

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	<input type="checkbox"/> Complete application with detailed project description	➤ Drop-Off ➤ Mail-In ➤ Email
Solar and Solar Battery Projects	Eligible projects must submit through the SolarApp+ 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”	<input type="checkbox"/> Complete application <input type="checkbox"/> Plan Set <input type="checkbox"/> Supporting Documentation <input type="checkbox"/> 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 CDDapplications@carpinteriaca.gov. 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