

RESIDENTIAL SUBMITTAL REQUIREMENTS



COMMUNITY DEVELOPMENT
BUILDING & SAFETY DIVISION

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

All initial permit applications must include a complete plan set before review can begin. Submit the full plan set, structural calculations, geotechnical reports, and all other required documents as separate PDF files to help avoid delays and ensure a complete review. This process helps the City review projects efficiently and in compliance with California building codes.

Email all submittals to: permits@santacruzca.gov

1. Use the following email subject lines:

- **Initial submittals:** "Initial Submittal Request – (Project Address)"
- **Responses to comments:** "Response to Comments – (Project Address) – (Permit Number)"
- **Revisions or scope changes:** "Change to Scope/Revision Submittal – (Project Address) – (Permit Number)"

After submission, plans will be reviewed for completeness. If anything is missing, you will be notified by email. Once accepted, you will receive a permit number and plan check fee information. Reviews will not begin until fees are paid.

2. When responding to comments or submitting revisions:

- Clearly address each review comment
- Cloud and date all revisions on the plans
- Submit only revised sheets and updated supporting documents
- Include updated seals and signatures where required

3. Electronic plan requirements:

- Plans must be clear, legible, and drawn to scale
- Minimum text size is 10 pt
- Use grayscale and symbols instead of color
- Include required blank spaces for City approval stamps
- Digital signatures and seals must be flattened into the PDF sheets
- Hyperlinked sheets are encouraged for larger projects

Following these requirements helps keep reviews on schedule and reduces unnecessary review cycles.