

**County of Santa Barbara**  
**On-line Policies & Procedures Manual**  
**Office Space Assignment**

Activated - July 1994

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Policy

Assignment of county office space shall be made by the Board of Supervisors upon recommendation by the County Administrator and the Director of General Services.

Procedures

Requests for reassignment of space shall be made in writing by a department to the County Administrator and should include specific reasons and justification for such. All such requests shall be reviewed by the County Administrator with the advice of the Director of General Services.

Recommendations for changes in the assignment or utilization of space shall be made by the County Administrator to the Board of Supervisors for review and approval.

Exception

Changes in office space assignments of 500 square feet or less shall be approved by the County Administrator and shall only be reviewed by the Board of Supervisors if appealed by a department head.