



If this is an emergency that poses an imminent risk to life safety, **call 911**. Once life safety is secured, please schedule an appointment with Building staff to discuss the project and next steps using the [Appointment Scheduler](#). Alternatively, call 831-454-3171 or email stormdamage@santacruzcountyca.gov for guidance. County staff will respond to emergency emails or voicemails within one business day.

Step 1: Complete Application

APN: _____

Date: _____

Site Address: _____

Legal Owner: _____

Email: _____

Owner Address: _____

Phone: _____

Applicant* (if any)

Name: _____

Email: _____

Address: _____

Phone: _____

Design Professional in Charge (if any)

Name: _____

Email: _____

Address: _____

Phone: _____

Describe scope of work necessary to mitigate emergency conditions (i.e. new or replaced retaining wall)

Property Owner or Authorized Agent* Signature

By my signature below, I certify the following:

- I am the property owner or authorized to act on the property owner's behalf as their agent*.
- I have read this application and the information I have provided is correct.
- I agree to comply with all applicable county ordinances and state laws relating to building construction.
- I authorize representatives of this county to enter the above identified property for inspection purposes.

Signature: _____

Date: _____

***Owner's Authorization of an Agent – Complete this section if an agent will be acting on the owner's behalf.**

Agent Name: _____

Phone: _____

Agent Address: _____

Site Address: _____

For the Owner who is Authorizing an Agent

I authorize the above-named person to act as my agent to apply for, sign, and file the documents required to obtain a *Request for an Emergency Permit*. I declare under penalty of perjury that I am the Property Owner at the above Site Address; I have filled out this section; and I certify the accuracy of the information provided.

Signature: _____

Date: _____



Step 2: Submit Your Application

- Schedule an appointment with Building staff using the [Appointment Scheduler](#), or use the Walk-in Counter Service. You can find the current Walk-in hours on our [Contacts webpage](#).
- Bring your application and, if applicable, photos.

Step 3: Schedule an Inspection with the Resource Planner

At your appointment, the Building Technician will provide you with an inspection card to track the special inspection(s) complete with contact information for the assigned **Resource Planner**. The Resource Planner is the staff person who will perform the site inspection (in addition to the County Geologist, Engineer and/or Building Inspector).

To schedule your inspection:

- Call or email the Resource Planner directly.
- Be prepared to provide your **APN or property address, application number, and reason for the inspection**.

Step 4: Review the Inspection Results

After the inspection occurs, the Resource Planner and/or Building Inspector will summarize the results of their inspection to the Building Official who will either approve or deny authorization to apply for an Emergency Building Permit. This determination will be provided in a memo emailed to the applicant and saved to the special inspection attachments within the county's internal system for future reference. The memo will detail the requirements of any technical report(s) or additional permits such as coastal development permits or discretionary permits, if any, and the next steps that are required to resolve the situation.

Technical Reports, if any, Submitted & Approved If a technical report such as a geotechnical (soils) or geology report is required, these must be submitted and approved in advance of the Emergency Permit.

Step 5: Emergency Permit

The Resource Planner will coordinate the Emergency Permit application and permit issuance.

IMPORTANT NOTE: Per SCCC 12.10.380 Emergency permits, work authorized by the emergency permit shall commence within 45 days, and be completed within 90 days, of the permit issuance unless an extension is granted by the Building Official.

The emergency work is considered to be temporary until a regular permit is granted unless the requirement for a regular permit is waived by the Building Official. **Within 90 days of Emergency Permit issuance** the property owner or their agent shall apply for the regular building, electrical, plumbing and/or mechanical permit. **If plans and building permit application (Step 6) are not submitted within 90 days, the Emergency Permit will expire. The permit may be reactivated subject to the Building Official's approval and payment of an extension fee.**



Step 6: Regular Permit

Within 90 days of the Emergency Permit issuance, you must apply for the regular building, electrical, plumbing and/or mechanical permit. Applications are submitted online through [ePlan Review](#). The [Prepare Your Application Package](#) webpage provides guidance on preparing your application.

NOTE: As a part of your regular building permit application, you must submit any inspection letters from consultants (e.g., geotechnical engineer and Special Inspections) that were provided during the emergency permit process.