



County of Santa Cruz Planning Department

701 Ocean Street 4th Floor, Santa Cruz, CA 95060 | (831) 454-2260 | www.sccoplanning.com

Form
PLG-230

ePlan Submittal Checklist

This submittal checklist form is required to be the first page of the Application (APP) file. It should not be used as the sole source of submittal information. To successfully prepare submittals, please see the [ePlan User Guide & ePlan Video Series](#)

Complete parts 1 through 3 prior to contacting the Planning Department to initiate an ePlan building permit application or a change order application to a building permit that was issued using ePlan.

The preparer is legally responsible for signatures whether wet signed, typewritten, digital, or otherwise.

Part 1: Notice to Building Permit Applicant

1. For information regarding your Building Permit Application, you may e-mail the Building Counter of the Planning Department at: blinfo@co.santa-cruz.ca.us, or you may call the Building Information Line at 831- 454-2260 - Please visit our website for hours of operation.
2. When review of your Building Permit Application has been completed, you will be notified of the results: either that your application has been approved or, if any reviewer has not approved your application, their comments will be forwarded to you. Please see the information below relating to appeals.
3. Your 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 to the brochure on our Web site at: <http://www.sccoplanning.com/PlanningHome/BuildingSafety/ApplicantInformation/AppealsforBuildingPermitApplications.aspx>
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. AB3002 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 above and attached information is true and correct, and that I have read and understood the above information.

Applicant Signature

Signature: _____ Date: _____

Mark Option 1 or Option 2 below

Part 2: Building Permit Application or Construction Change Documents Application Info & Weblinks

After uploading the *Part 3: Submittal Files*, the applicant must contact the Planning Department to initiate the application using one of the options below. Once the application is created, payments can be made at the Planning Department or [online](#).

<input type="checkbox"/>	Option 1: Applicant will call the Planning Department to schedule an appointment.	Call: 831-454-3252
<input type="checkbox"/>	Option 2: Applicant will click the green Send New Permit Notification button and a technician will contact you upon review of the submittal. (allow 2 business days)	User Guide: Part 4 Project File Uploads



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Mark all included items. [•] Bullet items are required.

Part 3: Submittal Files

Info & Weblinks ([ePlan Guides/Videos](#))

Required submittals include the Application (APP) file; along with, the Plans (PLN) and/or the Supplemental (SUP) files. Resubmittals will also require an LTR file responding to the plan review correction comments.

For **Option 2** above and during **resubmittals**, and after all required files are uploaded, **click the green notification button**. Once clicked, the system will automatically send you a confirmation email and notify the technicians. Once notified, allow 1-2 business days for submittals to be verified for completeness, and ready to route to review agencies or ready to start a new permit application. Simply upload new files to replace existing files; projects are locked during each review cycle, and unlocked for uploads after all reviews are complete. Once an permit application has been initiated by the technicians, you can track the progress [online](#).

• Application (APP)

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, update the Application (APP) file to include *Intake Items + Final Items*.

APP - Intake Items

<input checked="" type="checkbox"/>	Submittals are complete, bookmarked, flattened, and <u>ready for approval</u>	User Guide: Part 4: Project File Types
<input checked="" type="checkbox"/>	ePlan Submittal Checklist – PLG230	Use as first page of Application (APP) file
<input checked="" type="checkbox"/>	Building Permit Application – PLG200 <u>or</u> Construction Change Documents – PLG205	Form: PLG200 or PLG205
<input checked="" type="checkbox"/>	Owner-Agent Authorization – PLG210	Form: PLG210
<input type="checkbox"/>	Zoning Review/Prescreen (Completed by Zoning Counter Staff)	Zoning Counter: Hours & Location
<input type="checkbox"/>	Parcels with Septic: Environmental Health clearance	Room 312: 8:00-9:30am, website
<input type="checkbox"/>	Non-Public water: Environmental Health approval	Room 312: 8:00-9:30am, website
<input type="checkbox"/>	Public water: Conditional Will Serve Letter	Provided by public water source
<input type="checkbox"/>	Discretionary Permit No: _____	Provided by Zoning
<input type="checkbox"/>	Other(s)	

APP - Final Items (Prior to permit issuance, update the APP file to include the *Intake Items + Final Items*)

<input checked="" type="checkbox"/>	Intake Items	Revise as needed
<input type="checkbox"/>	Owner-Builders Acknowledgement – PLG220	Form: PLG220
<input type="checkbox"/>	Fire Department Payment Receipt	Provided by fire department
<input type="checkbox"/>	School Certificate of Payment	Provided by school district
<input type="checkbox"/>	Public water: Unconditional Will Serve Letter	Provided by public water source
<input type="checkbox"/>	Other(s)	

Plans (PLN) and/or Supplemental (SUP)

Info & Weblinks ([ePlan Guides/Videos](#))

<input checked="" type="checkbox"/>	Stamps & signatures of licensed architects and/or engineers are embedded on plan sheets & front page of supplemental documents. (Digital signatures not allowed)	User Guide: Part 3: ePlan Standards
<input checked="" type="checkbox"/>	Supplemental Documents Index – PLG235 (Must be first page of SUP file)	Form: PLG235 User Guide: Part 4
<input checked="" type="checkbox"/>	Maximum of (1) PLN and (1) SUP.	User Guide: Part 4: Project File Types
<input checked="" type="checkbox"/>	PLN: Bookmarks are set to <u>Fit Page</u> with sheet numbers/names matching the index.	User Guide: Part 3: ePlan Standards
<input checked="" type="checkbox"/>	SUP: Bookmarks are set to <u>Fit Page</u> with each document/section named.	User Guide: Part 3: ePlan Standards
<input checked="" type="checkbox"/>	Files: Unlocked, flattened to remove layers, and bookmarks set to <u>Fit Page</u> .	User Guide: Part 3: ePlan Standards