

# Santa Cruz Fire Department Plan Submittal

## PREFERRED PROCESS:

- **Before printing plans out**, submit plans digitally to Fire Prevention. If plans are too large you will be requested to email them directly to our outside Plan Checker.
- Do not print the plans until they have been approved, so they will include the electronic approval stamp.
- We will email you a copy of the approved and stamped plans to be printed.
- We will arrange an appointment to exchange plans, permit and payment at curbside.

## ALTERNATIVE PROCESS:

- **If plans are already printed**, you will need to scan them and email us a digital copy in addition to dropping the hard copies through our mail slot or during open Admin Hours.
- Our outside Plan Checker will review the digital plans.
- Once the Plan Checker has approved the digital plans, we will wet stamp the hard copies and arrange an appointment to issue the permit at curbside.

## *Limited Public Counter Hours*

- **Public Counter Hours (face covering required)** - Monday & Wednesday 9-12
- **Phone & Email Counter Hours** - Monday – Thursday 8-12 & 1-4

**Although we are resuming limited counter hours, at this point we are not resuming in-person appointments. We ask you continue to contact us by phone or email.**

Inspections are being conducted following the Santa Cruz County Health Officer Order, Appendix B: Construction Site Requirements. Please be familiar with them when scheduling inspections.

**Please understand this is a fluid situation and is subject to change. We will do our best to inform you if any of the above changes.**

Call or email Fire Prevention Tech Kelly Kumec if you have any questions:  
[kkumec@cityofsantacruz.com](mailto:kkumec@cityofsantacruz.com) - 831-420-5284