



# 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.

## APPLICATION FORM

### AND, IF ✓'D, ALSO CONTAINS

Submittal Requirements

[Click to download Ministerial Project Worksheet](#)

Site Plan/Topographic Map Requirements

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

Agricultural Activities Supplement

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

Hazardous Waste & Materials Supplement

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

Board Of Architectural Review (BAR) Application

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

AGREEMENT TO PAY PROCESSING FEES

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

FIRE DEPARTMENT VEGETATION PLAN INFORMATION

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

PUBLIC WORKS, PROJECT CLEAN WATER – LOW IMPACT DEVELOPMENT AND STORM WATER INFORMATION

[For additional information regarding Project Clean Water Low Impact Development and/or Storm Water Information 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 INS 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

**Energy Division**  
123 E. Anapamu Street  
Santa Barbara, CA 93101  
Phone: (805) 568-2040  
Fax: (805) 568-2522

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

Website: [www.sbcountyplanning.org](http://www.sbcountyplanning.org)



PROJECT NUMBER: \_\_\_\_\_

APN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

**TYPE OF WORK:** (Check all that apply)

- New Structure  
  Addition  
  Ext. Alter.  
  Int. Remodel  
  Change of Use  
  Demo  
  Move  
  Exempt.  
  Sign  
 Grading  
 Retaining Wall  
 Stockpiling  
 Electrical  
 Plumbing  
 Mechanical  
 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

**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:** \_\_\_\_\_

Street City State Zip

**State License No.:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**5. Engineer/Surveyor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Street City State Zip

**State License/Registration No.:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**6. Contractor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Street City State Zip

**State License No.:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Please circle primary contact**

updated by FTC120710

**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 \_\_\_\_\_
- **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 Validity<sup>1</sup>:**
- 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.

<sup>1</sup> 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.**

updated by FTC 120710

**OWNER-BUILDER INFORMATION**

Dear Property Owner: An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified. For your protection you should be aware that as "owner-builder" you are the responsible party of record on such a permit. Building permits are not required to be signed by property owners unless they're personally performing their own work. If your work is being performed by someone other than yourself, you may protect yourself from possible liability if that person applies for the proper permitting in his or her name. Contractors are required by law to be licensed and bonded by the state of California and to have a business license from the city or county. They are also required by law to put their license number on all permits for which they apply.

If you plan to do your own work, with the exception of various trades that you plan to subcontract, you should be aware of the following information for your benefit and protection: If you employ or otherwise engage any persons other than your immediate family, and the work (including materials and other costs) is \$200 or more for the entire project, and such persons are not licensed as contractors or subcontractors, then you may be an employer. If you are an employer, you must register with the state and federal government as an employer and you are subject to several obligations including state and federal income tax withholding, federal social security taxes, workers' compensation insurance, disability insurance costs, and unemployment compensation contributions. There may be financial risks for you if you do not carry out these obligations, and these risks are especially serious with respect to workers' compensation insurance. For more specific information about your obligations under federal law, contact the Internal Revenue Service (and, if you wish, the U.S. Small Business Administration). For more specific information about your obligations under state law, contact the Department of Benefit Payments and the Division of Industrial Accidents. If the structure is intended for sale, property owners who aren't licensed contractors are allowed to perform their work personally or through their own employees, without a licensed contractor or subcontractor, only under limited conditions. A frequent practice of unlicensed persons professing to be contractors is to secure an "owner" building permit, erroneously implying that the property owner is providing his or her own labor and material personally. Building permits are not required to be signed by property owners unless they are performing their own work personally. Information about licensed contractors may be obtained by contacting the Contractors' State License Board in your community or at 1020 N Street, Sacramento, California 95814. Please complete and return the enclosed owner-builder verification form so that we can confirm that you are aware of these matters. The building permit will not be issued until the verification is returned.

Santa Barbara County, Planning & Development Department, Building & Safety Division.

**OWNER-BUILDER VERIFICATION**

Attention Property Owner: An "owner-builder" building permit has been applied for in your name and bearing your signature. Please complete and return this information in the envelope provided at your earliest opportunity to avoid unnecessary delay in processing and issuing your building permit. No building permit will be issued until this verification is received.

- 1. I personally plan to provide the major labor and materials for construction of the proposed property improvement (yes or no)
- 2. I (have/have-not) signed an application for a building permit for the proposed work.
- 3. I have contracted with the following person (firm) to provide the proposed construction:

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Phone \_\_\_\_\_ Contractors License No. \_\_\_\_\_

- 4. I plan to provide portions of the work, but I have hired the following person to coordinate, supervise, and provide the major work:

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Phone \_\_\_\_\_ Contractors License No. \_\_\_\_\_

- 5. I will provide some of the work but I have contracted (hired) the following persons to provide the work indicated:

Name	Address	Phone	Type of Work

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

# 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)	License Number
Signature	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.**

<b>Applicant's Signature</b>	<b>Date</b>
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