

# COMMERCIAL SUBMITTAL REQUIREMENTS



COMMUNITY DEVELOPMENT  
BUILDING & SAFETY DIVISION

809 Center Street, Room 101, Santa Cruz, CA 95060 | [permits@santacruzca.gov](mailto:permits@santacruzca.gov)

Commercial and multi-family projects must include a complete permit application and full construction plan set before review can begin. Plans must comply with the 2025 California Building Codes and be prepared by licensed California design professionals when required by law. Contractors must also hold valid California licenses and City of Santa Cruz business licenses.

Many commercial projects, especially those over \$50,000 in value, may require Planning approval before submitting for a building permit. Check with the Planning Division first.

## **1. All plans and supporting documents must be submitted electronically, including:**

- Architectural plans
- Structural calculations
- Energy reports
- Soils reports (if required)

Plans must include signatures and stamps from the responsible licensed professionals.

## **2. Required plan information includes:**

- Cover sheet with project details
- Site plan with property lines, utilities, grading, parking, and drainage
- Civil, structural, architectural, electrical, plumbing, and mechanical plans
- ADA accessibility compliance
- Floodplain information, if applicable
- Fire protection systems
- Energy compliance documents
- CalGreen/green building requirements

Plans must clearly show dimensions, materials, framing details, exits, accessibility features, and all building systems. Revisions must be clouded and dated.

Food service projects also require approval from Santa Cruz County Environmental Health before City review. Commercial kitchen hood systems must include detailed exhaust, fire suppression, and mechanical information.

The City will review submitted plans and send comments or corrections by email if needed. All comments must be resolved before permit issuance. Permits will not be issued until all required fees, licenses, and Workers' Compensation insurance are verified.