

Clarifications, Changes in Scope, and Submitting Revisions or Deferred Items

If you need to clarify or change the scope of work while your project is still **under Building plan review (before permit issuance)**:

- Submit a [Narrative Cover Letter form](#) with the updated coversheet, any affected plan sheets and applicable documents to planreview@santacruzca.gov

The coversheet must:

- Clearly summarize the scope change(s) or need for clarification.
- List all amended plan sheets, using clouds/deltas to indicate where each change occurs.
- Attach the “Scope Clarification & Change Request” form with your submittal.
- Do not resubmit a full set of plans unless specifically requested by staff.

Submitting a Revision After Permit Issuance

If your project has already received a permit and you need to revise your approved scope:

- Submit a [Narrative Cover Letter form](#), plan and applicable documents to planreview@santacruzca.gov
- In your request, describe each revision in detail and reference the specific plan sheets affected.
- Revised plans and coversheet must:
 - Clearly identify the revision (include revision date and delta description).
 - Cloud and delta every change on the relevant sheets, which must be listed and summarized on the coversheet.
- Staff will follow up within 5-10 working days with instructions for submitting updated plans, as review timelines may vary based on the complexity of the scope change.

Submittal of Deferred Items

If you are submitting deferred submittal items (components intentionally left out of the original submission for later review):

- Send the deferred item package (including coversheet clearly identifying deferred items and respective details) to planreview@santacruzca.gov.
- The coversheet must state:
 - “Deferred Submittal”
 - List of all deferred items, details, and corresponding plan sheets.
- Attach the appropriate city form for deferred submittals.



Important Process Information

- Plans and coversheets must **explicitly state in the title block** whether this is a clarification, change to scope, revision, or deferred submittal, for accurate tracking and processing during review.
- **Scope expansion is only allowed if the proposed change is directly associated with the original permit work.** For example, a new second-story addition cannot be added to a permit originally issued for a kitchen remodel. If a requested change is not reasonably related to the initial scope, city staff will direct the applicant to apply for a new permit.
- Additional fees may be assessed depending on the revised or expanded scope.
- Plans will not be accepted until staff has reviewed your request and provided further submittal instructions.
- Staff will confirm receipt of your request and follow up with the next steps typically within 5-10 working days.

Contact and Authorization

- If you are not an existing project contact, describe your affiliation in the email.
- Agents of the owner must submit a notarized Owner-Agent Authorization form with their request.
- For all requests (scope clarification/change, revision, deferred item), use the most current city form and direction as found on the City of Santa Cruz website.