Permit Process Flow Chart

DISCLAIMER: This flow chart is intended to provide general guidance on the permitting process. If your rebuilding needs are unique or complex, please consult a Planning and Development case manager for assistance.

START

Evaluate Proposed Rebuild

Montecito Board of Architectural Review (MBAR) required?

No changes to height, location or design

Changes to height and/or location (no change to design)

Changes to design (no change in location or height)

Changes to structure size greater than 10%

No MBAR Review/Approval

No MBAR Review/Approval

MBAR Review/Approval Required

MBAR Review/Approval Required

Exempt from Planning Permits

Exempt from Planning Permits

Coastal Development Permit Requiring A Public Hearing (CDH)

Exempt from Planning Permits

Coastal Development Permit Requiring A Public Hearing (CDH)

De Minimis Waiver

Coastal Zone + CA Coastal Commission Appeals Jurisdiction

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To contact your Planning & Development Case Manager, please call (805) 568-2090, email to: pad@co.santa-barbara.ca.us, or visit the Planning and Development Zoning Counter at 123 E. Anapamu St., Santa Barbara 93101
STEP 1 DEBRIS REMOVAL

Property owners are responsible for managing or removing any debris on their property. To assist property owners, the County has identified cost-effective options to manage or remove debris.

- Materials exchange website
- Contracted material haulers
- Additional sites available and listed on the ReadySBC.org website

Options for debris management and disposal sites as well as more information on debris removal are located at ReadySBC.org at Rebuild and Repair Assistance. Visit the website for more information.

STEP 2 DESIGN

Property owners and their design professional or architect will need to create a set of plans for a new home that includes all design, engineering, and required code upgrades. The permitting and review process timeline is affected by the differences between a new proposed home versus the original structure.

- Meet with a design professional or architect
- Talk with your neighbors – understand what they are planning to do
- Retrieve original plans from the Architectural Archives located at 415 Camino Del Remedio by calling (805) 967-3639 or start from scratch
- If applicable, verify condition of the property’s septic system and electrical systems
- If applicable, coordinate any necessary reviews with homeowner’s associations (HOA)

STEP 3 PLANNING PERMITS

Case managers will work with the property owner(s) throughout the permitting process from application submittal to permit approval and issuance. The permitting process will vary depending on changes to the design, size and footprint of the original structure. To get in touch with your case manager, contact Planning and Development’s Zoning Counter at (805) 568-2090.

- Determine the type of permit(s) needed
- Call to make an appointment with your assigned Planning & Development case manager to discuss your project
- Review the FEMA advisory Recovery Map for your property and discuss the elevation required for rebuilding with the Flood Control District
- Submit planning application and plans

STEP 4 BUILDING PROCESS

Once the building permit application and plans are submitted, the Planning and Development Department, Building and Safety Division will complete the first building plan check for single family dwellings within approximately two weeks. Building plan check reviews for accessory structures should be completed within 30 days from the date of submittal. A list of available contractors are located on the Santa Barbara Contractors Association website at www.sbcontractors.org. Contractors are not required to be a Santa Barbara County contractor.

- Hire a licensed contractor
- Submit building application and building plans
- Complete building plan check process
- Once the building permit is issued, set building schedule