COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060

(831) 454-2580 FAX: (831) 454-2131 TDD: (831) 454-2123

KATHLEEN MOLLOY PREVISICH, PLANNING DIRECTOR

Announcement

Changes to Building Permit Plan Review Process Starting August 1, 2015

Dear Applicant and/or Designer,

In our efforts to keep costs to a minimum and be consistent with surrounding jurisdictions, the Planning Department will be implementing changes to our plan review process which may affect your project submittal. Please note that on August 1, 2015, the Planning Department will no longer be providing consolidation services as part of our plan review process.

Consolidation is a process where the County collects approved/updated plans from all other departments and agencies and assembles them into two complete sets of approved plans.

This change will only affect plans which are not approved on the first plan review. For projects with plan check corrections (from any department or agency) which must be resubmitted for approval, we will no longer be consolidating these plans into two complete sets upon approval. It will be the responsibility of the applicant (designer, contractor or owner) or their representative to accomplish this task.

Due to this change, the Planning Department will require **complete sets of plans for plan check re-submittals,** not just the revised/corrected plan sheets as previously accepted. 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.

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. 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, we will be providing large tables and a stapler in our rear lobby area for applicants to perform consolidation of their plans on site if needed.

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.

In order to avoid extra routings, all plan check corrections from all agencies and departments must be addressed at the same time **(no partial submittals).**

Additionally, in order to ensure that a resubmittal is responsive to plan check comments and ready to be accepted by the County, applicants will not be allowed to simply drop off resubmittal documents, but must meet with a Building Permit Counter Technician in order to resubmit.

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

In order to provide more clarity about environmental standards (e.g., grading, erosion control, floodplain and other requirements), a new "Environmental Planning Notes and Required Inspections" checklist has been prepared which will be attached to the final approved project documents. A copy of this new checklist is attached.

We appreciate your patience and understanding as we make these changes.

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

If you should have questions that cannot be answered by the Building Counter, please contact the following planning managers:

Tony Falcone, Chief Building Official
831-454-3195,
Tony.falcone@santacruzcounty.us

Kent Edler, Senior Civil Engineer
831-454-3168
Kent.Edler@santacruzcounty.us