

## Steps for Obtaining a Rebuilding Permit

### Recover and Rebuild Permit Process

Our Recovery Permit Center team is here to guide you through the entire process.



\* must be completed for the building application package  
† septic system, sanitation, water

At any point throughout the process, you can apply for a Temporary Housing Permit.

### STEP 1: DEBRIS REMOVAL

- **Phase 1** Removal of household hazardous waste and removal of fire-related debris
- **Phase 2** Milestones during the cleanup process:
  - Right of Entry (ROE)
  - Site Assessment
  - Asbestos
  - Debris Removal
  - Soil Samplings
  - Erosion Control
  - Clearance for Phase 2

For more information regarding debris removal please visit: [Santa Cruz County Debris Removal](#)

### STEP 2: PRE-APPLICATION CONSULTATION(S)

Take advantage of the County’s Pre-Application Screening Service (PAS). PAS provides information and resources to help you determine what will be required and what are all the options available on the property. A complete permit application package will streamline the issuance of your permit. PAS can help you verify your parcel data, setbacks, planning requirements, geological and technical requirements, permit history, septic system information, access for fire protection and more.

All you need is an address or Assessor’s Parcel Number (APN)

[Recovery Permit Center \(RPC\) Appointment Booking](#) - Please set up an appointment as often as you need.



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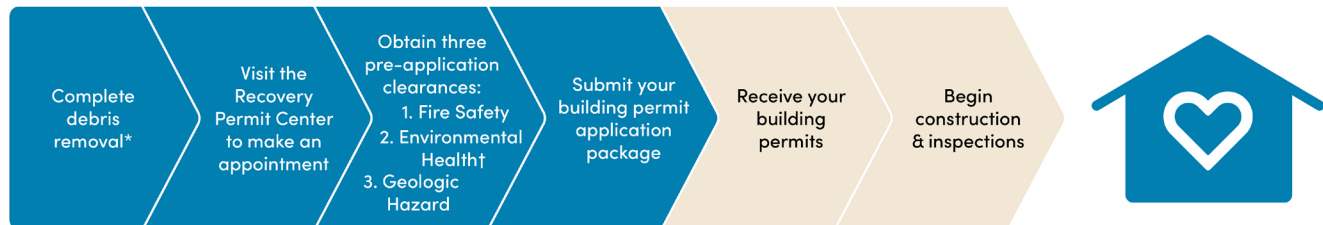
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## STEP 3: PRE-CLEARANCES

Pre-Clearances must be obtained prior to submittal of a building permit application. This will help you and the Recovery Permit Center team identify and work through any technical issues with septic systems, water, fire access and potential geologic hazards early in the design process. A site plan will be required as part of the Pre-Clearance application. The three required pre-clearances are EH (Environmental Health), Fire, and Geologic Hazard. The application and list of site plan requirements can be found [on our website](#).

- **Geologic Hazard Clearance:** The Permanent Geologic Hazard Clearance (PGHC) is a pre-application evaluation of potential geologic hazards that may affect a rebuild proposal. Note: If geologic hazards are identified that require further geologic investigation, such assessments or reports must be completed and accepted prior to obtaining this clearance. It may be beneficial to consult with a licensed geologist prior to submittal of the geologic hazard clearance application.
- **Environmental Health Clearance:** The Environmental Health pre-clearance will verify permitted septic system and water source for the property. The clearance will determine the specific water and septic requirements for your proposed project.
- **Fire Access:** The RPC will set up a site visit to determine if the property has site access that meets standards, Emergency services access, and that driveways and bridges meet codes.

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## STEP 4: SUBMIT YOUR APPLICATION PACKAGE FOR REBUILDING PERMITS IN ORDER TO GET TO THIS STEP, YOU MUST COMPLETE STEPS 1 THROUGH 3.

RPC technicians will assist you to verify that all required information is provided for the application package intake. They will assist with all permits required during the rebuilding process.

Heads up! **An incomplete package will not be accepted and will require you to come back at a later time with the supplemental information.** Please complete the entire package before applying to ensure timely processing of your rebuilding permits.

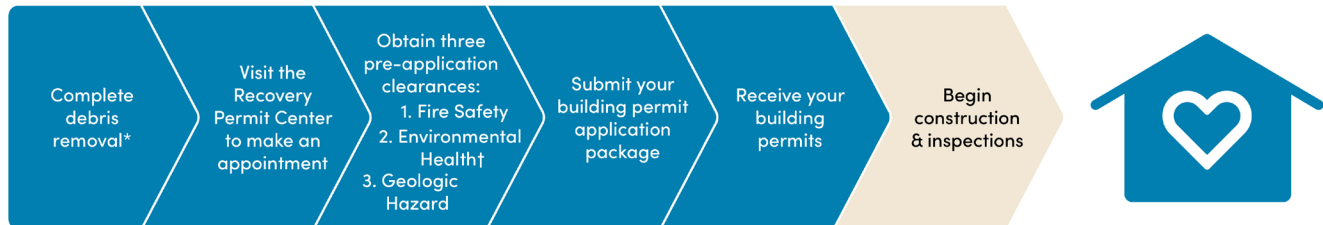
Congratulations! You've submitted your plans – that's the completion of a big step in the development process!

## STEP 5: SUGGESTIONS OF WHAT YOU CAN DO TO PREPARE TO BUILD AT THIS TIME

- Confirm Contractor with a written contract
- Only pay 10% down or \$1,000, whichever is less as suggestion per CSLB
- Avoid paying in cash
- Confirm your supplier of materials with written contracts
- If working with other neighbors, inform them of your possible timeline to rebuild
- Enjoy community events, other fire survivor resources, and support groups

For more information visit the [CSLB \(California State License Board\)](#)

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## STEP 6: BUILDING PLAN REVIEW AND APPROVAL PROCESS

RPC staff will review your plans for compliance with all local, state, and federal codes.

- **Heads up!** Some requirements, including residential fire sprinklers and truss calculations, may be listed as a deferred submittal and will be reviewed later. However, we encourage complete submittals instead of deferred submittals as deferred submittals may slow down the permitting process. In other words, it's recommended to submit ALL requirements at once, if possible, to increase the speed of a permit being issued.
- **Heads up!** There is something called a green-line comments process. This allows plan examiners to insert conventional or minor comments on the plans to expedite the review process. Some comments may require correction or clarification by the design professional before permits can be issued. Some items will be able to be resolved at the counter or specified on the plan as a deferred submittal. Be sure to follow through on these comments with your design professional.

Nice work! You have done your due diligence and your new home plans are now with the Recovery Permit Center pending approval. To check in on your review process call the RPC at 831.454.5323 The expected time for first review is seven business days. The expected time for review of re-submitted plans is five business days.

## STEP 7: BUILDING PERMIT ISSUANCE

Your building permit has been issued and all required conditions for your project are approved. You can now begin rebuilding!