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

APPLICATION INSTRUCTIONS

1. Complete the application form for your specific permit application. The applicant should complete the section titled “General data about your proposed project” and sign the second page to verify the accuracy of the information.
2. If your project involves new residential structures, before you complete your plans, check with the Planning Department at (831) 454-3252 to determine if your parcel is in the State Responsibility Area for fire protection and is subject to the Urban/Wildland Intermix Code (UWIC) building requirements for fire protection. If so, the Planning Department will refer you to the appropriate fire agency for information about the UWIC requirements. These requirements can affect the design of your structure.
3. Review the required findings that your planner will need to make in order to recommend that your project be approved and design your project accordingly. Findings for specific types of development proposals are available at the Zoning Counter.
4. You are encouraged to bring one set of plans and a list of other material you will be submitting to the Zoning Counter (walk-in only-no appointment required) so a planner can review the plans and other material for any obvious deficiencies or missing items. This will increase the likelihood that the application will be accepted at your submittal appointment. Applications with significant deficiencies cannot be accepted.
5. Call (831) 454-3252 to determine if you need an appointment for your submittal. Generally, applications processed at Levels 5 through 7 require an appointment for submittal, but there are exceptions.
6. If the property owner will not be present at the time of submittal, complete the owner-agent form on Page 3 of the Supplemental Information. If there is more than one parcel involved and the parcels have separate owners, a separate owner-agent form will be required for each parcel. You can either request additional owner-agent forms or you may copy the form contained in the Supplemental Information packet.
7. Complete the Property Disclosure Statement on Pages 4 and 5 of the Supplemental Information.
8. Complete the form relating to Common Interest Development/Homeowner’s Association on Page 6 of the Supplemental Information.
9. Review the List of Required Information (LORI) to make sure you have all of the information for your application submittal.
10. At your appointment time, bring in all of the plans and materials indicated on the List of Required Information (LORI). Please refer to the first page of the LORI for the number of plan sets that will be required.
11. Bring your payment in the form or a check or cash (we do not accept credit cards at this time). We recommend that you do not make out your check ahead of time, since the fee estimate provided to you with the LORI is an estimate and is subject to change.