



PUBLIC WORKS (PBW) PERMIT APPLICATION

SUBMITTAL PACKET

INSTRUCTIONS

A Public Works Permit (PBW) is required any time construction work will be conducted within the public right of way, City streets, or utility easements. Examples include equipment or structures placed upon the street or sidewalk, driveway or sidewalk installation or replacement, utility work, and traffic control. Public Works also processes address assignments and other Land Development or Real Property recorded documents. You may also apply with Public Works for water and sewer service connection work orders. This document includes a list of information that is required to apply for a Public Works Permit in the City of Santa Barbara.

HOW TO SUBMIT

All permit applications, including all supporting plans and documents, are accepted online via our [Accela Citizen Access Portal \(ACA\)](#). More information and handouts are available here: [Instructions and Supplemental Handouts](#).

WHAT TO SUBMIT

Fill out the Public Works Permit Form. Submit any additional materials (such as plans or forms) for the permit type as described on the [Public Works Forms & Handouts](#) webpage. Most construction applications require an appropriately licensed contractor be listed below. All forms and materials must be completed, signed, and submitted as a PDF attachment to your electronic submittal.

REVIEW PROCESS

These are the steps in the review process after you submit your application online:

1. Staff will review your application for compliance with code requirements. If additional information is required, you will be notified to resubmit any missing forms or plans.
2. Fees may be paid online through ACA, mailed, faxed, or dropped off at 630 Garden Street for processing. A [Fee Payment Submittal Sheet](#) is required; see: [How to Pay Invoiced Fees](#).
3. Upon full payment of fees and completion of all documents and plan approval, the City will issue a permit. All permit documents require a signature and uploaded to ACA. You may then begin construction or commence the operations or uses authorized by the permit.

4. The completed permit must be onsite for review during inspection or when requested by City Staff. If you are posting No Parking signage or other temporary traffic control, please ensure the permit is visible to Parking Enforcement.

FEES

Payment of fees is required for all applications.

Fees

Payment via check, electronic check, or credit card is required before project review or processing. Once the application is submitted, City staff will follow up electronically with an invoice for the total fee amount. Fees may be paid online, mailed, faxed, or dropped off at 630 Garden Street for processing. If paying by mail or fax, a [Fee Payment Submittal Sheet](#) is required. For more information, see: [How to Pay Invoiced Fees](#).

TIP! A complete listing of fees is available [here](#) and may be used to estimate permit fees on your project.

PLANS

Site Plan

See the separate Public Works [Minimum Site Plan Requirements](#) handout for the required contents of plan submittals. Geographic Information System maps are available by emailing pwcounter@santabarbaraca.gov to assist you with your utility site plan submittal. If your project includes new public improvements, then you will need a civil engineer prepared C-1 plan. Click [here](#) for requirements on those plans. Public Utility Companies may submit their plans for review.

Traffic Control Plan

A Traffic Control Plan or adequate written description is required for all work performed within the public right of way. Each traffic control plan shall be developed consistent with the [California Manual on Uniform Traffic Control Devices \(CA MUTCD\)](#).

PUBLIC WORKS PERMIT FORM

PERMIT INFORMATION

Type: Construction Water ([supplemental application](#)) Sewer Encroachment Other

Haul Route ODLA ([supplemental application](#)) Parking Waiver Land Development

Choose: Property Owner Public Utility Company Licensed Contractor Applicant, General

LOCATION INFORMATION (Location of premises where the work will occur)

Job Site Address: _____ APN or Block: _____

Business Name: _____

PROJECT DESCRIPTION

PROJECT INFORMATION

Other Permit #s: _____ Engineer's Estimate for C-1: _____

Construction Start Date: _____ End Date: _____ Night Work

APPLICANT INFORMATION (Person responsible for submittal of application and payment of fees)

Name: _____ Title (contractor, etc.): _____

Mailing Address: _____ ZIP: _____

Email: _____ Phone: _____

LEGALLY RESPONSIBLE PARTY (Person responsible for authorized work after the permit is issued)

Typically this is either a public utility company, licensed contractor*, or property owner doing the work.

Name: _____ Title (contractor, etc.): _____

Mailing Address: _____ License #: _____

Email: _____ Phone: _____

* A City of Santa Barbara Business License and Certificate of Insurance naming the City as an additional insured is required if not already on file.

OTHER CONTACTS (Person preparing plans or otherwise associated with case)

Typically this is either a land surveyor, civil engineer, architect, or property owner (if contractor signing for permit)

Name:	Title (civil engineer, etc.):
Mailing Address:	License #:
Email:	Phone:

OTHER CONTACTS (Person preparing plans or otherwise associated with case)

Typically this is either a land surveyor, civil engineer, architect, or property owner (if contractor signing for permit)

Name:	Title (civil engineer, etc.):
Mailing Address:	License #:
Email:	Phone:

Under penalty of perjury the following declarations are made:

I certify that I have read this application and state the above information is true and correct to the best of my knowledge, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application.

I, the undersigned, understand approval of this permit does not waive any requirements, laws or ordinances of the City of Santa Barbara.

APPLICANT'S SIGNATURE:

Applicant's Signature

Date

Applicant's Name (printed)

Title (contractor, etc.)