

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

If you have any questions, please contact building division staff at CDDapplications@carpinteriaca.gov or at (805) 755-4410 / (805) 755-4451. 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 expediter's, and plan preparer's. Apply online or over-the-phone with our third party company HDL: <https://carpinteria.hdlgov.com> / (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

1. **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.
2. 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 enclosed deposit schedule. If applicable, staff will email you the amount due after the initial submittal of the application.

Strong Motion Instrumentation and Seismic Hazard Mapping

City of Carpinteria New Construction Tax

<u>New Dwelling Units</u>	\$500.00 / per unit
<u>New Commercial / Industrial</u>	\$0.045 / per new sq. ft.
<u>Landscape Bonds</u>	\$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 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 Instructions

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	➤ Email ➤ Drop-Off ➤ Mail-In
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, as applicable <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, if applicable, the deposit paid.
 - The deposit, if applicable, will be requested by email after the initial submittal has been reviewed. A cover letter with the permit number and the job address will be required.
- Initial plan check review can take 4-8 weeks.
- Contact staff directly with any questions by emailing CDDapplications@carpinteriaca.gov. Please allow 3-4 business days.

PAYMENT OPTIONS

Plan Check Deposit Payment

Refer to the attached schedule

Check

Make payable to the
'City of Carpinteria'

Check memo:
'Plan Check Deposit - (Permit #)'

Cash

In-person only

Credit Card

A 4% fee applies

By appointment only



City of Carpinteria Building Permit Application

Permit # 2026 -

**** Missing items may delay the issuance of the building permit ****
Refer to the SUBMITTAL OPTIONS page of this handout for important information

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 Business License # _____

Architect, Engineer, Draftsperson _____ Phone _____

Address _____ Email _____

State Lic. # _____ Expires _____ **Required:** Carpinteria Business 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.

R E Q U I R E D

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.

For Office Use Only

Permit # 2026 -

	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 # _____*SWMP: Notify PW at issuance* YES NO*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 _____
Building Permit	_____
Plan Check	_____
Planning/Staff Fee	_____
GP Maintenance Surcharge (5%)	_____
SB1473 (\$1 per \$25,000 valuation)	_____
SMIP (based on valuation) # _____	_____
Technology Surcharge	_____
Penalty/Code Compliance	_____
Scanning / Other Fees	_____
New Construction Tax	_____
	Subtotal

	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: _____



City of Carpinteria

Advance Plan Check Deposit Schedule

BUILDING DIVISION • 5775 Carpinteria Avenue, Carpinteria, CA 93013
(805) 684-5405 • FAX (805) 684-5304 • www.carpinteriaca.gov

Estimated Construction Valuation ⁱ	Advance Plan Check Deposit ⁱⁱ	Fire District Review
\$ 5,000 - 10,000	\$ 270	A Fire Protection Certificate and review fees are required for most new structures, most commercial and industrial tenant improvements, and residential additions of more than 250 square feet. Please verify with staff.
\$ 10,001 - 15,000	\$ 360	
\$ 15,001 - 20,000	\$ 450	
\$ 20,001 - 25,000	\$ 540	
\$ 25,001 - 30,000	\$ 608	
\$ 30,001 - 35,000	\$ 675	
\$ 35,001 - 40,000	\$ 750	
\$ 40,001 - 45,000	\$ 810	
\$ 45,001 - 50,000	\$ 870	
\$ 50,001 - 75,000	\$ 1,103	
\$ 75,001 - 100,000	\$ 1,328	
\$ 100,001 - 125,000	\$ 1,515	
\$ 125,001 - 150,000	\$ 1,695	
\$ 150,001 - 175,000	\$ 1,875	
\$ 175,001 - 200,000	\$ 2,063	
\$ 200,001 - 250,000	\$ 2,430	
\$ 250,001 - 300,000	\$ 2,790	
\$ 300,001 - 350,000	\$ 3,158	
\$ 350,001 - 400,000	\$ 3,525	
\$ 400,001 - 450,000	\$ 3,893	
\$ 450,001 - 500,000	\$ 4,253	
\$ 500,001 - 600,000	\$ 4,875	
\$ 600,001 - 700,000	\$ 5,498	
\$ 700,001 - 800,000	\$ 6,120	
\$ 800,001 - 900,000	\$ 6,743	
\$ 900,001 - 1,000,000	\$ 7,365	
\$ 1,000,001 - 2,000,000	\$ 11,393	The Carpinteria-Summerland Fire Protection District collects the review fee separately from the City's fees. You will receive an invoice by email. Payment must be received by the District to begin their plan check process.
\$ 2,000,001 - 3,000,000	\$ 18,758	
\$ 3,000,001 - 4,000,000	\$ 30,150	
\$ 4,000,001 - 5,000,000	\$ 41,543	
\$ 5,000,001 - 6,000,000	\$ 52,935	
\$ 6,000,001 - 7,000,000	\$ 64,328	
\$ 7,000,001 - 8,000,000	\$ 75,720	
\$ 8,000,001 - 9,000,000	\$ 87,113	
\$ 9,000,0001 - 10,000,000	\$ 98,505	
\$ 10,000,0001 - 11,000,000	\$ 109,898	
\$ 11,000,0001 - 12,000,000	\$ 121,290	
...	...	
\$ 19,000,0001 - 20,000,000	\$ 212,430	
\$ 20,000,0001 - 21,000,000	\$ 223,823	
\$ 21,000,0001 - 22,000,000	\$ 235,215	

ⁱ **Valuation** – Construction valuation shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems.

ⁱⁱ **Advance Plan Check Deposit** – Estimate based on customer submitted valuations. Staff to verify and charge actual fees based on plan review and actual time reviewing and preparing permits. Total Building Permit cost includes additional fees, charges, and State fees. Total fees will be charged at time of Building Permit issuance.