



County of Santa Barbara

Planning and Development

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Building Plan Submittal Process During Counter Closure

The County of Santa Barbara is committed to the health of our staff, our customers, and the health of our overall community. In abundance of caution and in an effort to slow the spread of COVID-19, the Planning and Development Department (P&D) is closing the public service counters at the Santa Barbara and Santa Maria locations from Tuesday March 17th until further notice.

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.

Below is the submittal process during the closure:

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
 - Email North County Projects to 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

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.