

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

A. COMPLETED APPLICATION. May require PHOTOGRAPHS (verify with staff prior to submittal)

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 square feet. At least 2 copies of the required reports and calculations shall be provided. Engineering and energy reports may be required, please verify with the Building Inspector at (805) 684-5405 ext. 409.

C. BUILDING PLANS

1. **Four full-size sets** of working drawings and **one reduced set** (8-1/2" x 11") required.
2. **Electronic File or Scanned File** – An electronic file may be required upon request. Upon Building Permit issuance, applicant will be required to pay for archival scanning of approved plans.
3. **Site plan** with complete & accurate dimensions of all buildings, etc. Show complete & accurate **property lines** & dimensions of site & adjacent properties. Show accurate **setback dimensions** (check zoning for these).
4. Put **street address & assessor's parcel number** 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, 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. 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). These are some of the general fees that may apply to your permit:

Strong Motion Instrumentation and Seismic Hazard Mapping

All permits shall pay at least a minimum fee of \$.50. (Residential 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	\$0.45 / 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 to be paid to the Carpinteria-Summerland Fire Protection District upon their request.

Fire Protection Certificate	\$205.00	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.

If you have any questions, please contact building division staff at **(805) 684-5405 ext. 410 or 451**. If you would like to fax in the application at **(805) 684-5304**, please note that a person must physically sign and pick up the permit once issued.



City of Carpinteria
 Building Permit Application

Permit # 2019 -

**PLANS REQUIRED: FOUR SETS OF WORKING DRAWINGS & ONE REDUCED PLAN (11x17 or smaller)
 ONE ELECTRONIC PDF FILE MAY BE REQUESTED (See Staff)**

Job Address _____ **Date** _____

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

Estimated Value of Work \$ _____ **APN Number** _____

Contractor _____ **Phone** _____

Address _____ **Email** _____

State Lic. # _____ Expires _____ Required: Carpinteria Bus. License # _____

Architect, Engineer, Draftsperson _____ **Phone** _____

Address _____ **Email** _____

State Lic. # _____ Expires _____ Required: Carpinteria Bus. License # _____

Describe work to be done: _____

Type of building Commercial Residential Industrial
Type(s) of work New Structure Remodel Addition Demolition

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	Applicant _____	Signature _____
	Address _____	Phone _____
	Property Owner _____	Signature _____
	Address _____	Phone _____

Office Use Only

Plan Check Deposit/BP fee \$ _____ Date _____ Receipt # _____ Taken in by _____

Description of deposit: _____

Permit # 2019 -

	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

Permit/Inspection Account?
 YES NO
 Account Number _____

PDF of Working Plans Submitted?
 YES NO

Final Plans Scanned?
 YES NO

Routing Slips?
 YES NO

Fire District Approval/Fees Paid?
 YES NO

Construction Hours:

Plans checked by:

 Date: _____

SUMMARY OF FEES

Advance Plan Check	(_____)	
Building Permit	_____	
Plan Check	_____	
Planning/Staff Fee	_____	
BSC Fee SB1473 (\$1 per \$25,000 val)	_____	
SMIP (based on valuation)	_____	
	_____	Subtotal
Penalty/Code Compliance	_____	
Scanning / Other Fees	_____	
New Construction Tax	_____	
GP Maintenance Surcharge (5%)	_____	
	_____	Grand Total

Receipt _____ Date _____ by _____

CARPINTERIA- SUMMERLAND FIRE 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 Division of Planning and Development.
- B. The FPC-P must be completed by the applicant and the fee in the amount of Two Hundred-Five (205.00) Dollars is to be paid to the Fire District; payment will be indicated on the certificate.

The Fire District will return a copy of the signed FPC-P with attached conditions and notice of any additional applicable fees (i.e. fire protection system, mitigation and inspection fees) to the City Planning Division.

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. Additions that cause the total square footage to equal 5,000 sq. ft. or more will require the installation of a fire sprinkler system throughout.
4. Additions of 1000 sq. ft. or more will require the installation of a fire sprinkler system throughout.
5. Alterations to a residence with a fire sprinkler system.
6. Gates, not part of a new building project.

Non-Residential

1. All new building. (Change of Use)
2. Additions.
3. Tenet Improvements.
4. Improvements to or construction of County 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.

- B. The FPC-B must be completed by the applicant and the fee in the amount of Two Hundred-Five (205.00) Dollars is to be paid to the Fire District for residential projects 1,000 sq. ft. and above and non-residential project 500 sq. ft. and above; payment will be indicated on the certificate.

NOTE: The FPC-B (plan check construction drawing) fee is not required for residential projects less than 1000 sq. ft. and for non-residential projects under 500 sq. ft.

**CARPINTERIA- SUMMERLAND FIRE PROTECTION DISTRICT
FIRE PROTECTION CERTIFICATE- BUILDING PERMIT APPLICATION (FPC-B)**

INSTRUCTIONS: Bring this completed form to the City of Carpinteria Community Development Department and submit with your Permit Application. An application fee of \$205.00 must be paid by check or money order to the Carpinteria-Summerland Fire Protection District at the Headquarter, 1140 Eugenia Place, Suite A, Carpinteria, CA.

Prior to issuance of a City Permit, submitted plans will be forwarded to the Carpinteria-Summerland Fire District for review. The Fire District will review your submittal and send a Letter of Conditions to the City of Carpinteria and mail a copy to the Owner/ Applicant.

DATE FEE PAID: _____

1. Permit Number _____ APN _____ DATE _____

2. Project Site Address _____

3. Project Description: _____

4. Existing square footage: _____
(include non-habitable space)

5. Square footage of new or additional construction: _____
(include non-habitable space)

6. Does existing building have a fire sprinkler system? YES NO

7. Applicant _____ Phone: _____

8. Mailing Address _____
City/ State/ Zip Code

9. EMAIL _____

10. Property Owner _____ Phone: _____

Mailing Address _____

City/ State/ Zip Code _____

11. After project completion, will hazardous or flammable materials be on the premises?
YES NO If yes, describe fully _____

12. 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 ABOVE SHALL COMPLY WITH ALL APPLICABLE DEVELOPMENT STANDARDS AND CODES.

Applicant name (print)

Applicant Signature

Fire District Use Only

Approved with attached conditions

Approved as submitted

Date: _____ Signed: _____

Comments: _____
