



Notice of Holiday Closure

The Planning and Community Development Department will have limited services beginning Monday, December 22, 2025 – Friday, January 2, 2026.

PLAN REVIEW & SUBMITTALS

- **Building & Safety Division:** No plan review will be available by in-house personnel. Plan review by outside consultants will continue during the closure. The last day to submit new applications to permits@santacruzca.gov for the 2022 code cycle will be **Wednesday, December 31, 2025, by 11:59 PM.** For your application to be accepted, it must be complete and include the full project plan set. Contact our team by Monday, December 29, 2025, with any questions to avoid late submittals (and the 2025 code). Applications submitted during the closure will be reviewed upon our return.
- **Current Planning Division:** New applications and resubmittals will not be accepted during the closure. Any new or submittals applications submitted through MyCity will be processed when services resume on **Monday, January 5, 2026.**

INSPECTIONS

- **Building & Safety Division:** There will be no inspections available during the closure.
- **Code Compliance & Rental Divisions:** There will be limited inspections during the closure.

LIMITED COMMUNICATIONS

- **Building & Safety Division:** E-mails will be monitored periodically at permits@santacruzca.gov. The phone line will be closed.
- **Code Compliance & Rental Divisions:** E-mails will be monitored periodically at codecompliance@santacruzca.gov or rental@santacruzca.gov. Property complaints can be entered online at www.santacruzca.gov/codecompliance throughout the closure. For life-safety emergencies, please call 9-1-1.
- **Current Planning Division:** E-mails to planningcounter@santacruzca.gov, phone calls, online application inquiries, and Zoning Clearance applications will be monitored periodically and may not result in an immediate response.
- **Administration Division:** E-mails will be monitored periodically at cityplan@santacruzca.gov. The phone line will be closed and phone payments will not be accepted.

NEW FEE SCHEDULE EFFECTIVE JANUARY 1, 2026

The new fee schedule will be effective starting January 1, 2026.

Our services will resume on Monday, January 5, 2026. Happy Holidays!



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