



CHAPTER 12.01 BUILDING PERMIT REGULATIONS

Changes to SCCC 12.01 update definitions to be consistent with state law and include minor changes to building permit submittal requirements.

- 12.01.010 Purpose. *[No change]*
- 12.01.020 Scope.
- 12.01.030 Amendment.
- 12.01.040 Definitions.
- 12.01.050 Building permit applications.
- 12.01.060 Development requirements. *[No change]*
- 12.01.070 Building permit issuance. *[No change]*
- 12.01.080 Job site documents. *[No change]*
- 12.01.090 Final inspection. *[No change]*
- 12.01.100 Appeals. *[No change]*

12.01.020 Scope.

The regulations of this chapter, ~~in conjunction with Chapter 18.10, Permit and Approval Procedures,~~ define the process for the application, review, issuance, and inspection of building permits as required for construction projects governed by the building regulations of SCCC Chapter 12.10 SCCC.

12.01.030 Amendment.

Any revision to this chapter ~~which~~ that applies to the Coastal Zone shall be reviewed by the Executive Director of the California Coastal Commission to determine whether it constitutes an amendment to the Local Coastal Program. When an ordinance revision constitutes an amendment to the Local Coastal Program such revision shall be processed pursuant to the hearing and notification provisions of ~~Chapter SCCC 13.03 of the County Code~~ 18.60 and shall be subject to approval by the California Coastal Commission.

12.01.040 Definitions.

All terms as used in this chapter shall be as defined in the County General Plan and Local Coastal Program Land Use Plan except as defined below:

- (A) ~~“Building Official,-” is the person appointed by the Planning Director to head the Permit and Inspection Services Section of the Planning Department.~~ “Chief Building Inspector,” “Administrative Authority,” and all other terms and designations indicating the person



authorized and directed to carry out, enforce, and exercise government rights, privileges, and duties shall, unless expressly indicated otherwise, mean the Building Official and their duly authorized deputies, assistants, and inspectors.

(B) “Building permit” means a permit authorizing construction activities in conformance with the building, mechanical, electrical, plumbing, and other model codes as adopted inset forth in Chapter SCCC 12.10 SCCC.

(C) “Coastal approval” means an Coastal Development Permit, Coastal Development Permit Exemption or Coastal Development Permit Exclusion approval required pursuant to Chapter SCCC13.20 SCCC for the use or development of land located within the Coastal Zone of the County.

(D) “Critical fire hazard area” means high wildfire hazard areas comprised of chaparral vegetative cover in all slope categories as designated on the County General Plan resource and constraint Maps, County GIS, or as otherwise determined by field investigation.

~~“Development permit” means a permit authorizing land use and development pursuant to Chapter 18.10 SCCC, Permit and Approval Procedures.~~

(E) “Discretionary permit” means a use or site development permit authorizing development pursuant to SCCC 18.10, Discretionary Permit Approval Procedures.

(F) “Environmental health permits” means permits issued by the Environmental Health Service Division of the County Health Services Agency including those for individual and community sewage disposal systems, wells, and small water systems.

(G) “Fire Official/Chief” means the Chief Officer of the fire department or fire protection district in which the building site is located, or for locations not within a district, the County Fire Marshal serving the jurisdiction for the location of a project, or a duly authorized agent.

(H) “Flammable vegetation” means vegetation which forms a means of rapidly transmitting fire from native growth to any building or structure.

(I) “Planning Director” means the Director of the Planning Community Development and Infrastructure Department or his or her their authorized designee charged with the administration of this chapter.

(J) “Public works permits” means permits issued by the County Public Works Department, including driveway, encroachment, and sewer connection permits.

(K) “Residential permit allocation” means an approval pursuant to Chapter 12.02 SCCC required prior to the issuance and exercise of a building permit to construct a new residential unit.



~~“Resource protection approval” means an approval for land disturbance, use or development issued pursuant to the County’s resource protection ordinances including a riparian exception (pursuant to Chapter 16.30 SCCG) and a biotic approval (pursuant to Chapter 16.32 SCCG).~~

~~“Statement of acknowledgement” means a statement required pursuant to SCCG 16.50.090 to be recorded by the owners of property adjacent to Type 1, 2, or 3 commercial agricultural land (designated pursuant to Chapter 16.50 SCCG) prior to issuance of a building permit for such property. The statement acknowledges that the property is adjacent to land utilized for agricultural purposes and that residents may be subject to potential inconvenience and discomfort arising from such use.~~

~~(L) “Zoning approval” clearance” means an ministerial approval review as defined in SCCG 18.10 to certify that a use or development land issued pursuant to the is in conformance with applicable zoning and development regulations. zoning ordinance (Chapter 13.10 SCCG).~~

12.01.050 Building permit applications.

Applications for building permits shall be made in accordance with the requirements of Chapter 18.10 SCCG and the following regulations:

(A) Applications for building permits shall be submitted to the Planning Department on forms and in accordance with procedures established for that purpose. All applications which involve the creation of a new housing unit shall follow special procedures established to implement the County’s residential permit allocation system established pursuant to Chapter ~~SCCG~~ 12.02-SCCG; these special procedures pertain to applications for new single-family dwellings, accessory dwelling units, apartment multi-family dwelling units, residential condominiums, installation of manufactured housing, conversion of a nonresidential structure to a new dwelling unit, and commercial or other structures which include a new residential unit.

(B) Applications for permits shall be made to the Planning Department and shall be accompanied by a fee as prescribed in the Unified Fee Schedule as adopted by the Board of Supervisors.

(C) Applications shall contain such information and reports as may be required by this section or by other applicable ordinances or by the Building Official, as detailed in written permit application submittal requirements or a List of Required Information (“LORI”) maintained by the Building Official.

(D) (B) Seven The Building Official will determine the number of complete sets of plans and submittals that shall be submitted with each building permit application, showing all proposed work and details of compliance with local and state-State codes: eOne set to of plans shall remain on file with the Planning Department following permit issuance and one



set to of plans shall be maintained at the job site at all times during which the work authorized thereby is in progress. Application ~~submittals shall include the following materials where applicable:~~

- ~~(1) Plot plan including proposed sewer connection or individual sewage disposal system, building setbacks, driveway location, parking, etc.;~~
- ~~(2) Building plans pursuant to Chapter 12.10 SCCC;~~
- ~~(3) Energy calculations pursuant to Chapter 12.20 SCCC;~~
- ~~(4) Erosion control plan pursuant to Chapter 16.22 SCCC;~~
- ~~(5) Driveway plan and profile;~~
- ~~(6) Topographic map of building sites in excess of 10 percent slope, including the adjacent areas;~~
- ~~(7) A copy of any development permit issued for the project;~~
- ~~(8) Proof of legal access (where requested for parcels not fronting on a public street);~~
- ~~(9) Letters from cities and special districts (other than those administered by the Department of Public Works) providing service to new projects certifying their ability to provide domestic water and sewer service, and meet fire protection requirements including SCCC [12.01.060](#)(D), (E) and (F);~~
- ~~(10) — Off-site improvement plans including curbs and gutters, streets, sidewalks, drainage, and utility facilities where required.~~
- ~~(11) — An application to install a manufactured home on a permanent foundation shall include the following additional material:
 - ~~(a) A manufacturer's brochure containing elevations and specifications of the manufactured home including exterior materials, finishes, colors and installation instructions.~~
 - ~~(b) A foundation plan, prepared by an engineer licensed by the State of California, demonstrating compliance with Section [13.10.682](#) (c) 4.~~
 - ~~(c) Proof of certification under the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. Section 5401, et seq.) and applicable State Statutes, including the serial number for the unit and insignia of approval from the State of California Department of Housing and Community Development (Health and Safety Code [19980](#))
 - ~~—(d) — Demonstration of compliance of the unit with applicable County ordinances.~~~~~~



~~(d) Plans for any structures not certified as part of the manufactured unit.~~

~~(E) (G)~~ Prior to submittal of an application for a building permit, all concurrent permits and approvals necessary for the project shall be obtained, including discretionary permits, land division, environmental health, environmental and resource protection, and public works permits. However, the Planning Director may authorize submittal and processing of applications for building permits in advance of approval and issuance of discretionary permits, with such authorization granted only upon written agreement by the applicant that fees paid for such building permit application and any other applicant-incurred costs are at the sole risk of the applicant and non-refundable to the extent that county costs have been incurred.

~~(F) (D)~~ When there are practical difficulties involved in carrying out the provisions of this section, the Building Official may grant modifications which are consistent with the provisions of this subsection for individual cases. The details of any action granting modifications shall be recorded and entered in the files of the Planning Department. ~~and the Planning Director shall report to the Board on an annual basis prior to budget hearings regarding the number and nature of the modifications granted by the Building Official during the previous year.~~

~~(G)~~ Requests for reasonable accommodation. It is the policy of the County of Santa Cruz, pursuant to the federal Fair Housing Amendments Act of 1988, to provide people with disabilities reasonable accommodation in rules, policies, practices, and procedures that may be necessary to ensure equal access to housing. Procedures for processing reasonable accommodation requests are found in SCCC 18.20.010.