



Permit Compliance

Permit Compliance (PMC) provides for implementation of all approved conditions of approval pertaining to the land use permit process and throughout construction and to ensure construction of all approved landscape and architectural designs consistent with approved plans.

- All Discretionary projects heard by one of the Planning Commissions and/or Board of Supervisors
- Board of Architectural Review Decisions
- Coastal Development Permit Decisions
- Land Use Permit Decisions
- Planning and Development Director's Decisions
- Zoning Administrator's Decision

THIS PACKAGE CONTAINS

- ✓ SUBMITTAL REQUIREMENTS
- ✓ APPLICATION FORM
- ✓ WATER EFFICIENT LANDSCAPE ORDINANCE SUPPLEMENT FORMS
- ✓ AGREEMENT FOR PAYMENT OF PROCESSING FEES

AND, IF ✓'D, ALSO CONTAINS

- AGREEMENT FOR PAYMENT OF PROCESSING FEES

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

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) 568-2000
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North County Office
624 W. Foster Road, Suite C
Santa Maria, CA 93455
Phone: (805) 934-6250
Fax: (805) 934-6258

SUBMITTAL REQUIREMENTS

- ___ 1 Copy of attached application form
- ___ 1 Copy of the Site Plan **Folded To 8-1/2" X 11"**
- ___ 1 Set of building elevations **Folded To 8-1/2" X 11"**
- ___ 1 Set of floor plans indicating ground floor area and total floor area of each building **Folded To 8-1/2" X 11"**
- ___ 1 Copy of the Grading/Tree Protection/Fencing **Folded To 8-1/2" X 11"**
- ___ 1 Copy of Landscape and Irrigation Plan **Folded To 8-1/2" X 11"**
- ___ 1 Copy of Exterior Lighting Plan **Folded To 8-1/2" X 11"**
- ___ 1 Check Payable to Planning & Development
- ___ 1 Agreement to Pay Form

- **CALL PERMIT COMPLIANCE OFFICER FOR INSPECTION 5 DAYS BEFORE START OF CONSTRUCTION TO CONDUCT A PRECONSTRUCTION MEETING WITH ALL CONTRACTORS.**

- **WORK WITH THE PERMIT COMPLIANCE OFFICER TO COMPLETELY FILL OUT ATTACHED FORMS A-D, IF APPLICABLE* AND SUBMIT PRIOR TO OCCUPANCY INSPECTION.**
 - A. **Certificate of Completion**
 - B. **Irrigation Schedule**
 - C. **Landscape and Irrigation Maintenance Schedule**
 - D. **Irrigation Audit, Irrigation Survey, and Irrigation Water Use Analysis**

- **CALL PERMIT COMPLIANCE OFFICER FOR INSPECTION 5 DAYS (MINIMUM) BEFORE FINAL OCCUPANCY INSPECTION.**

***INCLUDES RESIDENTIAL PROJECTS WITH A LANDSCAPED AREA \geq 5,000 SQUARE FEET; INDUSTRIAL, COMMERCIAL, CIVIC, OR MULTI-FAMILY RESIDENTIAL PROPERTY WITH A LANDSCAPED AREA OF \geq 2,500 SQUARE FEET, AND CEMETERIES.**



PLANNING & DEVELOPMENT
PERMIT APPLICATION

SITE ADDRESS:
ASSESSOR PARCEL NUMBER:
PARCEL SIZE (acres/sq.ft.): Gross Net
ZONING:
COMPREHENSIVE/COASTAL PLAN DESIGNATION:
Are there previous permits/applications?
Did you have a pre-application?
Are there previous environmental (CEQA) documents?
Project description summary:

- 1. Financially Responsible Person:
2. Owner:
3. Agent:
4. Arch./Designer:
5. Engineer/Surveyor:
6. Contractor:

COUNTY USE ONLY

Case Number: Companion Case Number:
Supervisorial District: Submittal Date:
Applicable Zoning Ordinance: Receipt Number:
Project Planner: Accepted for Processing:
Zoning Designation: Comp. Plan Designation:

CERTIFICATION OF ACCURACY AND COMPLETENESS: Signatures must be completed for each line. If one or more of the parties are the same, please re-sign the applicable line.

Applicant's 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 and sign – Contractor of Record Date

Print name and sign – Preparer of this Form Date

Print name and sign - Agent Date

Print name and sign - Landowner Date

Certificate of Completion

A. Certificate of Completion. The Certificate of Completion shall include the following:

1. Project information sheet that contains:
 - a. Date.
 - b. Project name.
 - c. Project applicant name, telephone, and mailing address.
 - d. Project address and location.
 - e. Property owner name, telephone, and mailing address.
2. Certification by either the signer of the landscape design plan, the signer of the irrigation design plan, or the licensed landscape contractor that the landscape project has been installed per the approved Landscape Documentation Package.
 - a. Where significant changes to the approved landscape design plan occurred during construction of the project, "as-built" or record drawings shall be included with the certification.
3. Irrigation scheduling parameters used to set the controller (see Section B of this application supplement).
4. Landscape and irrigation maintenance schedule (see Section C of this application supplement).
5. Irrigation Audit Report (see Section D of the application supplement).
6. Documentation verifying implementation of Soil Management Report recommendations (previously submitted and accepted as part of the Landscape Documentation Package).
 - a. The project applicant shall:
 - (1) Submit the signed Certificate of Completion to the Department.
 - (2) Ensure that copies of the approved Certificate of Completion are submitted to the local water purveyor and property owner or his or her designee.
 - b. After receipt of the signed Certificate of Completion from the project applicant, the Certificate of Completion shall be filed by the County and considered for compliance by the appropriate Water Purveyor or if none, by the County.

CERTIFICATE OF COMPLETION

This certificate is filled out by the project applicant upon completion of the landscape project.

PART 1: PROJECT INFORMATION SHEET

Date		
Project Name		
Name of Project Applicant	Telephone No.	
	Fax No.	
Title	Email Address	
Company	Street Address	
City	State	Zip Code

Project Address and Location:

Street Address	Assessor's Parcel Number	
City		
State	Zip Code	

Property Owner or his/her designee:

Name	Telephone No.	
	Fax No.	
Title	Email Address	
Company	Street Address	
City	State	Zip Code

Property Owner:

"I/we certify that I/we have received copies of all the documents within the Landscape Documentation Package and the Certificate of Completion and that it is our responsibility to see that the project is maintained in accordance with the Landscape and Irrigation Maintenance Schedule."

Property Owner Signature Date

Please answer the questions below:

1. Date the Landscape Documentation Package was submitted to the local agency_____
2. Date the Landscape Documentation Package was accepted by the local agency_____
3. Date that a copy of the Water Efficient Landscape Worksheet (including the Water Budget Calculation) was submitted to the local water purveyor_____

PART 2: CERTIFICATION OF INSTALLATION ACCORDING TO THE LANDSCAPE DOCUMENTATION PACKAGE

“I/we certify that based upon periodic site observations, the work has been substantially completed in accordance with the AB 1881 and that the landscape planting and irrigation installation conform with the criteria and specifications of the approved Landscape Documentation Package.”

Signature*	Date	
Name (print)	Telephone No.	
	Fax No.	
Title	Email Address	
License No. or Certification No.		
Company	Street Address	
City	State	Zip Code

*Signer of the landscape design plan, signer of the irrigation plan, or a licensed landscape contractor.

Need to add property owner name and address

PART 3: IRRIGATION SCHEDULING

Attach parameters for setting the irrigation schedule on controller.

PART 4: SCHEDULE OF LANDSCAPE AND IRRIGATION MAINTENANCE

Attach schedule of Landscape and Irrigation Maintenance

PART 5: LANDSCAPE IRRIGATION AUDIT REPORT

Attach Landscape Irrigation Audit Report

PART 6: SOIL MANAGEMENT REPORT

Attach soil analysis report, if not previously submitted with the Landscape Documentation Package. Attach documentation verifying implementation of recommendations from soil analysis report.

Where there have been significant changes made in the field, attach as-built drawings.

- B. Irrigation scheduling.** For the efficient use of water, all irrigation schedules shall be developed, managed, and evaluated to use the minimum amount of water required to maintain plant health. Irrigation schedules shall be in compliance with the following:
1. Automatic irrigation controllers using either ET or soil moisture sensor data shall be required for irrigation scheduling in all irrigation systems.
 2. Overhead irrigation shall be scheduled between 8:00 p.m. and 10:00 a.m. unless weather conditions prevent it. If allowable hours of irrigation differ from the local water purveyor, the stricter of the two shall apply. Operation of the irrigation system outside the normal watering window is allowed for system maintenance.
 3. For implementation of the irrigation schedule, particular attention shall be paid to irrigation run times, emission device, flow rate, and current reference evapotranspiration, so that applied water meets the Estimated Total Water Use. Total annual applied water shall be less than or equal to Maximum Applied Water Allowance (MAWA). Actual irrigation schedules shall be regulated by automatic irrigation controllers using current reference evapotranspiration data (e.g., CIMIS) or soil moisture sensor data.
 4. Parameters used to set the automatic controller shall be developed and submitted for each of the following:
 - a. The plant establishment period
 - b. The established landscaping
 - c. Temporarily irrigated areas
 5. Each irrigation schedule shall consider for each station all of the following that apply:
 - a. Irrigation interval (days between irrigation)
 - b. Irrigation run times (hours or minutes per irrigation event to avoid runoff)
 - c. Number of cycle starts required for each irrigation event to avoid runoff
 - d. Amount of applied water scheduled to be applied on a monthly basis
 - e. Application rate setting
 - f. Root depth setting
 - g. Plant type setting
 - h. Soil type
 - i. Slope factor setting
 - j. Shade factor setting
 - k. Irrigation uniformity or efficiency setting

C. Landscape and Irrigation Maintenance Schedule.

1. Landscaping shall be maintained to ensure water use efficiency. A regular maintenance schedule shall be submitted with the Certificate of Completion.
2. A regular maintenance schedule shall include the following:
 - a. Routine inspection
 - b. Adjustment and repair of the irrigation system and its components
 - c. Aerating and dethatching turf areas
 - d. Replenishing mulch
 - e. Fertilizing
 - f. Pruning
 - g. Weeding in all landscaped areas
 - h. Removing any obstructions to emission devices
3. Repair of all irrigation equipment shall be done with the originally installed components or their equivalents.
4. A project applicant is encouraged to implement sustainable and environmentally-friendly practices for overall landscape maintenance.

D. Irrigation Audit, Irrigation Survey, and Irrigation Water Use Analysis.

1. All landscape irrigation audits shall be conducted by a certified landscape irrigation auditor.
2. For new landscape projects installed after January 1, 2010:
 - a. The project applicant shall submit an irrigation audit report with the Certificate of Completion to the County that may include: inspection, system tune-up, system test with distribution uniformity, reporting overspray or run off that causes overland flow, and preparation of an irrigation schedule.
 - b. The County shall administer programs that may include irrigation water use analysis, irrigation audits, and irrigation surveys for compliance with the MAWA.

Landscaping – Water Conservation in Landscaping Definitions

- (a) **“Applied water”** means the portion of water supplied by the irrigation system to the landscape
- (b) **“Automatic irrigation controller”** means an automatic timing device used to remotely control valves that operate an irrigation system. Automatic irrigation controllers schedule irrigation events using either evapotranspiration (weather-based) or soil moisture data
- (c) **“Backflow prevention device”** means a safety device used to prevent pollution or contamination of the water supply due to the reverse flow of water from the irrigation system
- (d) **“Certificate of Completion”** means the document required under Section 35.34.110.D.6
- (e) **“Certified irrigation designer”** means a person certified to design irrigation systems by an accredited academic institution a professional trade organization or other program such as the US Environmental Protection Agency’s WaterSense irrigation designer certification program and Irrigation Association’s Certified Irrigation Designer program. Certification must be approved by the County
- (f) **“Certified landscape irrigation auditor”** means a person certified to perform landscape irrigation audits by an accredited academic institution, a professional trade organization or other program such as the US Environmental Protection Agency’s WaterSense irrigation auditor certification program and Irrigation Association’s Certified Landscape Irrigation Auditor program. Certification must be approved by the County
- (g) **“Check valve” or “anti-drain valve”** means a valve located under a sprinkler head, or other location in the irrigation system, to hold water in the system to prevent drainage from sprinkler heads when the sprinkler is off
- (h) **“Common interest developments”** means community apartment projects, condominium projects, planned developments, and stock cooperatives per Civil Code Section 1351
- (i) **“Conversion factor (0.62)”** means the number that converts acre-inches per acre per year to gallons per square foot per year
- (j) **“Drip irrigation”** means any non-spray low volume irrigation system utilizing emission devices with a flow rate measured in gallons per hour. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants
- (k) **“Ecological restoration project”** means a project where the site is intentionally altered to establish a defined, indigenous, historic ecosystem
- (l) **“Effective precipitation” or “usable rainfall” (Eppt)** means the portion of total precipitation which becomes available for plant growth
- (m) **“Emitter”** means a drip irrigation emission device that delivers water slowly from the system to the soil
- (n) **“Established landscape”** means the point at which plants in the landscape have developed significant root growth into the soil. Typically, most plants are established after one or two years of growth
- (o) **“Establishment period of the plants”** means the first year after installing the plant in the landscape or the first two years if irrigation will be terminated after establishment. Typically, most plants are established after one or two years of growth
- (p) **“Estimated Total Water Use” (ETWU)** means the total water used for the landscape as described in Appendix I, Section E
- (q) **“ET adjustment factor” (ETAF)** means a factor of 0.7, that, when applied to reference evapotranspiration, adjusts for plant factors and irrigation efficiency, two major influences upon the amount of water that needs to be applied to the landscape. A combined plant mix with a site-wide average of 0.5 is the basis of the plant factor portion of this calculation. For purposes of the ETAF, the average irrigation efficiency is 0.71. Therefore, the ET Adjustment Factor is $(0.7) = (0.5/0.71)$. ETAF for a Special Landscape Area shall not exceed 1.0. ETAF for existing non-rehabilitated landscapes is 0.8.
- (r) **“Evapotranspiration rate”** means the quantity of water evaporated from adjacent soil and other surfaces and transpired by plants during a specified time
- (s) **“Flow rate”** means the rate at which water flows through pipes, valves and emission devices, measured in gallons per minute, gallons per hour, or cubic feet per second
- (t) **“Hardscapes”** means any durable material (pervious and non-pervious)
- (u) **“Homeowner-provided landscaping”** means any landscaping either installed by a private individual for a single family residence or installed by a licensed contractor hired by a homeowner. For the

purpose of Water Conservation in Landscaping regulations, a homeowner is defined as a person who occupies the dwelling he or she owns. This excludes speculative homes, which are not owner-occupied dwellings

- (v) **“Hydrozone”** means a portion of the landscaped area having plants with similar water needs. A hydrozone may be irrigated or non-irrigated
- (w) **“Infiltration rate”** means the rate of water entry into the soil expressed as a depth of water per unit of time (e.g., inches per hour)
- (x) **“Invasive plant species”** means species of plants not historically found in California that spread outside cultivated areas and can damage environmental or economic resources. Invasive species may be regulated by county agricultural agencies as noxious species. **“Noxious weeds”** means any weed designated by the Weed Control Regulations in the Weed Control Act and identified on a Regional District noxious weed control list. Lists of invasive plants are maintained at the California Invasive Plant Inventory and USDA invasive and noxious weeds database
- (y) **“Irrigation audit”** means an in-depth evaluation of the performance of an irrigation system conducted by a Certified Landscape Irrigation Auditor. An irrigation audit includes, but is not limited to: inspection, system tune-up, system test with distribution uniformity or emission uniformity, reporting overspray or runoff that causes overland flow, and preparation of an irrigation schedule
- (z) **“Irrigation efficiency”** (IE) means the measurement of the amount of water beneficially used divided by the amount of water applied. Irrigation efficiency is derived from measurements and estimates of irrigation system characteristics and management practices. The minimum average irrigation efficiency for purposes of the Water in Landscape Conservation is 0.71. Greater irrigation efficiency can be expected from well designed and maintained systems
- (aa) **“Irrigation survey”** means an evaluation of an irrigation system that is less detailed than an irrigation audit. An irrigation survey includes, but is not limited to: inspection, system test, and written recommendations to improve performance of the irrigation system
- (bb) **“Irrigation water use analysis”** means an analysis of water use data based on meter readings and billing data
- (cc) **“Landscape architect”** means a person who holds a license to practice landscape architecture in the state of California Business and Professions Code, Section 5615
- (dd) **“Landscape area”** means all the planting areas, turf areas, and water features in a landscape design plan subject to the Maximum Applied Water Allowance calculation. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other pervious or non-pervious hardscapes, and other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation)
- (ee) **“Landscape contractor”** means a person licensed by the state of California to construct, maintain, repair, install, or subcontract the development of landscape systems
- (ff) **“Landscape Documentation Package”** means the documents required under Appendix I
- (gg) **“Landscape project”** means total area of landscape in a project as defined in “landscape area” for the purposes of Water Conservation in Landscaping, meeting requirements under Section 35.34.110.B
- (hh) **“Lateral line”** means the water delivery pipeline that supplies water to the emitters or sprinklers from the valve
- (ii) **“Local water purveyor”** means any entity, including a public agency, city, or private water company that provides retail water service
- (jj) **“Low volume irrigation”** means the application of irrigation water at low pressure through a system of tubing or lateral lines and low-volume emitters such as drip, drip lines, and bubblers. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants
- (kk) **“Main line”** means the pressurized pipeline that delivers water from the water source to the valve or outlet
- (ll) **“Maximum Applied Water Allowance”** (MAWA) means the upper limit of annual applied water for the evapotranspiration, the ET Adjustment Factor, and the size of the landscape area. The Estimated Total Water Use shall not exceed the Maximum Applied Water Allowance. Special Landscape Areas, including recreation areas, areas permanently and solely dedicated to edible plants such as orchards

and vegetable gardens, and areas irrigated with recycled water are subject to the MAWA with an ETAF not to exceed 1.0

- (mm) **“Microclimate”** means the climate of a small, specific area that may contrast with the climate of the overall landscape area due to factors such as wind, sun exposure, plant density, or proximity to reflective surfaces
- (nn) **“Mined-land reclamation projects”** means any surface mining operation with a reclamation plan approved in accordance with the Surface Mining and Reclamation Act of 1975
- (oo) **“Mulch”** means any organic material such as leaves, bark, straw, compost, or inorganic mineral materials such as rocks, gravel, and decomposed granite left loose and applied to the soil surface for the beneficial purposes of reducing evaporation, suppressing weeds, moderating soil temperature, and preventing soil erosion
- (pp) **“New construction”** means, for the purposes of Water Conservation in Landscaping a new building with a landscape, or other new landscape, such as a park, playground, or greenbelt without an associated building
- (qq) **“Operating pressure”** means the pressure at which the parts of an irrigation system are designed by the manufacturer to operate
- (rr) **“Overhead sprinkler irrigation systems”** means systems that deliver water through the air (e.g., spray heads and rotors)
- (ss) **“Overspray”** means the irrigation water which is delivered beyond the target area
- (tt) **“Permit”** means an authorizing document issued by the County for new construction or rehabilitated landscapes
- (uu) **“Pervious”** means any surface or material that allows the passage of water through the material and into the underlying soil
- (vv) **“Plant factor”** or “plant water use factor” is a factor, when multiplied by ETo, estimates the amount of water needed by plants. For purposes of Water Conservation in Landscaping, the plant factor range for low water use plants is 0 to 0.3, the plant factor range for moderate water use plants is 0.4 to 0.6, and the plant factor range for high water use plants is 0.7 to 1.0. Plant factors cited are derived from the Department of Water Resources 2000 publication “Water Use Classification of Landscape Species”
- (ww) **“Precipitation rate”** means the rate of application of water measured in inches per hour
- (yy) **“Project applicant”** means the individual or entity submitting a Landscape Documentation Package required under Section 35.34.110.D
- (xx) **“Rain sensor”** or “rain sensing shutoff device” means a component which automatically suspends an irrigation event when it rains
- (zz) **“Record drawing”** or “as-builts” means a set of reproducible drawings which show significant changes in the work made during construction and which are usually based on drawings marked up in the field and other data furnished by the contractor
- (aaa) **“Recreational area”** means areas dedicated to active play such as parks, sports fields, and golf courses where turf provides a playing surface
- (bbb) **“Recycled water”, “reclaimed water”,** or “treated sewage effluent water” means treated or recycled waste water of a quality suitable for non-potable uses such as landscape irrigation and water features. This water is not intended for human consumption
- (ccc) **“Reference evapotranspiration”** or “ETo” means a standard measurement of environmental parameters which affect the water use of plants. ETo is expressed in inches per day, month, or year as represented in **Appendix XXX**, and is an estimate of the evapotranspiration of a large field of four- to seven-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of determining the Maximum Applied Water Allowance so that regional differences in climate can be accommodated
- (ddd) **“Rehabilitated landscape”** means any re-landscaping project that requires a permit , plan check, or design review, meets the requirements of Section 35.34.110.B, and the modified landscape area is equal to or greater than 2,500 square feet, is 50% of the total landscape area, and the modifications are completed within one year
- (eee) **“Runoff”** means water which is not absorbed by the soil or landscape to which it is applied and flows from the landscape area. For example, runoff may result from water that is applied at too great a rate (application rate exceeds infiltration rate) or when there is a slope

- (fff) **“Soil moisture sensing device”** or “soil moisture sensor” means a device that measures the amount of water in the soil. The device may also suspend or initiate an irrigation event
- (ggg) **“Soil texture”** means the classification of soil based on its percentage of sand, silt, and clay
- (hhh) **“Special Landscape Area”** (SLA) means an area of the landscape dedicated solely to edible plants, areas irrigated with recycled water, water features using recycled water and areas dedicated to active play such as parks, sports fields, golf courses, and where turf provides a playing surface
- (iii) **“Sprinkler head”** means a device which delivers water through a nozzle
- (jjj) **“Static water pressure”** means the pipeline or municipal water supply pressure when water is not flowing
- (kkk) **“Station”** means an area served by one valve or by a set of valves that operate simultaneously
- (lll) **“Swing joint”** means an irrigation component that provides a flexible, leak-free connection between the emission device and lateral pipeline to allow movement in any direction and to prevent equipment damage
- (mmm) **“Turf”** means a ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermudagrass, Kikuyugrass, Seashore Paspalum, St. Augustinegrass, Zoysiagrass, and Buffalo grass are warm-season grasses
- (nnn) **“Valve”** means a device used to control the flow of water in the irrigation system
- (ooo) **“Water conserving plant species”** means a plant species identified as having a low plant factor
- (ppp) **“Water feature”** means a design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied). The surface area of water features is included in the high water use hydrozone of the landscape area. Constructed wetlands used for on-site wastewater treatment or stormwater best management practices that are not irrigated and used solely for water treatment or stormwater retention are not water features and, therefore, are not subject to the water budget calculation
- (rrr) **“Watering window”** means the time of day irrigation is allowed
- (sss) **“WUCOLS”** means the Water Use Classification of Landscape Species published by the University of California Cooperative Extension, the Department of Water Resources and the Bureau of Reclamation, 2000