



# County of Santa Cruz

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## PLANNING DEPARTMENT

701 OCEAN STREET, 4<sup>TH</sup> FLOOR, SANTA CRUZ, CA 95060  
(831) 454-2580 FAX: (831) 454-2131 TDD: (831) 454-2123

## After You Receive Your Building Permit

Now that you have your Building Permit you can start construction. Here are some important things to know in order to avoid any problems.

### THESE ARE THE IMPORTANT PAPERS YOU RECEIVED:

Keep them in a dry place at the job site.

1. The JOB COPY of your building plans.
2. Your BUILDING PERMIT. Read the information on the back of it, and have the permit visible at the site for all inspectors.
3. A permit for SEWER CONNECTION or SEPTIC SYSTEM, if applicable.
4. WORKMAN'S COMPENSATION agreement.
5. NOTICE TO CONTRACTORS AND BUILDERS.
6. TYPICAL INSPECTION REQUIREMENTS.

### TIMING OF INSPECTIONS

Follow the "Typical Inspection Requirements" information sheet carefully in order to keep your building permit valid. You must commence work and have your first inspection within one year of the permit issuance date. After that, you must make diligent progress toward completion and call for each of the other inspections not more than six months apart, or else the building permit will expire.

### HOW TO CALL FOR INSPECTIONS

Always call at least 24 hours before you want the inspector to come. Phone (831) 454-2077 at any time to schedule the inspection or schedule online at:

<http://www.sccoplanning.com/PlanningHome/BuildingSafety/Inspections/ScheduleaBuildingInspection.aspx>

As you complete the steps of construction, the inspector will sign them off under **INSPECTION RECORD** on your building permit, or you may be told that corrections are needed.

### WHAT IS NOT "COMMENCING WORK"?

You may commence work within one year of the date the permit is issued. The following does not constitute "Commencing Work".

- \* Grading a building pad or driveway (may require a separate grading permit).
- \* Installing a temporary power pole.
- \* Demolishing a structure (Requires a demolition permit).
- \* Drilling a well (Requires a separate well permit from Environmental Health, and possibly a

review by the Environmental Coordinator).

\* Installing a septic system (Requires an individual sewage-disposal permit from Environmental Health, which is issued with your building permit).

**REINSPECTION FEES** may be charged if:

- \* The work is not complete when the inspection is made.
- \* Corrections requested by the inspector have not been made.
- \* The building permit is not available on the site.
- \* The approved "job copy" plans are not available on the site.
- \* Access to the driveway or the structure is not open.
- \* Construction is different from what is shown on the plans (Revised plans may be required for review and approval).

**No further inspections will be made until the re-inspection fee has been paid.**

### **EXTENDING YOUR PERMIT**

If one year goes by without an inspection, you will have to apply for an extension and pay additional fees. You may have to obtain a new building permit before continuing construction. This means paying fees and submitting new plans for review and may include additional approvals according to current regulations. You may also have to extend permits issued by other agencies.

If you become aware that one year is going to pass without a required inspection, you may apply for an extension. Contact (831) 454-2260 for information concerning an extension.

### **QUALIFYING FOR A FINAL INSPECTION**

#### **Residential Projects:**

Complete all of the "SANTA CRUZ COUNTY INSPECTION SERVICES/MINIMUM REQUIREMENTS FOR A FINAL INSPECTION FOR A SINGLE-FAMILY DWELLING" from the list you received.

#### **Commercial Projects:**

Complete all of the construction shown on your approved plans. When you have met all the requirements, call for a final inspection.

### **REMOVING DEPARTMENTAL "HOLDS"**

Occupancy will not be allowed, and a permanent gas and/or electrical connection will not be approved, until all the conditions required by the other departments have been met. (These "holds" are noted on your building permit along with the name and telephone number of the appropriate staff). The final inspection for additions and remodels will not be signed off until all conditions of other departments have been met, and their hold on your building permit has been removed. When you have completed the remaining work, call the appropriate department to inspect it. If the work is satisfactory, that department will notify the Building Inspections Division that the "hold" has been removed.

## **INSTALLING AN ELECTRIC AND GAS METER**

After inspection and approval, Building Inspection will call P.G. & E. to approve a meter connection. It is your responsibility to then call P.G. & E. and make an appointment for them to install a meter. **For property from Aptos north, call (831) 426-8300. South of Aptos, call (831) 688-1918.**

### **FOR FURTHER INFORMATION**

This brochure describes the process of implementing building permits. For specific regulations, see Chapters 12.01 and 12.10 of the Santa Cruz County Code, and the State Codes to which they refer.

**If you have questions about meeting the building inspection requirements, contact your building Inspector at:**

[Building Inspector's contact list](#)

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### **ACTIVITY ANNOUNCEMENT**

The County of Santa Cruz Planning Department does not discriminate on the basis of a disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs or activities. The Planning Department is located in an accessible facility. If you wish to participate in any Planning program or activity, or wish to receive any Planning service, and you require special assistance, please call the number below at least five days in advance in order to make arrangements.

**454-2260**