

EZOP Electronic Application and Document Submittal PROCESS AT A GLANCE

Electronic Document GUIDELINES

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

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"



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



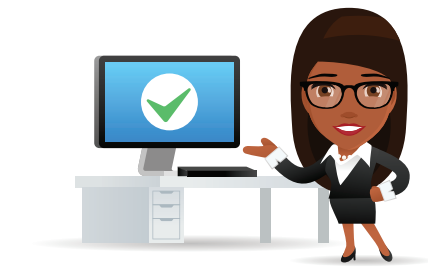
STEP 3: FEE PAYMENT

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



STEP 4: COUNTY REVIEW

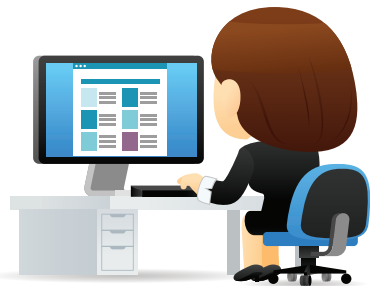
County staff completes project reviews



STEP 5: APPROVE FINAL PLANS

County staff approves final plans

Applicant interacts with staff until plans approved



STEP 6: APPLICANT DOWNLOADS PLANS

Applicant downloads approved plans from EZOP

