plans are required then you must provide a minimum of 3 complete sets.
- If your project is on septic and your footprint is increasing or there's a bedroom being added you must show the septic system on the site plan.
- Pay with cash or check, or credit card. You will pay two fees: the submittal fee and then the issuance fee when your plans are approved.
- Increases in the scope of work will require an additional permit.

**Please note that if your project is located in a FEMA Flood Zone (A, AE, AO, AH, V, or VE), you must submit the substantial improvement forms found in "Environmental" in order to obtain your permit.**

