



# COUNTY OF SANTA CRUZ

## PLANNING DEPARTMENT

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

## Over the Counter Permits and Express Plan Check

The Planning Department is providing over the counter permits and express plan check services. This service is available Monday-Thursday 8:00 am -11:30 am and 1:00 pm – 3:30 pm.

**Note:** Some projects located in the coastal appealable area may not be eligible for this type of processing.

### Over the Counter Permits:

- Reroofs, window change outs, siding, sheetrock, small remodels with no alteration of walls. SRA-High and SRA- Very High to comply with [Wildland Urban Interface](#).
- \*Residential Decks (less than 30 inches above grade, requires a site plan and zoning.)
- Electrical (Service upgrades, repairs, residential rewiring, septic pumps, etc.)
- Plumbing (Water heaters, re-piping, fixture replacement, repairs, etc.)
- Mechanical; Furnaces, Air conditioning units, wall heaters, wood stoves, ducting, etc. Energy compliance documents required for alterations to mechanical systems.
- [Simplified Solar Photovoltaic systems](#)
- [Electrical Vehicle Charging Systems](#)
- Demolition (Not Commercial)
- Special Inspections

### Express Plan Check:

Plan checks (5-10 working days). Other review agencies may require more time.

- \*Small sheds, gazebos, trellises, patio covers, sunrooms, greenhouses less than 500 sq. ft.
- \*Decks over 30" above grade.
- \*Residential remodels (less than 500 sq. ft. with altered walls).
- Residential roof mounted photovoltaic ([PV systems](#)). \*Residential ground mounted PV systems.
- Solar roof mounted hot water systems. \*Solar ground mounted hot water systems
- \*Small residential additions < 250 sq ft that do not require a soils report.
- Small tenant improvements (less than 1,500 sf) with no structural alterations, no change of occupancy or increased occupant load, and includes only minor mechanical, electrical and/or plumbing alterations.

### This is how it works:

- If plans are required then you must provide a minimum of 3 complete sets.
- If your project is on septic and your footprint is increasing or there's a bedroom being added you must show the septic system on the site plan.
- Pay with cash or check, or credit card. You will pay two fees: the submittal fee and then the issuance fee when your plans are approved.
- Increases in the scope of work will require an additional permit.

**\*If in a coastal area or project is multi-family, a zoning and/or plan check review is required.**

Please note that if your project is located in a FEMA Flood Zone (A, AE, AO, AH, V, or VE), you must submit the substantial improvement forms found in "[Environmental](#)" in order to obtain your permit.