



**Coming July 31, 2017!**

# **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 JULY 31, 2017:**

### **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



## STEP 1: APPLICATION SUBMITTAL

- Applicant goes to EZOP.SBCounty.gov, completes application and upload 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 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



## STEP 6: APPLICANT DOWNLOADS PLANS

Applicant downloads approved plans from EZOP



# 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

## 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

- 75MB 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"