



809 Center Street, Room 101, Santa Cruz, CA 95060 | permits@santacruzca.gov

INSTRUCTIONS:

Electronically submit this completed, signed, and dated checklist along with all applicable plan items to assist the Building Permit review process.

PLAN REQUIREMENTS:

- Scale: ¼ inch per foot or larger
- Submission: Digitally via email
- Signatures: Wet signed or electronic signature by architect, designer, and/or engineer

APPLICABLE CODES:

2025 CBC, CRC, CPC, CMC, CEC, CALGreen, CEnC, and SCMC, Title 18

1. Architectural Drawings

- Coversheet:** Project information, comprehensive sheet index, and professional contact details for owners, designers, architects, and structural engineers.
- Descriptive Scope of Work:** Clear narrative detailing all aspects of the residential addition or remodel.
- Project Identification:** Precise site address and Assessor's Parcel Number (APN).
- Building Specifics:** Occupancy type, construction type, and clear reference if the project is within a Flood Zone or WUI.
- Fire Protection Documentation:** Indication of existing, proposed, or non-existing fire sprinkler systems.
- Code Specification:** Declaration of all applicable 2025 building codes.
- Site Plan & Details:** Site layout, erosion control plans, and general notes.
- Floor Plans:** Separate representations of existing and proposed floor configurations, including demolition plans.
- Ceiling & Roof Layouts:** Ceiling plans, roof design layouts, and exterior building elevations.
- Sections & Framing:** Structural cross-sections, foundation plans, floor/ceiling framing layouts, and roof framing profiles.

2. Structural Drawings & Documentation

- Stamped & Signed Calculations:** Complete structural engineering calculations verified by the engineer of record.
- Geotechnical Report:** Site-specific soils report and engineering recommendations.
- Lateral Bracing Details:** Wind and seismic lateral bracing schematics, notes, and keys.
- Truss Shop Drawings:** Pre-fabricated roof truss specifications and manufacturer profiles.
- Special Inspection Agreement:** Form properly completed and prepared for mandatory field verifications.



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3. Mechanical, Electrical, Plumbing (MEP) & Energy Compliance

- Mechanical Plans:** Detailed mechanical layouts with required Title 24 Energy Compliance forms reproduced directly onto full-size sheets.
- Electrical Plans:** Electrical distribution layouts with matching Title 24 Energy Compliance documentation embedded on sheets.
- Plumbing Plans:** Complete layout specifications for waste, vent, and water systems.
- Title 24 Calculations:** Standalone Energy Compliance engineering documentation packets.
- Green Building Standard (GB-1 Sheet):** Specifications outlining CALGreen Mandatory requirements or Tier 1 provisions.
- Green Building Documentation:** Completed Green Building Checklists along with a signed Green Building Special Inspection Agreement form.

4. Additional Fees & Special Conditions

- Planning & Community Approvals:** Incorporate the Planning Entitlement Approval letter reproduced directly onto full-size plan sheets, and include a Home Owners Association (HOA) approval letter if applicable.
- Energy Efficient Renovation Requirements:** Any construction or renovation to an existing structure with a work area covering 350 square feet or more requires a completed Energy Efficient Renovation Requirements form included with plan files.
- School District Impact Fees:** Projects adding 500 square feet or more must present verification of paid School District Impact Fees prior to permit issuance. Contact the Santa Cruz County Office of Education at 831-466-5600 or online at santacruzcoe.org for verification procedures.

Important Process Notice:

Any design changes made before permit issuance (Change to Scope) or after issuance (Revision) must be approved by the City. Upload revisions to permits@santacruzca.gov along with a completed Change to Scope/Revision/Deferred Items form.

Submittal & Process Requirements:

- **Professional Review:** Plans must be reviewed by the Architect or Engineer of record and contain a signed notation confirming general design conformance.
- **Fees & Records:** Plan review and scope change fees are due at revision submittal. Multi-revision projects may require a full "record set" (as-built) package before final inspection.

Plan Marking Standards (Required for Review):

- **Delta Symbols:** Highlight all modified or added plan areas explicitly using conventional drafting revision clouds and triangles.
- **Revision Block:** Cross-reference each delta with an entry in the sheet's revision block, detailing the modification date and a brief description.
- **Summary Sheet:** If possible, attach a separate sheet indexing modified sheet numbers and concise descriptions of each change.