



Coming July 1, 2020!

# EZ ONLINE PERMITTING *and* ELECTRONIC PLANS

Visit [EZOP.SBCounty.gov](http://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 JULY 1, 2020:

### FLOOD CONTROL PERMIT APPLICATIONS:

- New Construction Permits
  - Block Wall
  - Bridge Xing / Widening
  - Grading / R&W Revetment
  - Side Drain Connection(s)
  - Street Improvement over District R/W
  - Utility Permit (Aerial/ Parallel/ underground/crossing)
  - Surplus Materials
  - Community Trail(s)

**START YOUR APPLICATION TODAY**

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

**FACING A PROBLEM WITH  
APPLYING?**

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

- Temporary Permits
  - Access Permits
  - Graffiti Removal
  - Haul Road/ Detour Road
  - Clean-up Activities
  - Storage (Equipment/Material)
  - Beekeepers

# EZOP Electronic Application and Document Submittal PROCESS AT A GLANCE



## STEP 1: APPLICATION SUBMITTAL

- Applicant goes to EZOP.SBCounty.gov, completes application and upload 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 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



# 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

## 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

- 75MB 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"