

City of Carpinteria Building Division

ADU/JADU BUILDING PERMIT APPLICATION SUBMITTAL CHECKLIST

Complete application packages can be submitted in person or by mail. 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) 755-4405**.

A. COMPLETED APPLICATION

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 new structure/addition over 700 sq. ft. Engineering and energy reports may be required, please verify with the Building Inspector at (805) 880-3409.

C. BUILDING PLANS

- 1. Four full-size sets of working drawings and one reduced set (11"x17").
- 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, driveways, and improvements. 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 (APN) 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, landscaped 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. INTENT TO SERVE LETTERS

Intent to Serve Letters are required for ADU/JADU applications to ensure adequate water and sewer capacity and service are available. Please contact Syndi Souter at (805) 755-4405 or syndis@carpinteriaca.gov to obtain a tracking number to obtain these letters. Please contact the districts directly with any questions on their application process to apply for a letter.

- Carpinteria Valley Water District Intent to Serve Letter- contact Danielle Rose at (805) 684-2816 x121 or danielle@cvwd.net
- 2. Carpinteria Sanitary District Intent to Serve Letter- contact Lance Lawhon at (805) 684-7214 x113 or lancel@carpsan.com

E. CSFPD FIRE PROTECTION CERTIFICATE-BUILDING APPLICATION (FPC-B).

F. 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 due at time of application submittal. Deposit is based on the valuation of the project. Refer to the deposit schedule. Cash or check only, payable to the "City of Carpinteria."

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.

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 Valuation x \$0.00028= Fee Amount

City of Carpinteria New Construction Tax

New Dwelling Units \$500.00 / per unit

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.

Development Impact Fees (DIFs)

For new ADUs that are 750 square feet (gross) or larger in size, DIFs will be collected. Per the current 2022-2023 fee schedule, the DIFs for an ADU are \$14,812.42 per unit.

Permit # 2024 -

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED				
Job Address Estimated Value of Work \$		APN Number		
Homeowners Assoc	ciation (HOA) Approval:	☐ Yes (please attach approval) ☐ Not Applicable		
Intent to Serve Let	ters <u>Required</u>: □ Carpin	iteria Valley Water District		
Contractor		Phone		
Address				
State Lic. #	Expires	Required: Carpinteria Bus. License #		
Architect, Engineer	, Draftsperson	Phone		
Address		Email		
State Lic. #	Expires	Required: Carpinteria Bus. License #		
Type of ADU:	□ ADU-attached* □ ADU-detached* □ JADU* *A Development Permit application for a Coastal Development Permit is also required for all ADUs, and JADUs in the Beac Neighborhood, to be reviewed and approved prior to building permit application submittal.			
Type(s) of work: Describe work to be		dition Conversion of existing square footage nd gross square footage:		
_	_	replaced hard or impervious surface) ☐ Not applicable ft.) ☐ Tier 3 (≥15,000 sq. ft.) ☐ Tier 4 (≥22,500 sq. ft.)		
CalGreen mandator ☐ Waste is being hau	Demolition Waste: All nry 65% diversion rate led by E.J. Harrison and Sor management plan to Public	•		
Is the work related	to a code or building vio	lation? Yes No Explain:		
Residences built before 197		ay for archival scanning of approved plans. lead paint. Contractors may be required to provide RRP Certification for work on such nation Center at (800) 424-5323.		
	,	REQUIRED		
Р	ROPERTY OWNER	APPLICANT		
Print Name(s)*		Print Name		
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.

(This side is for City Staff use only)

Permit # 2024 -

New (structure)	TYPE	GROUP	DIVISION	
Add Alter Convert				
BUILDING		Issuance Fe	e \$_	
PLUMBING		Issuance Fe	e \$_	
ELECTRICAL		Issuance Fe	e \$_	
MECHANICAL		Issuance Fe	e \$_	
OTHER		Issuance Fe	e \$_	
		TOTAL	\$_	
Permit Issuance Items: Pre-issuance Routing Required: CVWD CSD CSFPD CUSD		SUMMARY O	F FEES	
Related Planning Project? ☐ YES ☐ NO Project #	Advance Plan Check	()	Date
Violation Case? ☐ YES ☐ NO	Building Permit			
PDF of Working Plans Submitted? □ YES □ NO	Plan Check			
	Planning/Staff Fee			
Fire District Approval/Fees Paid? ☐ YES ☐ NO ☐ N/A	GP Maintenance Sur SB1473 (\$1 per \$25,0			
Business Licenses Paid? ☐ YES ☐ NO	SMIP (based on valuat	•		
Approved for Owner-Builder ☐ YES *Must sign waiver ☐	Penalty/Code Compl	liance		Subtotal
Final Plans Scanned and saved? ☐ YES ☐ NO	Scanning / Other Fe		\$500.00	
GP Maint. Surcharge applies? □ YES □ NO				Grand Total
Construction Hours:	Receipt	Date	by	
Plans checked by:				

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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.

Rev. 05/2020

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 :					
	Phone:					
	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 AN CODES.	PPLICABLE DEVELOPMENT STANDARDS AND					
Applicant name (print)	Applicant signature					
F	ire District Use Only					
Approved with attached conditions \square	Approved					
Date: Signed:						
Comments:						