



**Apply now**

# **EZ ONLINE PERMITTING** *and* **ELECTRONIC PLANS**

**Visit [EZOP.SBCounty.gov](http://EZOP.SBCounty.gov)**

- Save time by submitting applications, plans, and documents electronically through the EZOP Portal
- Check the status of your application and view projects updates immediately
- Avoid lines and travel time to County offices by paying your application fees online

## **EZ ONLINE APPLICATIONS AVAILABLE:**

### **Building and Safety Applications**

#### ■ New Construction

- Residential New Construction (SFR Combo)
- Residential – Multi-Family (Combo)
- Non-Residential New Construction
- Mixed Use (Combo)

#### ■ Addition, Tenant Improvement, Residential Alteration

- Residential Addition (Combo)
- Residential Alteration (Combo)
- Non-Residential Addition
- Non-Residential Tenant Improvement

#### ■ Manufactured Homes

- Grading
- Erosion Control
- Electrical, Mechanical, Plumbing
- Solar & Solar Farm
- Addressing

#### ■ Demolition

- Residential Accessory
- Walls and Fences
- Pool and Spa
- Reroof
- Sign
- Geology Investigation
- Geotechnical (Soil) Report
- Drainage Study
- Street Improvement Plan
- Water Quality Management Plan (WQMP)/Post Construction Measures Plan (PCMP)
- Variance (Major/Minor)

### **Public Works Applications**

- Construction & Demolition Waste Management Plan (CnDWMP) Part 1

- Construction & Demolition Waste Management Plan (CnDWMP) Part 2
- Trans Ad Hoc (Traffic Impacts Mitigation)
- Encroachment Permit
- Moving Permits
- Road Construction
- Road Dedication (Gratis Deed)
- Traffic Study Review

### **Fire Applications**

- Non-Residential Alarm
- Non-Residential High Pile Storage
- Non-Residential Pre-Engineered Systems
- Non-Residential Pump Permit
- Non-Residential Sprinkler
- Non-Residential Underground
- Residential Sprinkler

# EZOP Electronic Application and Document Submittal PROCESS AT A GLANCE

## Electronic Document GUIDELINES

### A | ELECTRONIC DOCUMENTATION SUBMISSION METHODS

Visit [EZOP.SBCounty.gov](http://EZOP.SBCounty.gov)

- County staff can assist with establishing an EZOP account if applicant does not have an existing account
- Applicant must provide an email account to setup an EZOP account

#### Over-The-Counter

- CD/Flash Drive: County staff can upload your plans/documents to EZOP
- Paper: County staff can scan your plans/documents.

### B | PDF FILES ONLY

- Plans and documents must be submitted in PDF format only
  - Layers should be flattened and made into a single image to reduce file size
  - Specifications, renderings, photos, presentations, and other supplemental information must be submitted in PDF format and should be consolidated into as few separate files as possible

### C | WHEN SCANNING YOUR PAPER DOCUMENTS

- It is recommended that you convert your plans/documents into PDF format directly from the application that created them. However, when you must scan plans/documents, please follow the guidelines below:
  - Plans should be scanned at a resolution of 300 dpi
  - Supplemental materials may be scanned at lower resolutions, provided that the content remains legible

### D | FILE NAMING REQUIREMENTS (30 CHARACTER MAXIMUM)

- Plans and documents must be formatted in the following order:

Document Type–File Version–Project Name

Example: FloorPlans-v01-StonePlaza

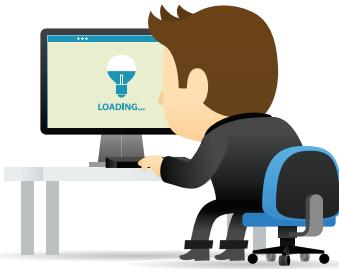
### E | MAXIMUM ELECTRONIC FILE SIZE

- 75 MB per file

### F | PLAN SHEET SIZE

- The following list indicates plan sheet sizes that can be submitted electronically:

8 ½ x 11" | 11" x 17" | 24" x 36" | 30" x 42" | 36" x 48"



#### STEP 1: APPLICATION SUBMITTAL

- Applicant goes to [EZOP.SBCounty.gov](http://EZOP.SBCounty.gov), completes application and uploads plans/documents, or
- Applicant visits County office and submits application and plans/documents Over-the-Counter (OTC)

#### STEP 2: APPLICATION INTAKE

County staff verifies submittal meets guidelines and coordinates with other departments to assess fees



#### STEP 3: FEE PAYMENT

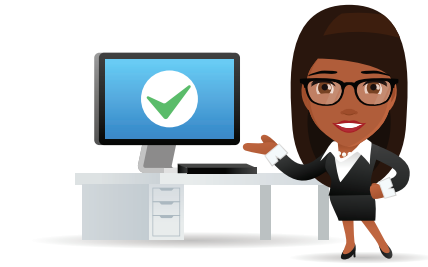
Applicant pays fees

- Applicant logs into EZOP and pays fees, or
- Applicant visits County office and pays fees



#### STEP 4: COUNTY REVIEW

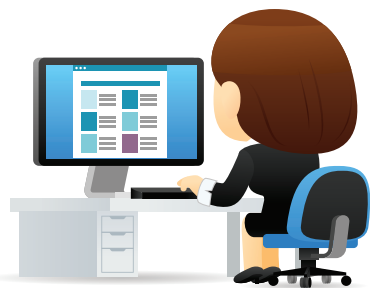
County staff completes project reviews



#### STEP 5: APPROVE FINAL PLANS

County staff approves final plans

Applicant interacts with staff until plans approved



#### STEP 6: APPLICANT DOWNLOADS PLANS

Applicant downloads approved plans from EZOP

