



### A. Applicant Information & Confirmation

1. Questions: [Schedule in-person/phone appointment](#) or email [Planning.BuildingInfo@santacruzcountyca.gov](mailto:Planning.BuildingInfo@santacruzcountyca.gov).
2. Fees: Building permit fees, payment, and refund policies available at [Fees & Payments](#).
3. Additional Fees: Work initiated without required permits are subject to additional fees to investigate and resolve the violation. County Code 1.12.
4. Expiration: Applications expire 24 months from the processing date or 6 months from approval, whichever is sooner. Resolve all deficiencies and obtain a permit prior to expiration. Extensions are rare and require a documented extreme circumstance.
5. Site Access: Advise residents that County staff may be visiting the property. Clearly mark/stake the site for inspections.
6. Appeals: Visit the [Appeals](#) webpage.
7. Commercial Projects: See notice [AB3002](#).
8. Submittals: [ePlan](#) electronic submittal required for project reviews (11/1/2020). Status/corrections must be tracked [online](#).
9. [Camino Permit Guide](#): **Effective 07/14/2025** All residential projects (dwellings, additions, remodels, and non-habitable structures) require a Camino submission number: \_\_\_\_\_

The undersigned applicant hereby authorizes the filing of this application and authorizes staff to visit the subject property both during the review process and following the issuance of the permit. I certify to the best of my ability that the submittal information is true and correct, and that I have read and understand the above.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### B. Submittal Files

The Application (APP) file must include the [applicable Intake Items](#) to initiate the permit. After approval by all agencies, the approval letter will identify additional *Final Items* to be added to Application (APP) file and reupload prior to issuance.

[•] Bullet items are mandatory. Mark other included items. Use the latest forms available on [Forms & Publications](#).

#### APP file (intake items) - Initial intake submittal

- ePlan Submittal Checklist – PLG230 (1<sup>st</sup> page)
  - Permit Application – PLG200 or PLG205 or PLG206 or PLG181
  - Owner-Agent Authorization – PLG210
- ☐ TPC Service Request TPC Request PLG207
- ☐ Zoning prescreen or SB9 PLG191 Checklist
- ☐ Discretionary Permit No. \_\_\_\_\_
- ☐ Septic: [Environmental Health clearance](#) (3<sup>rd</sup> Floor)
- ☐ Non-Public water: Environmental Health approval
- ☐ Public water: Conditional Will Serve Letter
- ☐ Other(s): \_\_\_\_\_

#### APP file (intake + final items) – Final submittal

- APP file Intake submittal
- ☐ Owner-Builder Acknowledgement – PLG220
- ☐ Fire Department Payment Receipt
- ☐ School Certificate of Payment
- ☐ Public water: Unconditional Will Serve Letter
- ☐ Other(s): \_\_\_\_\_

#### Plans (PLN) & Supplemental (SUP)

- ☐ Plans (PLN)
- ☐ Supplemental (SUP)