How do I get a Building Permit?

Prepare

1. Check Zoning and Environmental regulations
Contact Zoning or Environmental Planning staff by email or schedule an in-person counter appointment here. If your property relies on a septic system, check with Environmental Health here before proceeding.

2. Find the right Permit Service for your project

    A. ePlan Review For new dwellings, additions, remodels, any project with structural changes, solar, or generators, plans are required to be submitted digitally through ePlan. Information on ePlan is available here under "Info and Help." Review *How to submit a project in ePlan*.

    B. Over the Counter / Same Day Permit For projects involving single or multiple trades with **no alteration of walls** such as kitchen or bath remodels, reroofs, window replacements. No plans are required. Apply in-person. Schedule an in-person appointment to submit here.

    C. ePermit / Apply Online & Instantly Print For **single trade** projects with **no alteration of walls** such as water heaters, service panel upgrades, or re-roofs**.** Apply for an ePermit here. For parcels with **Code Cases**, **Service Requests** or a location in a **Flood Zone**, use the Over the Counter service; these cannot be applied for through ePermit.

3. Prepare Application Forms, Plans and Supplemental Documents
If plans submitted through ePlan are required, prepare a complete application using this checklist. Common supplemental documents include structural calculations and soils reports.

Apply

4. Apply and pay intake fees
If your project requires plans submitted through ePlan, review *How to submit a project in ePlan*. Once plans are reviewed for formatting, staff will notify you for payment. Please pay intake fees online here.

5. Plan check review
County and outside agency staff review your project to check that it is complete and complies with code requirements. If corrections are required, resubmit your plans and documents as directed. Reviewers' comments can be read here.

6. Submit final documents → Pay Permit Fees → Permit Issued
Once all reviewers have approved the application, you will be asked to upload any final required documents (e.g., school or fire fee receipt) and pay final permit fees.

Construct

7. Download and print approved plans
Go to the ePlan website, download, and print a color copy for jobsite and inspections. Email Daniel.Wilson@santacruzcounty.us for permit card or pick up a hardcopy in person.

8. Construction may begin
Keep your permit card and a color "job copy" of the project plans & documents on-site.

9. Inspections
Your permit is valid for one year from the date of issuance and is extended six months for each approved progress inspection. Your permit card lists the required inspections. Schedule an inspection here.

10. Permit Complete