

# City of Carpinteria ♦♦ Building Division

## BUILDING PERMIT APPLICATION SUBMITTAL CHECKLIST

If you have any questions, please contact building division staff at [CDDapplications@carpinteriaca.gov](mailto: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 expeditors, 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**

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	\$500.00 / per unit
New Commercial / Industrial	\$0.045 / per new sq. ft.
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.

#### **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
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#### **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	<ul style="list-style-type: none"><li>➤ Email</li><li>➤ Drop-Off</li><li>➤ Mail-In</li></ul>
Solar and Solar Battery Projects	Eligible projects must submit through the <a href="#">SolarApp+</a> Platform. Non-eligible projects must apply by email (refer to the next row)	<ul style="list-style-type: none"><li>➤ SolarApp+</li></ul>
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	<ul style="list-style-type: none"><li>➤ Email Only</li></ul>

### 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](mailto: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](mailto: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.

## 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.*

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 \_\_\_\_\_

Receipt # \_\_\_\_\_

Building Permit \_\_\_\_\_

Plan Check \_\_\_\_\_

Planning/Staff Fee \_\_\_\_\_

GP Maintenance Surcharge (5%) \_\_\_\_\_

SB1473 (\$1 per \$25,000 valuation) \_\_\_\_\_

SMIP (based on valuation) # \_\_\_\_\_

Technology Surcharge \_\_\_\_\_

Subtotal

Penalty/Code Compliance \_\_\_\_\_

Scanning / Other Fees \_\_\_\_\_

New Construction Tax \_\_\_\_\_

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](http://www.carpinteriaca.gov)

Estimated Construction Valuation <sup>i</sup>	Advance Plan Check Deposit <sup>ii</sup>	Fire District Review
\$ 5,000 - 10,000	\$ 270	<p>A <u>Fire Protection Certificate</u> 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.</p> <p>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.</p> <p>Refer to the <u>Fire Protection Certificate Application</u> for more information or contact the District (805) 566-2451.</p>
\$ 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	
\$ 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	
\$ 9,000,001 - 10,000,000	\$ 98,505	
\$ 10,000,001 - 11,000,000	\$ 109,898	
\$ 11,000,001 - 12,000,000	\$ 121,290	
...	...	
\$ 19,000,001 - 20,000,000	\$ 212,430	
\$ 20,000,001 - 21,000,000	\$ 223,823	
\$ 21,000,001 - 22,000,000	\$ 235,215	

<sup>i</sup> **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.

<sup>ii</sup> **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.