

City of Carpinteria ♦♦ Building Division
BUILDING PERMIT APPLICATION SUBMITTAL CHECKLIST

Complete application packages can be submitted in person or mailed in. Please note that a person must physically sign and pick up the permit once issued. If you have any questions, please contact building division staff at **(805) 755-4410** or **(805) 755-4451**.

A. COMPLETED APPLICATION. May require PHOTOGRAPHS (verify with staff prior to submittal)

B. DRAINAGE/GRADING PLAN/SOILS REPORT/TITLE 24 AND OTHER CALCULATIONS

A drainage, grading plan and soils report is required for any second-story addition or any addition over 700 sq. ft. At least 2 copies of the required reports and calculations shall be provided. Engineering and energy reports may be required, please verify with the Building Inspector at (805) 805-880-3409.

C. BUILDING PLANS

1. **Four full-size sets** of working drawings and **one reduced set** (8-1/2" x 11"). Inquire with staff for exceptions.
2. **Electronic File** – An electronic file may be required upon request. Upon Building Permit issuance, applicant will be required to pay for archival scanning and/or printing of approved plans.
3. **Site plan** with complete & accurate dimensions of all buildings, etc. Show complete & accurate **property lines** & dimensions of site & adjacent properties. Show accurate **setback dimensions** (check zone district for these).
4. Put **street address & assessor's parcel number** on each plan sheet (APN available at counter).
5. Show the building/**structure coverage calculations** on the plans. Give complete and accurate information on the proposed use of the building/structure/rooms & show complete & accurate dimensions of all rooms including garage.
6. Show the footprint of all the existing & proposed buildings/structures, parking areas, entrances, exits, paved areas, etc.
7. Building/structure elevations must be labeled on the plans (north, east, south, west, etc.)
8. Label the building/structure height from the finished floor & from ground level.
9. Show **scale** on the plans (1/4" = 1', 1" = 20', etc.) and show **north arrow** on the plans.
10. Show the plan preparer's name, address, and phone number on the plans.

D. ADDITIONAL FEES, TAXES AND ASSESSMENTS

Please be aware that the City and other special districts have separate fees, other than the permit fee, that are applied to construction in the City of Carpinteria. Check with staff to determine if you are responsible for these fees. Development Impact fees may also apply to construction (verify with staff).

Advance Plan Check Deposit

Deposit is based on the valuation of the project. Refer to the deposit schedule.

Strong Motion Instrumentation and Seismic Hazard Mapping

All permits shall pay at least a minimum fee of \$.50. (Residential value <\$3,850 and Com/Ind value <\$1,786)

Category 1 – Residential 1-3 Stories Valuation x \$0.00013= Fee Amount

Category 2 – Commercial/Industrial Valuation x \$0.00028= Fee Amount

City of Carpinteria New Construction Tax

New Dwelling Units	\$500.00 / per unit
New Commercial/Industrial	\$0.045 / per new sq. ft.
Landscape Bonds	\$0.03/sq. ft. landscaping or \$500, whichever is greater

Carpinteria Unified School District

New Residential (habitable) construction over 500 sq. ft. \$3.48/new sq. ft.

All Other New Construction (Commercial/Industrial) \$0.56/new sq. ft.

Carpinteria-Summerland Fire Protection District

A completed Fire Protection Certificate Application may be required at time of submittal. Fee to be paid to the Carpinteria-Summerland Fire Protection District upon their request.

Fire Protection Certificate \$229.00 Other fees may be assessed by the district

State Building Standard Fee (all permits)

All Building Permits will be assessed a fee of \$1 per \$25,000 valuation (determined by City) to be paid to the State of California to the Building Standards Commission Special Revolving Fund.



City of Carpinteria
Building Permit Application

Permit # 2023 -

PLANS REQUIRED: FOUR SETS OF WORKING DRAWINGS & ONE REDUCED PLAN (11x17 or smaller)

****Missing items may delay the issuance of the building permit****

Job Address _____ **APN Number** _____

Estimated Value of Work \$ **Date** _____

Homeowners Association (HOA) Approval: Yes (please attach approval) Not Applicable

Contractor _____ **Phone** _____

Address _____ **Email** _____

State Lic. # _____ **Expires** _____ **Required:** Carpinteria Bus. License # _____

Architect, Engineer, Draftsperson _____ **Phone** _____

Address _____ **Email** _____

State Lic. # _____ **Expires** _____ **Required:** Carpinteria Bus. License # _____

Describe work to be done:

Type of building Commercial Residential Industrial

Type(s) of work New Structure Remodel Addition Demolition Repair Sign Solar

Construction and Demolition Waste: All new construction and redevelopment projects shall meet the CalGreen mandatory 65% diversion rate

Waste is being hauled by E.J. Harrison and Sons or Marborg Industries

Submitted a waste management plan to Public Works

Stormwater Management Program (New or replaced hard or impervious surface) Not applicable

Tier 1 ($\geq 2,500$ sq. ft.) Tier 2 ($\geq 5,000$ sq. ft.) Tier 3 ($\geq 15,000$ sq. ft.) Tier 4 ($\geq 22,500$ sq. ft.)

Are plans included with this submittal? Yes No If yes, please note the following requirements:

Upon Building Permit issuance, applicant will be required to pay for archival scanning of approved plans.

Is the work related to a code or building violation? Yes No Explain: _____

Residences, child-care facilities and pre-schools built before 1978 are at risk of hazards related to lead paint.

Contractors may be required to provide RRP Certification for work on such structures. For more information, call the National Lead Information Center at (800) 424-5323.

REQUIRED

PROPERTY OWNER	APPLICANT
Print Name(s)* _____	Print Name _____
Address _____	Address _____
Phone _____	Phone _____
Email _____	Email _____
Signature _____	Signature _____

**Please identify the official owning entity (i.e. Family Trust, LLC, etc.) Additional documentation is required if ownership has changed within the last year.*

Permit # 2023 –

	TYPE	GROUP	DIVISION
New (structure)	_____	_____	_____
Add	_____	_____	_____
Alter	_____	_____	_____
Convert	_____	_____	_____

BUILDING	Issuance Fee	\$ _____
PLUMBING	Issuance Fee	\$ _____
ELECTRICAL	Issuance Fee	\$ _____
MECHANICAL	Issuance Fee	\$ _____
OTHER	Issuance Fee	\$ _____
	TOTAL	\$ _____

Permit Issuance Items

Related Planning Project?
 YES NO Project # _____

Violation Case? YES NO

PDF of Working Plans Submitted?
 YES NO

Pre-issuance Routing Required?
 YES NO

Fire District Approval/Fees Paid?
 YES NO N/A

Business Licenses Paid?
 YES NO

Approved for Owner-Builder
 YES *Must sign waiver

Final Plans Scanned and saved?
 YES NO

GP Maint. Surcharge applies?
 YES NO

Construction Hours:

Plans checked by:

SUMMARY OF FEES

Advance Plan Check	(_____)	Date _____
		Receipt # _____
Building Permit	_____	
Plan Check	_____	
Planning/Staff Fee	_____	
GP Maintenance Surcharge (5%)	_____	
SB1473 (\$1 per \$25,000 valuation)	_____	
SMIP (based on valuation) #_____	_____	
	_____	Subtotal
Penalty/Code Compliance	_____	
Scanning / Other Fees	_____	
New Construction Tax	_____	
	_____	Grand Total
Receipt _____ Date _____ by _____		

CARPINTERIA-SUMMERLAND FIRE PROTECTION
DISTRICT PERMIT APPLICATION PROCEDURES
(Fire Protection Certificate)

I. PLANNING AND DEVELOPMENT PROJECT APPLICATION

A. The Fire Protection Certificate-Planning shall be issued at the time of application for a permit from the Planning and Development Department. See Fire Protection District's electronic submittal program instruction sheet.

B. The FPC-P must be completed by the applicant and the fee in the amount of Three Hundred Forty-Three (\$343.00) Dollars is to be paid at the Fire District Office prior to plan review.

II. BUILDING AND SAFETY PERMIT APPLICATION

A. The Fire Protection Certificate- Building shall be issued at the time of application for a building permit for the following:

Residential:

1. All new buildings. (Change of Use)
2. Additions of 250 Sq. Ft. and above (including garages, utility buildings, etc.).
3. Alterations to a residence with a fire sprinkler system.
4. Gates, not part of a new building project.

Non-Residential

1. All new buildings. (Change of Use)
2. Additions.
3. Tenant Improvements.
4. Improvements to or construction of Government Buildings.
5. Development of mobile home parks.
6. Agricultural building improvements, if building permit is required.
7. Above-ground flammable/ combustible liquid or flammable gas storage tanks greater than 60 gallons capacity.
8. Cell sites.
9. Solar Photovoltaic Installations.

B. The FPC-B must be completed by the applicant and the fee in the amount of Two Hundred Twenty-Nine (\$229.00) Dollars is to be paid at the Fire District Office prior to plan review.

**CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT
FIRE PROTECTION CERTIFICATE-BUILDING APPLICATION (FPC-B)**

INSTRUCTIONS: Submit completed form to the City of Carpinteria Building and Safety. Prior to Building & Safety approval, submitted plans will be forwarded to the Carpinteria-Summerland Fire Protection District for review. Payment shall be made to: Carpinteria-Summerland Fire Protection District prior to FPC review. The application fee of \$229.00 must be paid by credit card, check or money order made out to the Carpinteria-Summerland Fire Protection District. Payment shall be made on line or at: 1140 Eugenia Place, Suite A, Carpinteria, CA 93013. The Fire District then will review the submittal and email a Letter of Condition to the City of Carpinteria and to the Applicant.

PERMIT NUMBER: _____

DATE : _____

1. Applicant: _____ Phone: _____

Mailing Address: _____ Email: _____

City/ State/ Zip Code: _____

2. Property Owner: _____ Phone: _____

Mailing Address: _____ Email: _____

City/ State/ Zip Code: _____

3. Project Address: _____ APN: _____

4. Project Description: _____

5. Existing square footage: (include non-habitable space): _____

6. Does existing building have a fire sprinkler system? YES NO

7. Square footage of new construction, remodel, and alterations: _____
(Including non-habitable space)

8. After project completion, will hazardous or flammable materials be on the premises?

YES NO If yes, describe fully _____

9. Describe project water source for fire protection (water district, private water co., etc.)

I HEREBY CERTIFY THAT THE ABOVE IS TRUE AND CORRECT AND THE PROJECT DESCRIBED SHALL COMPLY WITH ALL APPLICABLE DEVELOPMENT STANDARDS AND CODES.

Applicant name (print)

Applicant signature

Fire District Use Only

Approved with attached conditions

Approved

Date: _____

Signed: _____

Comments: _____
