



**Apply now**

# **EZ ONLINE PERMITTING** *and* **ELECTRONIC PLANS**

**Visit [EZOP.SBCounty.gov](https://EZOP.SBCounty.gov)**

- Save time by submitting applications, plans, and documents electronically through the EZOP Portal
- Check the status of your application and view projects updates immediately
- Avoid lines and travel time to County offices by paying your application fees online

## **EZ ONLINE APPLICATIONS AVAILABLE:**

### ***Transportation Permit Applications***

- Street Improvement Plans
- Road Construction
- Tract
- Adopt-a-Road
- Road Closures
- Encroachments
- Special Events
- Neighborhood Watch
- Excavation Permits
- Filming Permits
- Tree Permits
- Conditional Utility Work Authorization (CUWA)
- Moving (Single/Annual)

**START YOUR APPLICATION TODAY**

<https://ezop.sbcounty.gov/CitizenAccess>

**HAVING TROUBLE APPLYING?**

**CONTACT US AT:  
(909) 387-7995**

### ***Flood Control Permit Applications***

- Flood Control Construction  
*Examples:*
  - Lateral Connections
  - Aerial utility line crossings
  - Bridge Work
  - Trails
- Flood Control Temporary Permits
- Flood Control Annual Permits

# EZOP Electronic Application and Document Submittal PROCESS AT A GLANCE

## Electronic Document GUIDELINES

### A | ELECTRONIC DOCUMENTATION SUBMISSION METHODS

Visit [EZOP.SBCounty.gov](http://EZOP.SBCounty.gov)

- County staff can assist with establishing an EZOP account if applicant does not have an existing account
- Applicant must provide an email account to setup an EZOP account

#### Over-The-Counter

- CD/Flash Drive: County staff can upload your plans/documents to EZOP
- Paper: County staff can scan your plans/documents.

### B | PDF FILES ONLY

- Plans and documents must be submitted in PDF format only
  - Layers should be flattened and made into a single image to reduce file size
  - Specifications, renderings, photos, presentations, and other supplemental information must be submitted in PDF format and should be consolidated into as few separate files as possible

### C | WHEN SCANNING YOUR PAPER DOCUMENTS

- It is recommended that you convert your plans/documents into PDF format directly from the application that created them. However, when you must scan plans/documents, please follow the guidelines below:
  - Plans should be scanned at a resolution of 300 dpi
  - Supplemental materials may be scanned at lower resolutions, provided that the content remains legible

### D | FILE NAMING REQUIREMENTS (30 CHARACTER MAXIMUM)

- Plans and documents must be formatted in the following order:

Document Type–File Version–Project Name

Example: FloorPlans-v01-StonePlaza

### E | MAXIMUM ELECTRONIC FILE SIZE

- 75 MB per file

### F | PLAN SHEET SIZE

- The following list indicates plan sheet sizes that can be submitted electronically:

8 ½ x 11" | 11" x 17" | 24" x 36" | 30" x 42" | 36" x 48"

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