



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

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KATHLEEN MOLLOY PREVISICH, PLANNING DIRECTOR

Building Permits That Do Not Require a Counter Appointment

The County of Santa Cruz requires an appointment to submit applications for many Building Permits. However, the following types of applications are exceptions to that rule.

Over the Counter Permits: (Does 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 18 inches above grade).
- Decks* (18 inches to 12 ft. above grade) require a site plan and zoning review to determine setbacks.
- Electrical (Service upgrades, repairs, residential rewiring, septic pumps, etc., installation of a second meter is not eligible for this type of processing)
- Plumbing (Water heaters, re-piping, fixture replacement, repairs, etc.)
- Mechanical (Furnaces, air conditioning, wall heaters, wood stoves, ducting, etc.)
- Demolition (non-commercial)
- Special Inspections.

Expedited Plan Check:

Plan checks may be over the counter (for minor projects), 1-5 days for most others.

- Small sheds, gazebos, trellises, patio covers, sunrooms, greenhouses less than 500 sq. ft.
- Residential remodels (with altered walls and no engineering).
- Photovoltaic Systems.
- Solar Hot Water Systems.
- Electrical Vehicle Charging Systems.
- Small residential additions < 500 sq ft that do not require a soil report.
- Small tenant improvements (less than 3,000 sq ft) with no structural alterations and minor mechanical, electrical and or plumbing alterations. May use standard T.I. plans.

For further information please contact the General Information Desk @ (831)454-3252, Monday through Thursday, between the hours of 8:00 am to 12:00 pm and 1:00 pm to 3:00 pm.