



# County of Santa Barbara

## Planning and Development

**Lisa Plowman, Director**

Jeff Wilson, Assistant Director

Steve Mason, Assistant Director

### **Building Plan Submittal Process Post-COVID 19**

The County of Santa Barbara is committed to the health of our staff, our customers, and the health of our overall community. In accordance with State guidelines, the County of Santa Barbara, Building and Safety Division will reopen on Wednesday, June 16, 2021 for “No Plan Check” permit appointments and General Building questions. The public may make appointments [here](#).

The current electronic submittal process will remain unaffected, and the public is encouraged to continue to use the following processes for permitting.

Note:

- A) There is no change for [Fax Permits](#), [Film Permits](#) and [Electronic Photovoltaic Permits](#).
- B) If you already have a project under review please contact your designated plan check engineer or their supervisors as how to proceed with review and permit issuance; [staff contact information](#)

Below is the submittal process:

1. Email your request for building permit. In the request email include the project address and project description (scope of work). Include the name and phone number of the person to contact if questions arise. Include a completed application:

For small over the counter permits use the [simplified application](#)

For Construction Changes Requests (CCR's) use the [CCR Application](#) For all other submittals use the standard [Building Permit Application](#)

- Email South County Projects to [epc@countyofsb.org](mailto:epc@countyofsb.org)
- Email North County Projects to [ncbuild@countyofsb.org](mailto:ncbuild@countyofsb.org)

2. Permitting staff will email a link to Box.com which will allow you to upload your project for submittal (Refer to the [Electronic Submittal Flyer](#) for file naming standard). Upload the project's plans and all supplemental information (soils report, calculations, etc.).
3. Once uploaded, permit staff will email you the project's permit number along with an invoice for the plan check fee. Plan check fee payment shall be mailed to:

Planning and Development

Attn: Accounting Unit

123 E. Anapamu Street

Santa Barbara, CA 93101-2058

**Or** may be made via credit card or electronic check; instructions may be found [here](#).

4. Please note that payment must be received within 10 days from submittal date, otherwise the application will be voided.
5. Projects that previously qualified to be reviewed over the counter will receive expeditious review and if approved the permit will be issued via email.
6. All other projects will be reviewed in the order received. We will make our best attempt to complete the review within published guidelines.

If you have any questions, please call the Building and Safety counter line at (805) 568-3030 for South County projects and (805) 934-6397 for North County projects.