

ePlan help!

→ ePlan help clinic

Personalized help at the Building Counter on Friday mornings by appointment. Bring your laptop with project loaded if possible. Schedule with GID: 831-454-3252

→ “regular” appointments

Personalized help at the Building Counter during a regular appointment. Bring your laptop with project loaded if possible. Schedule with GID: 831-454-3252

→ group training

Check online for schedule.
<http://sccplanreview.santacruzcounty.us/>

→ ePlan hotline: 831-454-plan

This dedicated line is for ePlan help requests. Messages are returned during regular business hours.
Call: 831-454-7526

→ online

User guide, video & training links:
<http://sccplanreview.santacruzcounty.us>
or visit our youtube channel: scc eplan



ePlan hotline: 831-454-plan



plnbuildinginfo@santacruzcounty.us



www.sccoplanning.com



youtube channel: scc eplan



Planning Department
701 Ocean St. - 4th floor
Santa Cruz Ca 95060

ePlan

electronic submittal

→ Beginning September 1, 2019, electronic ePlan submittal is required for residential & commercial building permits*.

→ New to ePlan or want help?
We can assist, details inside.

*ePlan or paper processing is allowed for “express plan check” projects, such as small residential remodels, etc. complete details available online.

permit process

ePlan Overview

upload

- **(APP) Application File:** Checklist-PLG230, Application-PLG200/205, etc.
- **(PLN) Plans File:** Complete Plan Set
- **(SUP) Supplemental File:** Index-PLG235, Reports, Calculations, etc.
- **(LTR) Letter File:** Resubmittal Correction Response

process

- **Initiate Permit:** Send Notice Online, or by Appointment: 831-454-3252
- **Fees:** Pay Intake & Final Fees Online or at the Planning Department
- **Reviews:** Electronic Files are Reviewed, Approved, Stamped/Locked
- **Final Upload:** Add Receipts/Docs to the APP File

print

- **Print:** Download & Print the Issued Permit Documents in Color
- **Permit Card:** Obtain at Planning Department

ePlan Process

→ The ePlan process facilitates the online submission of PDF documents for building permit applications. While discretionary applications require paper submittals, concurrent processing can use ePlan for the building permit.

→ All building permits requiring a review must use ePlan (optional for Express Plan Check projects).

→ Applications and payments can be made entirely online or incorporate processing at the Planning Department. All forms and submittals must be uploaded to the ePlan portal prior to initiating applications.

→ Applicants must verify and include any required clearances in the Application (APP) upload. Required clearances may include the Water Department, Environmental Health, Zoning, etc.

→ Upon completion of a review cycle by all departments, a correction or approval letter is sent by postal mail to the applicant and property owner by the Planning Department. Once sent, the applicant may resubmit revisions, or complete the steps outlined in the approval letter.

→ At permit issuance, a download will be available in the applicant's Project folder. This download will be a zip file containing printable PDF documents that are stamped and locked by the Planning Department. One full size set of these documents must be printed in color and available at the construction site. The applicant is responsible for coordination of printed documents.