



Land Use Permit/Coastal Development Permit/ Building Permit/Zoning Clearance/Grading Permit

A LAND USE (LUP)/COASTAL DEVELOPMENT (CDP)/BUILDING PERMIT (BDP)/ ZONING CLEARANCE (ZCI)/ GRADING PERMIT (GRD) is required before using any land or structure or commencing any work to erect, move, alter, enlarge or rebuild any building or structure in the unincorporated area of the County of Santa Barbara. Exemptions from these permits are found in the applicable Ordinance.

THIS PACKAGE CONTAINS:

Submittal Requirements

[Click to download Ministerial Project Worksheet](#)

Indemnification Agreement

[Click to download Indemnification Agreement](#)

AND, IF ✓'D, ALSO CONTAINS

Agreement to Pay Processing Fees

[Click to download Agreement to Pay form](#)

Site Plan/Topographic Map Requirements

[Click to download Site Plan and Topographical Map Requirements](#)

Agricultural Activities Supplement Form

[Click to download Agricultural Activities Supplement form](#)

Hazardous Waste & Materials Supplement Form

[Click to download Hazardous Waste Materials Supplement form](#)

Home Occupation Supplement Form

[Click to download Home Occupation Supplement Form](#)

Board of Architectural Review (BAR) Application

[Click to download Board of Architectural Review Structure Application](#)

Water Efficient Landscape Ordinance Supplement Form

[Click to download Water Efficient Landscape Ordinance Supplement Form](#)

Permit Compliance Application

[Click to download Permit Compliance Application](#)

Fire Department Vegetation Plan Requirements

[For additional information regarding Fire Department Requirements click here](#)

Stormwater Control Plan Submittal Requirements

[For project applicability and SCP submittal requirements, click here](#)

If a new single family home is proposed on a vacant lot, also provide (if available):

Conditions of Approval on Tracts (only if approved after 1-1-90)

****FOR SANTA BARBARA PLEASE CALL 568-2090 36 HOURS TO ONE WEEK IN ADVANCE TO SCHEDULE AN INTAKE APPOINTMENT**

FOR NORTH COUNTY PLEASE CALL 934-6250 FOR AN APPOINTMENT OR WALK-IN AT THE COUNTER BETWEEN 9:00 AND 11:30 A.M.

South County Office
123 E. Anapamu Street
Santa Barbara, CA 93101
Phone: (805) 568-2000
Fax: (805) 568-2030

Website: www.sbcountyplanning.org

North County Office
624 W. Foster Road, Suite C
Santa Maria, CA 93455
Phone: (805) 934-6250
Fax: (805) 934-6258



PROJECT NUMBER:

APN:

ADDRESS:

PLANNING & DEVELOPMENT LAND USE, COASTAL DEVELOPMENT, BUILDING PERMIT AND ZONING CLEARANCE APPLICATION

TYPE OF WORK: (Check all that apply)

- checkbox New Structure, Addition, Ext. Alter, Int. Remodel, Change of Use, Demo, Move, Exempt, Sign, Grading, Retaining Wall, Stockpiling, Electrical, Plumbing, Mechanical, Cannabis, Other: _____

SITE ADDRESS: _____ Town: _____

Assessor Parcel No.(s): _____ Zone District _____

Parcel Size: _____ (Gross) _____ (Net) Tract No.: _____ Lot No.: _____

Recorded Map Date: _____

Estimated work value \$ _____ Did you have a Planner Consultation? [] No [] Yes

Electronic Submittal Email

Table with 25 empty cells for email address input

1. Financially Responsible Person: _____ Phone: _____ (for this project)

Mailing Address: _____ Street City State Zip

2. Owner: _____ Phone: _____ FAX: _____

Mailing Address: _____ E-mail: _____ Street City State Zip

3. Agent: _____ Phone: _____ FAX: _____

Mailing Address: _____ E-mail: _____ Street City State Zip

4. Arch./Designer: _____ Phone: _____ FAX: _____

Mailing Address: _____ State License No.: _____ E-mail: _____ Street City State Zip

5. Engineer/Surveyor: _____ Phone: _____ FAX: _____

Mailing Address: _____ State License/Registration No.: _____ E-mail: _____ Street City State Zip

6. Contractor: _____ Phone: _____ FAX: _____

Mailing Address: _____ State License No.: _____ E-mail: _____ Street City State Zip

Please circle primary contact

PROJECT INFORMATION
Applicant to complete Project Description and Sections A and B

PROJECT DESCRIPTION SUMMARY (a description of all work that will commence under this application): _____

Does proposed / existing buildings have Fire Sprinklers Yes No

SECTION A - PARCEL INFORMATION: (Check each that applies. Fill in all blanks or indicate "N/A")

- **Existing Use:** Agric. SFD Duplex Multi –Family Retail Commercial Office Indus Vacant
- **Proposed Use:** Agric SFD Duplex Multi –Family Retail Commercial Office Indus
- **Existing:** No. of Buildings _____ Gross Floor Area _____ Age of Oldest Struct. _____ No. Res. Units _____
- **Proposed:** No. of Buildings _____ Gross Floor Area _____ No. Res. Units _____
- **Impervious Surfaces** (sq. ft.): Existing _____ Proposed _____
(If new or replaced impervious >2,500 sq. ft., a Stormwater Control Plan must be submitted with application)
- **Landscape (sq. ft.)** Existing: _____ New: _____ Renovated: _____ Nonirrigated _____
- **Parking Spaces:** No. Existing _____ No. Proposed _____ Total _____ No. Handicapped _____
- **Utilities:** **Water:** public private **Sewer Disposal:** public private **Gas:** Natural Gas LPG
- **Grading (cu. yd.):** Cut _____ Fill _____ Import _____ Export _____ Total _____
- **Total Area Disturbed** (sq. ft./acres): _____
- **Max % Slope:** Parcel _____ Work site _____ **Max Height:** Cut/fill combined slope _____ Retaining wall _____
- **Tree removal:** No Yes No. _____ **Vegetation removal:** No Yes Sq. Ft./acres: _____
- **Parcel Within Agricultural Preserve Contract:** No Yes Preserve Number: _____
- **Parcel Located Within Special Problems Area:** Yes No Description: _____
- **Is exterior lighting proposed:** Yes No If yes, please submit the following information: 1) show location of outdoor lighting, 2) plans and description should include lamp and bulb type, wattage, beam angle, and shielding, 3) Manufacturer's catalog cuts and drawings. _____

• **Parcel Validity¹:**

- The lot is created by a recorded Parcel or Final Map approved by the County. Map # _____ **or**
- The lot is described on a recorded Certificate of Compliance or Conditional Certificate of Compliance. CC# _____ **or**
- The lot resulted from a Lot Line Adjustment approved by the County. LLA # _____ **or**
- The lot was created by a recorded Reversion to Acreage approved by the County. Surveyor's reference # _____ **or**
- The lot was created by a recorded Voluntary Merger approved by the County. Surveyor's reference # _____ **or**
- The lot is shown on a Lot Split Plat approved by the County pursuant to Ordinance No. 791 as amended.

¹ Evidence that the project site is a legal parcel must be provided with the application on an undeveloped lot. If it is determined your lot is a fraction lot that is substandard in size, you may not be eligible for a development permit.

SECTION B – PHYSICAL CHARACTERISTICS:

Yes, No, Unknown

- Hillside/Ridgeline and/or Slope \geq 20% on the Lot ☐☐☐ _____
- Creeks, Ponds, Drainage Courses, or Water Bodies on Site
or Within 100' of Parcel ☐☐☐ _____
- Oak or Riparian Habitat on Parcel or within 100' Feet ☐☐☐ _____
- Removal of any Oak, Native or Specimen Tree ☐☐☐ _____

NOTE: IF ANY OF THE BOXES IN THIS SECTION ARE MARKED 'YES', YOUR CASE MAY BE SUBJECT TO CONSTRAINED LOT REVIEW. A DEPOSIT FEE IS REQUIRED FOR THESE PROJECTS.

BUILDING PERMIT APPLICATIONS EXPIRE 365 DAYS FROM THE FILING DATE. APPLICATIONS FOR BUILDING PERMIT TO REMEDY A CODE ENFORCEMENT VIOLATION EXPIRES 180 DAYS FROM THE FILING DATE PER ORDINANCE 4871, SEC. 10-1.7.

CERTIFICATE OF ACCURACY AND COMPLETENESS

Must be signed by the landowner or authorized agent before a permit can be accepted for processing by the County of Santa Barbara

Signature authorizes County staff to enter the property described above for the purposes of inspection.

I hereby declare under penalty of perjury that the information contained in this application and all attached materials are correct, true and complete. I acknowledge and agree that the County of Santa Barbara is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the County may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits.

Print Name

Circle One: Land Owner Agent

Signature

Date

And

I hereby authorize _____ to represent me before Santa Barbara County in all matters related to this application.

Print Name (Land Owner)

Signature

Date

Or

Print Name (Licensed Contractor)

Signature

License Number

Date

I understand and agree that submission of plans for building/grading plan check for the above mentioned property is not a guarantee of approval and if the project is denied by the Planning & Development Department, my advance plan check fee of \$_____ is non-refundable.

Applicant's Signature

Date

BUILDING DIVISION AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Construction Project (or Description of Work): _____

Project Location or Address: _____

Name of Authorized Agent: _____

Address of Authorized Agent: _____

Phone Number of Authorized Agent: _____

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy.

Property Owner's Signature:

Date

Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class _____

License No. _____

Date _____

Contractor Signature _____

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.)

I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Signature of Property Owner or Authorized Agent

Date

WORKERS' COMPENSATION DECLARATION

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this

permit is issued.

Policy No.

____ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier Policy Number _____ Expiration Date _____

Name of Agent _____ Phone # _____

____ I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature of Applicant

Date

DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 8172, Civil Code).

Lender's Name _____

Branch Designation _____

Lender's Address _____

By my signature below, I certify to each of the following:

I am the property owner or authorized to act on the property owner's behalf.
I have read this application and the information I have provided is correct.
I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

Signature of Applicant

Date