



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.

1. **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).



City of Carpinteria
ADU/JADU Building Permit Application

Permit # 2024 -

***** INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED *****

Job Address _____ APN Number _____

Estimated Value of Work \$ Date _____

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

Intent to Serve Letters **Required:** Carpinteria Valley Water District Carpinteria Sanitary District

Contractor _____ Phone _____

Address _____ Email _____

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 Beach Neighborhood, to be reviewed and approved prior to building permit application submittal.

Type(s) of work: New Structure Addition Conversion of existing square footage

Describe work to be done and include net and gross square footage:

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.)

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

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

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

Residences 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.*

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: _____