

Visit 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







STEP 1: APPLICATION SUBMITTAL

- Applicant goes to EZOP.SBCounty.gov, completes application and uploads plans/documents, or
- Applicant visits County office and submits application and plans/documents Over-the-Counter (OTC)

STEP 2: APPLICATION INTAKE

County staff verifies submittal meets guidelines and coordinates with other departments to assess fees







STEP 3: FEE PAYMENT

Applicant pays fees

- Applicant logs into EZOP and pays fees, or
- Applicant visits County office and pays fees

STEP 4: COUNTY REVIEW

County staff completes project reviews







Applicant interacts with staff until plans approved

STEP 5: APPROVE FINAL PLANS

County staff approves final plans







STEP 6: APPLICANT DOWNLOADS PLANS

Applicant downloads approved plans from EZOP

STEP7: APPLICANT DOWNLOADS ISSUED PERMIT AND CALLS INSPECTOR

Electronic DocumentGUIDELINES

A ELECTRONIC DOCUMENTATION SUBMISSION METHODS

Visit 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.

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

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

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

MAXIMUM ELECTRONIC FILE SIZE

■ 75 MB per file

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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