

# How to obtain a Building Permit

## Step by Step

Building permits are required for most construction within the City of Carpinteria. There are basically two types of building permits: over-the-counter permits and those requiring Planning review. Over-the-counter permits include water heater replacement, furnace replacement, re-roofing and utility service upgrades. Generally for over-the-counter permits, building plans are not required and the permit can be issued on the spot.

All other permits require further review. Before having plans prepared, speak with a City planner to determine the zoning requirements and to ensure that the appropriate permit path. For example, your project may need to be reviewed by the Architectural Review Board and/or the Planning Commission before a Building Permit can be issued. City planners are available to discuss your development options and to help guide you through the permit process.

Once the permit path has been determined you are ready to apply for your Building Permit.

### STEP 1 - PREPARING THE APPLICATION



Submitting a complete application is the first step in ensuring the plan check process proceeds in a timely manner. The following information must be provided when applying for a Building Permit:

- COMPLETED APPLICATION FORM
- BUILDING PLANS
- PHOTOGRAPHS
- DRAINAGE/GRADING /SOILS Plans
- TITLE REPORT
- ADVANCE PLAN CHECK DEPOSIT
- FIRE DISTRICT APPLICATION

### STEP 2 - APPLICATION SUBMITTAL

Applications should be submitted to the Building Division office at Carpinteria City Hall, 5775 Carpinteria Avenue, from 8:00 am to 4:30 pm Monday through Friday, excluding holidays. The Community Development staff will conduct a preliminary review of the application and, if satisfactory, the project will be taken in for processing.



### STEP 3—PROCESSING THE APPLICATION

**Planning:** First, the application is reviewed by the Planning Department to ensure that the property and project conform to the City's Zoning Code and or past approvals. If the project has received ARB or Planning Commission review, the project planner will ensure that all Conditions of Approval have been addressed.

**Building:** After planning review, the building inspector checks the plans for compliance with local and state building codes and energy standards.

If additional information is required, or if the plans require revisions, the applicant will be notified by staff. Plan check will resume once the revisions have been incorporated into the plan set and resubmitted.

Once the application has been approved, the permit fee will be computed and an official City of Carpinteria building permit is prepared.

### STEP 4—ROUTING SLIPS

Some Building Permits will require that, prior to issuance, the application has been reviewed and any special agency fees have been paid. The applicant will be called to pick up a Special District Routing Slip, which is taken to each agency for payment of fees and sign-off. Once returned, the remaining signatures are collected by the Community Development Department.

### STEP 5 - FEES AND TAXES

Please be aware that the City and other special districts have separate fees that are applied to new construction in the City of Carpinteria. These fees are as follows:

City of Carpinteria New Construction Tax  
New Dwelling Units = \$500.00 / per unit  
New Commercial/Industrial = \$0.45 / per sq. ft.

Carpinteria Unified School District  
New Residential (habitable) Construction over 500 square feet = \$2.05/new sq. ft.  
All Other New Construction = \$0.33/new sq. ft.

Carpinteria-Summerland Fire District  
Fire Protection Certificate Fess  
New Residential - 250 -999 sq. ft. = \$76.00  
1,000 & over = \$380.00  
Non-Residential up to 500 sq. ft = \$76.00  
500 & over = \$380.00

Additional Mitigation Fees may also be assessed. These fees are exclusive of City Building Permit fees. While the City coordinates with the Water, Sanitary, School, Fire and other special districts, you are responsible for their fees and securing each district's sign-off on your project's routing slips.

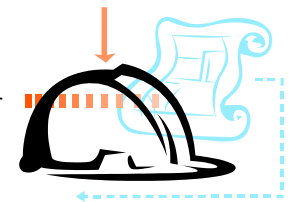
Development Impact Fees are assessed based on the total new dwelling units or project square footage. These fees are due prior to issuance of the Building Permit. A schedule of these fees can be obtained at the Community Development counter.

### STEP 6 - PERMIT ISSUANCE

Once all applicable fees have been paid and the routing slip is complete (if necessary), the permit is ready for issuance. To issue a permit, a person must sign for the permit and pick up the permit at City Hall Building.

### STEP 7 - BEGIN CONSTRUCTION

After the building permit is issued, construction must begin within six months, have at least one inspection. The permit card and the "job" set of plans should be maintained on the job site. The inspector will need to sign the inspection card at the time of inspections.



## **STEP 8 - BUILDING INSPECTIONS**

A City building inspector will check the work as it progresses. The inspection record card must be posted on site and must be signed by the inspector after each stage. A copy of the approved plans must be on site during work hours, and for inspections.

## **STEP 9 - INSTALLATION OF UTILITIES**

Utility services must be applied for directly from the local supplier of that service. Once the builder applies for a Building Permit, he may schedule installation of a particular service. The utilities may be completely installed but will not be tagged ready for service until the structure is determined by the building inspector to be ready for occupancy.

## **STEP 10 – CERTIFICATE OF OCCUPANCY**

Projects requiring a Certificate of Occupancy are provided a final routing slip, which is to be signed by all affected agencies. Once all agencies' conditions have been met, a Certificate of Occupancy will be issued.

To request forms or to obtain additional information about specific projects, please call the Building Division staff at 684-5405, ext. 410.

## **Void Permits and Expired Permits**

Should a permit be pulled and the work not started, the permit will automatically become void after 120 days should the work not be commenced and at least one inspection taken place. The permit shall also become void should the permit work be suspended or abandoned for 180 days after commencement or an inspection of said work.

If a permit you pulled is nearing a point where it might become void and expire, please contact the Building Department to discuss options available to extend the permit. In order to extend the life of an aging permit, staff may require submittal of revised or updated plans to meet current building codes, a fee for extension of the permit or additional requirements based on the type of permit and work being done.

If a permit has expired, staff cannot extend the permit. A new application must be submitted.

## **Community Development Department Mission Statement**

The Community Development Department will provide proactive customer service to ensure that the physical development of the community enhances Carpinteria's small beach town character. In partnership with the community, we will promote a high quality of life by consistently and fairly enforcing regulations to preserve neighborhoods, achieve well-designed buildings, and contribute to a safe, healthy, livable and economically prosperous environment.

### **City of Carpinteria**

Community Development Department  
Building Division  
5775 Carpinteria Avenue  
Carpinteria, CA 93013  
Phone: (805) 684-5405 ext. 410  
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# **APPLYING FOR A BUILDING PERMIT**

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