



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: ePlan** electronic submittal required for all projects requiring a review. Permit status and corrections must be tracked [online](#).
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: _____ **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: Schedule an [appointment](#).

Option 2: Click the [green Send Notification](#) button online. (staff response times shown online or in emails are contingent on current workload)

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, add the *Final Items* to the Application (APP) file (*Intake Items + Final Items*) and reupload.

[•] Bullet items are mandatory. Mark other included items. Submit the latest revision of [forms](#) available.

APP file (intake) - Intake Items at initial submittal

- ePlan Submittal Checklist – PLG230 (must be 1st page)
- Permit Application – [PLG200](#) or [PLG205](#) or [PLG206](#) or [PLG181](#)
- Owner-Agent Authorization – [PLG210](#)
- TPC Service Request [TPC Request PLG207](#) (subject to approval)
- Zoning prescreen or [SB9 PLG191](#) Checklist (required for SB9)
- Discretionary Permit No. _____
- Parcels with Septic: [Environmental Health clearance](#) (3rd Floor)
- Non-Public water: Environmental Health approval (3rd Floor)
- Public water: Conditional Will Serve Letter
- Other(s): _____

APP file (final) – add final items to APP file & upload prior to permit issuance

- APP file 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) (see File Standards & Submittal Requirements)

- Plans (PLN)
- Supplemental (SUP) (The [PLG235](#) index must be first page)