

Building Permit Inspection Self-Certification Program

The Carlsbad Building Permit Self-Certification Program (SCP) allows for a California-licensed contractor to certify that certain minor construction projects were completed in compliance with required building codes in-lieu of a city inspection.

This Info-Bulletin is intended to outline program requirements and provide links to required processing documents.



PURPOSE & AUTHORITY

The city recognizes the amount of time and cost that goes into home improvement projects. In response, the city has developed a program that allows a California-licensed contractor to self-certify inspection of code requirements on select minor building permits without Building Division inspections.

Carlsbad Municipal Code §18.04.045 and §18.20.050 authorizes the Building Official to accept inspection reports from approved agencies or individuals for work performed under a building permit. The inspection reports shall be in writing and certified by a responsible officer of the approved agency or by the responsible individual.

PROJECT ELIGIBILITY

Given the nature and complexity of the construction work, the SCP allows for self-certification for work that is conducted on a detached single-family dwelling, accessory structure, or considered minor in scope and scale.

Documents Referenced

Carlsbad Municipal Code; [§18.04](#) & [§18.20](#)
2019 California Code Section; [§R109.2](#)
Building Permit Application; [B-1](#)
SCP Declaration; [B-70A](#)
SCP Inspection Checklist; [B-70B](#)

Eligible Projects

- Roof (shingle) replacement (non-structural)
- Re-plumbing or re-piping of existing plumbing
- HVAC system (new or replacement)
- Water heater replacement (except tankless/solar)
- Insulation installation
- Window replacement, with stucco/siding repair
- Exterior siding / plaster
- Interior Drywall
- Fence
- Commercial sign

Minimum Requirements

The following requirements must be met in order to participate in the program.

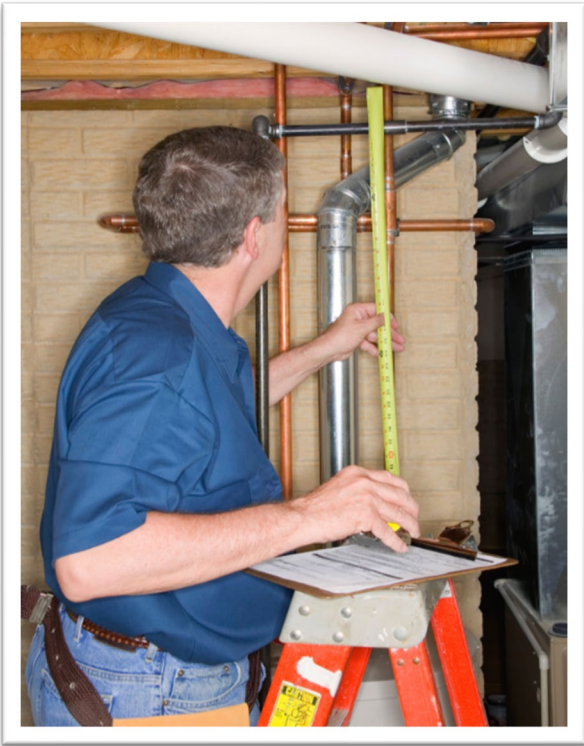
- The individual responsible for completing and inspecting work under this program must hold a valid and active credential, as reflected below:
 - California B-General Building Contractor's license; or,
 - California C-type Contractor's license, depending upon construction work being completed; or,
 - State certified civil or structural engineer.
- Current worker's compensation insurance or certificate of exemption.

PROCESSING STEPS

Application Process

To participate in the SCP, applicants must complete and submit the following information and application forms.

- Building Permit Application ([B-1](#))
- SCP Declaration Form ([B-70A](#))
- Payment of application fee.



Applications for the following projects can be submitted through the [Carlsbad Customer Self Service Portal](#).

- Roof (shingle) replacement (non-structural)
- Re-plumbing or re-piping of existing plumbing
- HVAC system (new or replacement)
- Water heater replacement (except tankless/solar)

Applications for the following projects can be submitted via e-mail at building@carlsbadca.gov

- Insulation installation
- Window replacement, with stucco/siding repair
- Exterior siding / plaster
- Interior Drywall
- Fence
- Commercial sign

Once the application has been approved, the applicant will be given a building permit, which will authorize construction. Included with the building permit will be the SCP Inspection Checklist Form ([B-70B](#)).

Final Inspection Certification

Upon completion of the project, the authorized contractor or engineer shall complete the SCP Inspection Checklist ([B-70B](#)). It is important that the responsible individual check all applicable items in the checklist confirming that they reviewed and confirmed that they were completed.

Once the checklist has been completed and signed, the form must be sent to the Building Division for processing as reflected below.

- For applications submitted using the self service portal, upload the completed form as a .PDF submit it through the [Carlsbad Customer Self Service Portal](#) and e-mail bldginspections@carlsbadca.gov to inform staff of the completed inspection.
- For all other applications, email the form to bldginspections@carlsbadca.gov. Include the permit number in the subject line of the email, along with the caption "Attention Self-Certification Program."
- Once received and processed, all of the forms will be saved and accessible to the public via the Carlsbad Public Records Access [portal](#).
- Additionally, the city's permit tracking system will be updated to reflect a "passed" inspection and the permit closed out.
- Lastly, an email will be sent informing the applicant that the permit has been approved.

If you are requesting to self-certify an eligible inspection that is part of a larger permitted project (e.g., new single-family home), simply e-mail the completed [B-70A](#) and [B-70B](#) to bldginspections@carlsbadca.gov to inform staff of the completed inspection.

At the time of receiving the signed checklist, the city reserves the right to conduct a random inspection to verify that work was completed to plan and building code. If a project is found to not follow approved plans, building codes or certification forms as submitted, the self-certification approval will be revoked, and the contractor or engineer may be reported to the state licensing board and not be eligible for SCP in the future.

Re-inspection fees may apply for self-certified permits that fail an audit.

YOUR OPTIONS FOR SERVICE

To schedule an appointment or to learn more about this process, please contact the Building Division at 442-339-2719 or via email at Building@CarlsbadCA.gov

