



County of Santa Barbara Planning and Development

Lisa Plowman, Director
 Jeff Wilson, Assistant Director
 Steve Mason, Assistant Director

BUILDING & SAFETY CONSTRUCTION CHANGE REQUEST (CCR) APPLICATION

ORIGINAL PERMIT NUMBER: _____ CCR NUMBER: _____

DATE: _____ APN: _____ VALUATION: \$ _____

PROJECT ADDRESS: _____

CONTACT PERSON: _____ PHONE: _____

EMAIL ADDRESS: _____

APPLICANT SIGNATURE: _____

Indicate all proposed revisions below by Detail and Sheet Number (include square footage). Unless specifically noted herein, no other revisions are approved.

FOR OFFICE USE ONLY

<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	CLEARED BY ZONING	PLANNER: _____
<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	PLANS	# SETS: _____
<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	STRUCTURAL CALCS	# SETS: _____
<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	TRUSS CALCS	# SETS: _____
<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	ENERGY CALCS	# SETS: _____
<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A	SOILS REPORT/UPDATE LETTER	# SETS: _____

BUILDING & SAFETY CONSTRUCTION CHANGE REQUESTS (CCR'S)

Some minor changes can be performed without submitting for a new building or revision permit. These are changes that 1) do not substantially change the original scope of work, 2) does not involve changes to the overall square footage (may not apply to remodeled area), and 3) does not require zoning approval or approvals from outside agencies (e.g. fire department, water districts, sanitary districts, etc.).

Here is how the process works:

- Please have your architect/designer provide 1) a revised cover sheet with updated sheet index that shows a revision cloud around each of the sheets of plans that have been revised, along with a numbered revision tag for each of the clouds and 2) a clear and complete scope of the proposed change(s) on the cover sheet. The scope of the change on the cover sheet shall also be clouded and identified with a revision “tag” (revision number tag).
- In addition to the cover sheet, provide only the sheets in the drawing set that have been revised.
- Revised sheets shall clearly cloud the changes made to that sheet and identified by a revision tag.
- All revised sheets are to be stamped and signed by the architect and/or engineer of record at the time of submittal (for “non-exempt” work).
- One stamped and signed copy of associated documents (e.g., structural calculations, soils letters, Title 24, etc.) are to be submitted along with two sets of the revised plans. Supporting documents need only address the revision (we do not need additional copies of the original documentation).
- At submittal, bring in the stamped, originally approved job set of plans along with two sets of revised plans. If the job set needs to stay on the job site for inspections, provide us with an electronic copy of the originally approved plans.
- Once all plan check comments have been satisfied on the project, the plans examiner will mark up the original drawings as necessary to show what sheets have been superseded. The plans examiner will then contact you and let you know when you can pick up the permit.



County of Santa Barbara Planning and Development

Lisa Plowman, Director
Jeff Wilson, Assistant Director
Steve Mason, Assistant Director

REVISIONS, CCR's and New Permits Submittal for Active Permits

Construction changes & updates to permits under construction vary in scope, size and complexity. The Purpose of this memo is to provide clarity on what constitutes a Construction Change Request (CCR), a Revision (REV) and what would trigger a new building permit (BDP/ELE/MEC/PLM).

If you are in doubt whether a submittal should be taken in as a CCR, REV or BDP don't hesitate to consult with your supervisor.

Construction Change Request (CCR)

These are revisions or changes that can be reviewed over the counter and that:

- Do not substantially change the scope of work.
- Do not involve changes to the overall square footage.
- Do not require approvals from outside agencies (e.g. Fire, Flood, Water, Sanitary, etc.)
- Do not require a land use permit (LUP) or changes to a current LUP.
- Do not involve major exterior changes.

Examples of CCRs include:

- Minor floor plan layout changes
- Minor electrical, mechanical or plumbing changes.
- Increasing the square footage of interior remodel projects.
- Minor Structural changes (e.g. adding a beam, enlarging an (e) opening, minor footing changes, etc.)

Revisions (REV)

These are revisions or changes that require review similar to a small 10 day project; these:

- May require a land use permit (LUP) or changes to a current LUP.
- Require approvals from outside agencies (e.g. Fire, Flood, Water, Sanitary, etc.)
- Involve substantial changes to approved scope work or that add square footage to the structure.
- Substantial structural changes (consult with Supervisor or Plan Check Engineer)

New Stand Alone Permit (BDP/ELE/MEC/PLM)

These are revisions or changes that can involve a major or significant change:

- Changes in Occupancy use or creating New Occupancies (Discuss with your supervisor)
- Tenant Improvements
- Major changes in scope of work:
 - A small remodel becomes a major remodel and/or addition (e.g. going from small bath/kitchen remodel to extensive remodel)
 - Adding a story or basement.
- Going from remodel to demo/rebuild.
- Changes to electrical, mechanical or plumbing that cannot be reviewed over the counter or required outside agency approval; these could be stand alone ELE, MEC or PLM permits.