



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060
(831) 454-2580 FAX: (831) 454-2131

KATHLEEN MOLLOY PREVISICH, PLANNING DIRECTOR

Building Permit Plan Re-submittal Process

Dear Applicant and/or Designer,

Building permit materials are submitted when a building permit application is created by our building technicians at the counter. Once all agencies have completed the review of the building permit materials, a correction letter will be sent out. Plans and any required documents must be submitted for another review by those agencies that require corrections or additional information. This is called a re-submittal.

Planning Department will require **complete sets of plans for plan check re-submittals**, not just the revised/corrected plan sheets. For re-submittals, please include complete copies of all project documents including; corrected plans, structural calculations, energy calculations, soils reports, and any other required documentation, along with a copy of the completed correction letter for each agency with corrections. This means if your project has corrections from 3 agencies, then 3 complete sets of plans, project documents and correction letters will be required. The correction letter will need to have each item addressed with a written response.

All plan check corrections from all agencies and departments must be addressed at the same time (**no partial submittals**).

In order to conserve resources and avoid needless copies, all unapproved sets of project documents will be returned to the applicant or designer for reuse in compiling re-submittal sets once corrections are made. Please request these documents from your building technician. The only exception is that one original set of project documents submitted for building review will be kept until the project is approved.

To assist with these changes, large tables and a stapler are located in our rear lobby area for applicants to perform consolidation of their plans if needed.

Additionally, in order to ensure that a re-submittal is responsive to plan check comments and ready to be accepted by the County, applicants are encouraged to sign in at the counter to meet with a Building Permit Counter Technician in order to resubmit. However, complete re-submittals may be dropped off at the General Information Desk, which is the front desk in the elevator lobby area. A routing form must be completed and attached to the re-submitted materials. The staff person at the General Information Desk will provide you with this form.

Project documents which are resubmitted for plan review which do not meet the above requirements will not be accepted or processed.

In addition, after issuance of the building permit and prior to final inspection approval, the applicant must submit a digital version of the approved project documents for County archives on a compact disk (CD-rom).

If changes are made to the approved set of plans after issuance, then the applicant must go through the change order process (which is identical to the application review process) to obtain approval for the changes. After issuance of the change order and prior to final inspection approval, a digital copy of the change order plans and documents will be required. The designer on the project must certify (with stamp and signature or with letter) that the digital copy of project documents is of the completed/approved set.

Please contact the Building Counter (831-454-2260) Monday through Friday 1:00 to 4:00pm if you have any questions.