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

If you have any questions, please contact building division staff at (805) 755-4410 / LorenaE@carpinteriaca.gov or (805) 755-4451 / MarysolS@carpinteriaca.gov. Se ofrece asistencia en español.

A. COMPLETED APPLICATION. May require PHOTOGRAPHS (verify with staff prior to submittal) **Business Licenses** are required for contractors, subcontractors, permit expediters, and plan preparer's. Apply online or over-the-phone with our third party company HDL: <u>https://carpinteria.hdlgov.com</u> / (805) 389-3554.

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. Engineering and energy reports may also be required.

C. BUILDING PLANS

- Site plan with complete and accurate dimensions of all buildings, etc. Show complete & accurate property lines and dimensions of site and adjacent properties. Show accurate setback dimensions for the zone district. Show the footprint of all the existing and proposed buildings / structures, parking areas, entrances, exits, paved areas, etc.
- Show the building / structure coverage calculations on the plans. Give complete and accurate information on the proposed use of the building / structure / rooms and show complete and accurate dimensions of all rooms including garage.
- 3. Building / structure elevations must be labeled on the plans (north, east, south, west, etc.)
- 4. Label the building / structure height from the finished floor and from ground level.
- 5. Show scale on the plans (1/4" = 1', 1" = 20', etc.) and show north arrow on the plans.
- 6. Put street address and assessor's parcel number on each plan sheet (APN available at counter).
- 7. 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 \$0.50.	(Res. 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 New Commercial / Industrial Landscape Bonds \$500.00 / per unit \$0.045 / per new sq. ft. \$0.03 / sq. ft. landscaping or \$500, whichever is greater

Carpinteria Unified School District

New Residential (habitable) construction over 500 sq. ft. All Other New Construction (Commercial / Industrial) \$3.48 / new sq. ft. \$0.56 / new sq. ft.

Carpinteria-Summerland Fire Protection District

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

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.

Submittal Options

Building Permit Application

Project Types	Minimum Submittal Requirements	Submittal Options
Re-roofs Electrical Panel Change Out Water Heater Change Out Furnace Change Out	 Complete application with detailed project description 	≻ Drop-Off≻ Mail-In≻ Email
Solar and Solar Battery Projects	Eligible projects must submit through the <u>SolarApp+</u> Platform. Non-eligible projects must apply by email (refer to the next row)	≻ SolarApp+
Projects with plan sets Or Residential HVAC, Electrical panel location changes, and other minor permits that are not "like for like"	 Complete application Plan Set Supporting Documentation Deposit, if required, will be requested by staff prior to starting plan check 	≻ Email Only

Drop-Off

City Hall Public Counter Monday – Friday 8 am to 5 pm

Mail In

City of Carpinteria Attn: Community Development Department 5775 Carpinteria Avenue Carpinteria, CA 93013

Email

CDDapplications@carpinteriaca.gov

The email's subject line must read: "Building Permit Submittal: Job Address" OR "Building Permit Revision Submittal: Job Address"

*Note:

- Application will not be considered received until the submittal requirements have been completed and the advance plan check deposit has been paid (if applicable).
- Initial plan check review can take 3-4 weeks.
- Contact staff directly with any questions by emailing <u>CDDapplications@carpinteriaca.gov</u>. Please allow 3-4 business days.

Plan Check Deposit Payment

Refer to the attached schedule

Check

Make payable to the 'City of Carpinteria'

Check memo: 'Plan Check Deposit - (Job Address)'

Credit Card

A 4% fee applies By appointment only

Cash

In-person only