

## ePlan help!

### → appointments

Personalized help at the Building Counter during a regular appointment. Bring your laptop with project loaded if possible. Use the online Appointment Scheduler

### → ePlan hotline: 831-454-plan

This dedicated line is for ePlan help requests. Leave a message and you'll get a return call during regular business hours. Call: 831-454-7526

### → online help

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

### → group training

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



ePlan hotline: 831-454-plan



[plnbuildinginfo@santacruzcounty.us](mailto:plnbuildinginfo@santacruzcounty.us)



[www.sccoplanning.com](http://www.sccoplanning.com)



youtube channel: scc eplan



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# ePlan

## electronic submittal

>5,000 building permits issued  
for projects using ePlan.



Effective 11/1/2020

ePlan Processing Required.

Building permit applications requiring submittal review are required to use ePlan. This includes express plan check projects, construction change documents, and deferred submittals.

## permit process

# ePlan Overview

## upload

- **(APP) Application File:** Checklist-PLG230, Application-PLG200/205/206, 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 schedule an Appointment
- **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 or by Arrangement

## ePlan Process

→ **ePlan Processing Required.** Building permit applications requiring submittal review are required to use ePlan. This includes express plan check projects, construction change documents, and deferred submittals.

→ Applications and payments can be made 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.

→ **Effective 11/1/2020:** Property owners and applicants will access plan review corrections and application status online at the [Application Status](#) webpage. The process of sending correction letters is discontinued. Website enhancements will be implemented over time.

→ At permit issuance, a download will be available in the applicant's Project file 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.