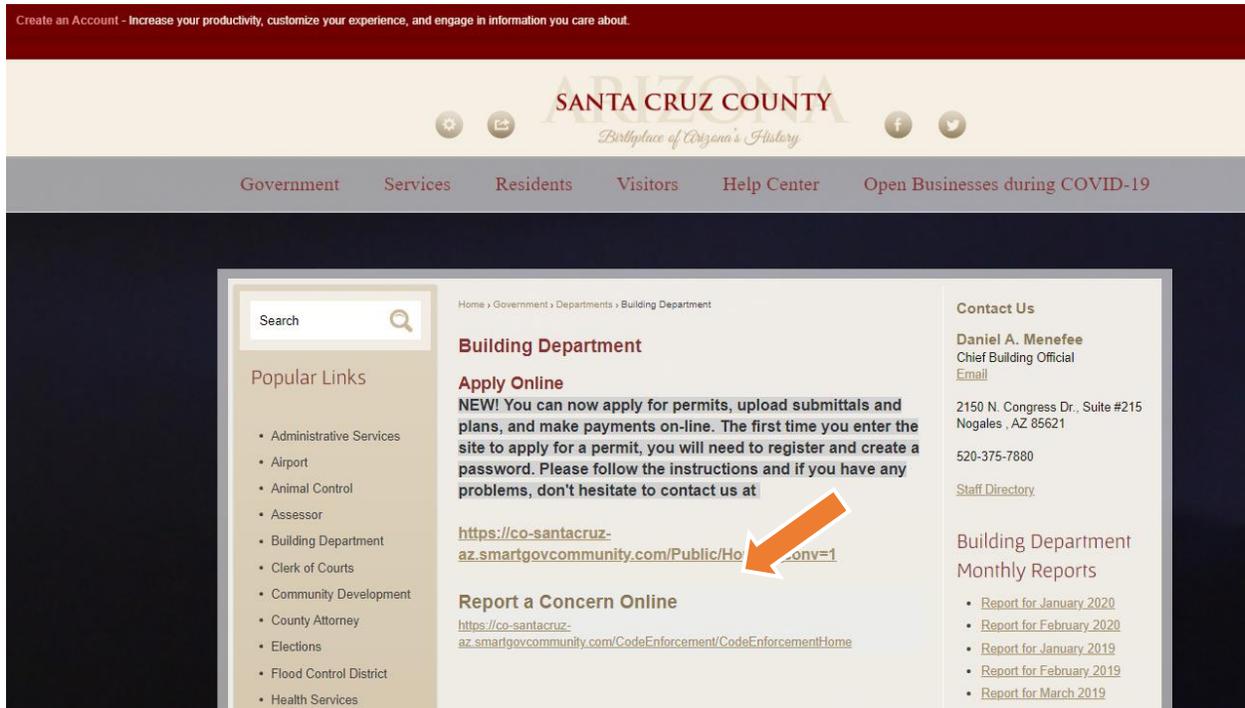
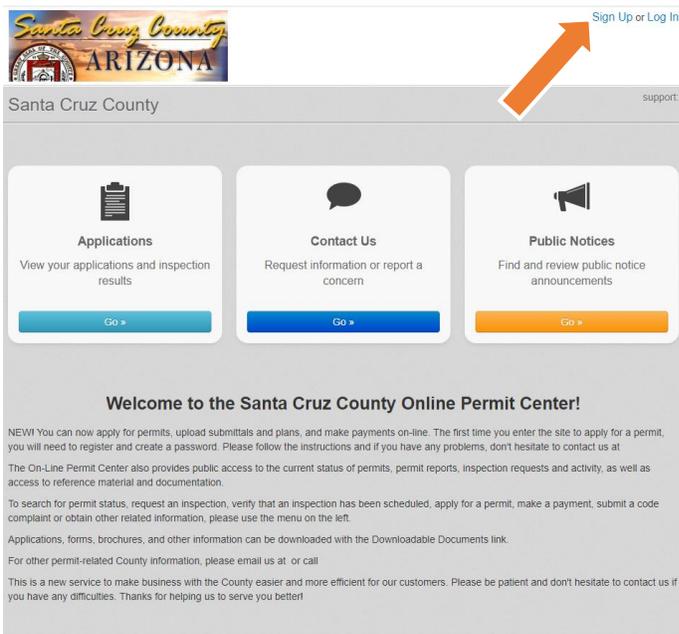


Instructions to Apply Online for Planning & Zoning and Building Permits

1. Visit the Santa Cruz County Building Department Web Page;
 - a. <https://www.santacruzcountyaz.gov/440/Building-Department>
2. Click on link below of “Apply Online”



3. Then you will need to register. You will need an email address, create a password, and enter your contact information.



Other services



4. Once you are registered and are logged in, you can start an application online. You should click on the “GO” button, under Applications.

Santa Cruz County support

Applications
View your applications and inspection results
[Go >](#)

Contact Us
Request information or report a concern
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Public Notices
Find and review public notice announcements
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Welcome to the Santa Cruz County Online Permit Center!

NEW! You can now apply for permits, upload submittals and plans, and make payments on-line. The first time you enter the site to apply for a permit, you will need to register and create a password. Please follow the instructions and if you have any problems, don't hesitate to contact us at

The On-Line Permit Center also provides public access to the current status of permits, permit reports, inspection requests and activity, as well as access to reference material and documentation.

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Applications, forms, brochures, and other information can be downloaded with the Downloadable Documents link.

For other permit-related County information, please email us at [\[email\]](#) or call [\[phone\]](#)

This is a new service to make business with the County easier and more efficient for our customers. Please be patient and don't hesitate to contact us if you have any difficulties. Thanks for helping us to serve you better

5. Then click on the “Apply” button, under Apply Online.

Santa Cruz County Home | Roberto Rojas

Applications support

Search applications by #, address, or name

Apply online
Apply online with our quick and easy process
[Apply >](#)

Pay online
Pay your applications quickly and securely
[Pay >](#)

My inspections
Request an inspection when you are ready
[Request >](#)

My applications
Review your applications and inspection results
[View >](#)

[View Applications](#)
1 active
0 expired / inactive
0 closed

Other services

[Advanced search](#) [Inspection schedule](#) [Reports](#) [Documents](#)

6. Then, select a category (Department) to view the permit application types.



Step 1 - Select a category to view application choices

Category:

Select an Option ▾

Step 2 - Select an application

Application:

Select an Option ▾

Next →

A screenshot of a web application interface. It shows two steps: "Step 1 - Select a category to view application choices" and "Step 2 - Select an application". Each step has a dropdown menu labeled "Select an Option". Two orange arrows point to these dropdown menus. At the bottom, there is a blue button labeled "Next →".

7. Next, enter the project name and the description. Also, check the box next to "I agree to proceed as the homeowner" in order to proceed.



1 Type 2 Location 3 Contractors 4 Review

Start your application by selecting a permit type

Permit Type:* Residential New ▾

Project name: Test_2020

Describe the purpose of the permit: New Single Family Residence

I agree to proceed as the homeowner

Cancel Next →

A screenshot of a web application interface showing the "Type" step of a permit application process. It has a progress bar at the top with four steps: "1 Type", "2 Location", "3 Contractors", and "4 Review". The main heading is "Start your application by selecting a permit type". There are four input fields: a dropdown menu for "Permit Type:*" with "Residential New" selected, a text box for "Project name:" containing "Test_2020", a text box for "Describe the purpose of the permit:" containing "New Single Family Residence", and a checkbox for "I agree to proceed as the homeowner". At the bottom, there are "Cancel" and "Next →" buttons. Four orange arrows point to the dropdown menu, the "Project name" field, the "Describe the purpose" field, and the checkbox.

8. For the location of the project you could enter the address or parcel number.

1 Type 2 **Location** 3 Contractors 4 Review

Site location

Address:

City:

State: AZ

Zip Code:

[I want to enter a parcel # instead.](#)

[← Previous](#) [Next →](#)

1 Type 2 **Location** 3 Contractors 4 Review

Site location

Parcel Number:

[I want to enter an address instead.](#)

[← Previous](#) [Next →](#)

9. Then, on the Contractors window, you should enter the contractor that will do the project, or you can apply as owner builder. After you select the contractor or owner builder click on the “+Add” button and then click on the “Next” button.

1 Type 2 Location 3 **Contractors** 4 Review

Contractors

Contractor Search

[+ Add](#)

Name or License #

Contractor	License Number	Street Address
------------	----------------	----------------

[← Previous](#) [Next →](#)

10. Before continue verify your information, if a change needs to be made click on “edit” and will take you back to step one. If the information is correct click on “Save and Continue”.

1 Type 2 Location 3 Contractors 4 **Review**

Review your permit application

General Information [edit](#)

Applicant:

Permit Type: **Residential New**

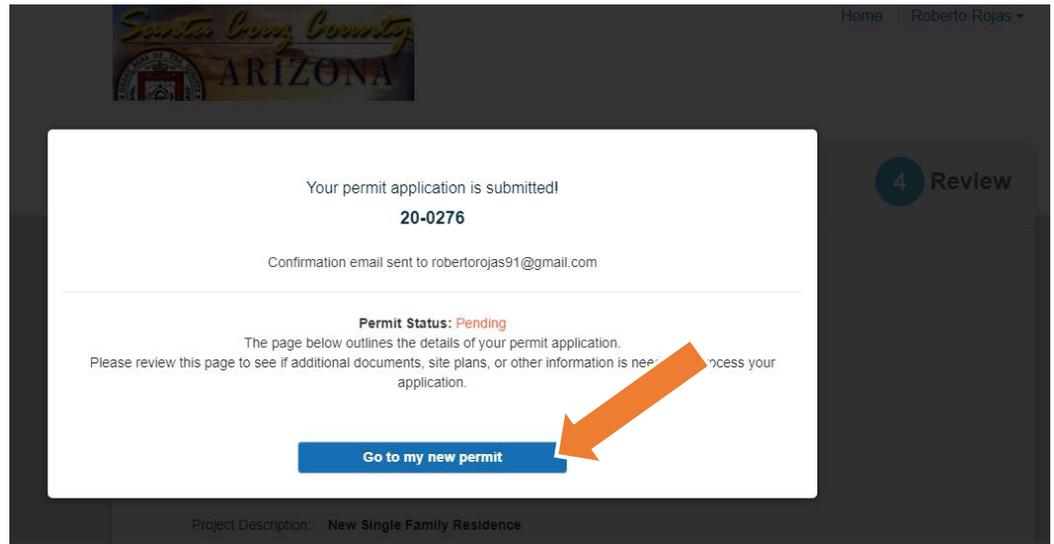
Project Name: **Test_2020**

Project Description: **New Single Family Residence**

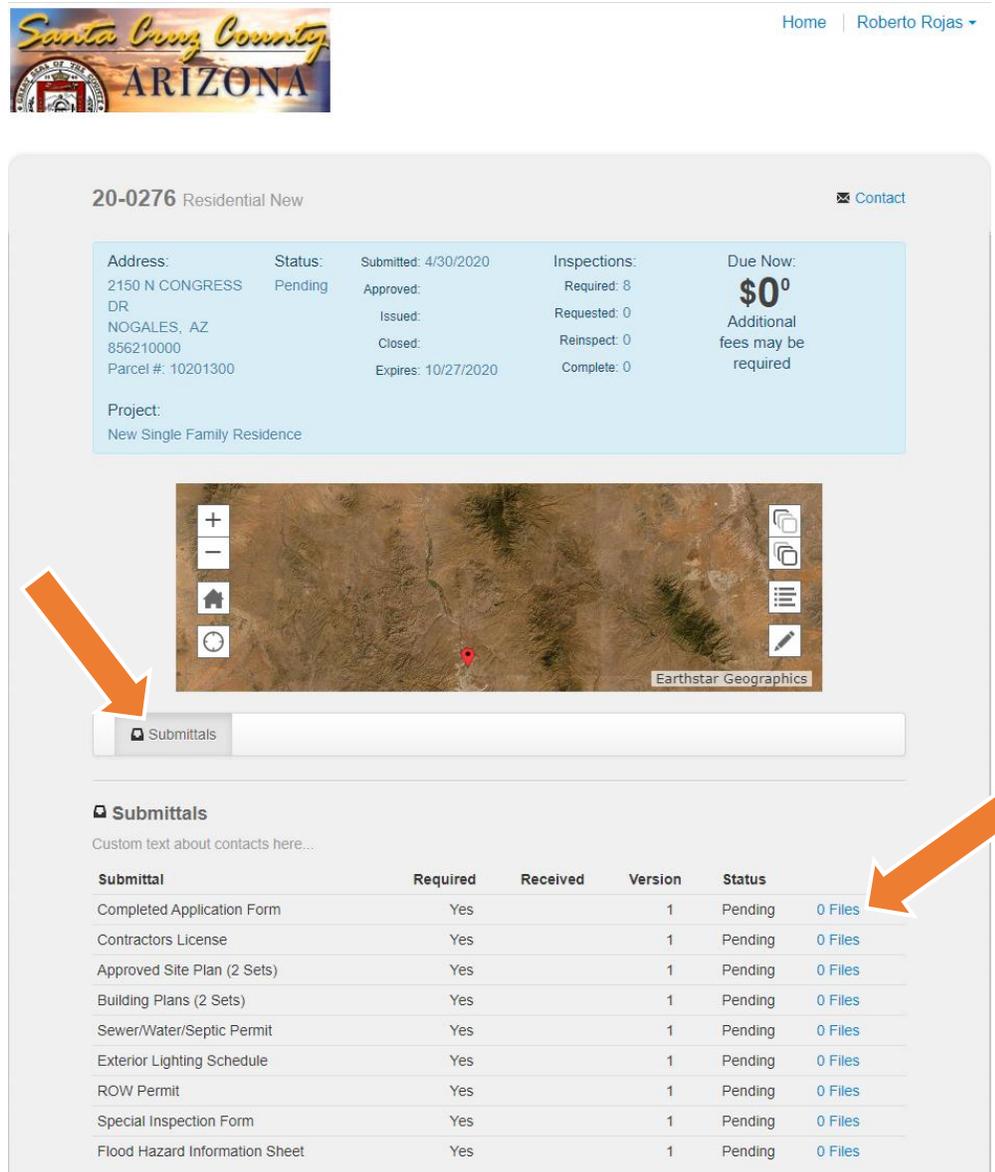
Site Address:

[✓ Save and Continue](#)

11. After you click on “Save and Continue” your application will be submitted and permit number will generated, but the application is not yet complete. Click on “Go to my new permit” and follow the next steps to upload the required submittals.



12. On the permit window you could check the status, the balance, and the required submittals.
 - a. To upload a document click on “0 files” next to the corresponding submittal title



13. Then, click on the “Upload” button, where you can choose the PDF file corresponding to the submittal prior selected. After choosing the PDF file click again on “Upload”. Once the PDF is uploaded click on “Return to Permit Detail” and repeat this step for each submittal requirement.

20-0276 Residential New Contact

Completed Application Form

Version	Status	Received	Deficiency Report
1	Pending		

Version 1 Pending

Submitted File	Comments	Date Received	Review Status	Markup File

[Return To Permit Detail](#) [Upload](#)

14. Back in the permit detail window, you can check if all the required submittals have been completed.

20-0276 Residential New Contact

Address: 2150 N CONGRESS DR NOGALES, AZ 856210000 Parcel #: 10201300
 Status: Pending
 Submitted: 4/30/2020
 Approved:
 Issued:
 Closed:
 Expires: 10/27/2020
 Inspections: Required: 8 Requested: 0 Reinspect: 0 Complete: 0
 Due Now: \$0⁰
 Additional fees may be required

Project: New Single Family Residence

Submittals

Submittals
 Custom text about contacts here...

Submittal	Required	Received	Version	Status	Files
Completed Application Form	Yes	4/30/2020	1	Pending	1 Files
Contractors License	Yes		1	Pending	0 Files
Approved Site Plan (2 Sets)	Yes		1	Pending	0 Files
Building Plans (2 Sets)	Yes		1	Pending	0 Files
Sewer/Water/Septic Permit	Yes		1	Pending	0 Files
Exterior Lighting Schedule	Yes		1	Pending	0 Files
ROW Permit	Yes		1	Pending	0 Files
Special Inspection Form	Yes		1	Pending	0 Files
Flood Hazard Information Sheet	Yes		1	Pending	0 Files

To download the Application Forms, click on "Home" and then at the bottom click on "Documents"

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Other services

Reports

Documents

Santa Cruz County

Home

Documents

- Building and Grading Application
- Landscape Acknowledgement Form
- Exterior Lighting Schedule
- Owner Builder Form
- Commercial Sign Application
- Plan Submittal Check - Off List
- FHIS Form
- TAC Application
- Conditional Use Permit Application
- Variance Application
- Temporary Food Permit Application