



**MINIMUM SUBMITTAL  
REQUIREMENTS  
(RESIDENTIAL)  
B-1A**

*Development Services*

Building Division  
1635 Faraday Avenue  
www.carlsbadca.gov

Use the following information in this section to assist you in preparing your residential building permit application for intake processing and plan check review. Application intake and review will not begin unless a “duly filed” application package has been submitted and all required elements are accepted by the Building Division. For the Building Division to consider a building permit application “duly filed,” the application must be accompanied by all items specified in the following checklist(s). A building permit plan check review fee also needs to be paid when you are applying for your permit. If you are missing documents or required information, including payment of fees, the city will not accept your application.

As noted below in the minimum intake submittal requirements checklist, submittals for some residential permits **MUST** be received through the city’s online CSS portal: [Civic Access \(carlsbadca.gov\)](http://Civic Access (carlsbadca.gov)). These digital submittals must follow the city’s [electronic submissions standards](#). Properly submitted electronic versions of the application materials will help you avoid delays during intake processing and/or review. Other application types may be submitted in-person by appointment and can be scheduled online. Use the city’s online scheduling system to make an appointment for your submittal ([QLess Kiosk](#)). In the alternative to submitting hardcopies to initiate plan review, plan check submittals may be filed electronically to [buildingsubmittals@carlsbadca.gov](mailto:buildingsubmittals@carlsbadca.gov).

Application Type	Required Documentation
New Construction and Additions	<ul style="list-style-type: none"> <li>- Residential Building Permit Application (<a href="#"><u>B-1 form</u></a>)</li> <li>- Three sets of building plans (<a href="#"><u>B-5 form</u></a>) with plan sheets:               <ul style="list-style-type: none"> <li>o Title sheet and a site plan consistent with the requirements listed in <a href="#"><u>IB-201</u></a></li> <li>o Plans: floor plans (existing and proposed), foundation, floor framing (raised floor), roof framing, ceiling joist (if applicable), structural (construction details), plumbing, mechanical, and electrical plan (single line diagram and panel schedule for electrical services over 200 amps)</li> <li>o Elevations (exterior sections)</li> </ul> </li> <li>- Two sets of calculations: structural, roof truss, floor ventilation, energy efficiency compliance, etc.</li> <li>- Two sets of the geotechnical soils report (if required)</li> <li>- Waste Management Form (<a href="#"><u>B-59 form</u></a>)</li> <li>- Storm Water Standards Tier Determination (<a href="#"><u>E-32 form</u></a>)</li> <li>- Waste Hauler will serve letter (for new multi-family projects of 5 units or more)</li> <li>- Sewer district certification (required if the project is outside of Carlsbad Sewer District boundaries)</li> <li>- School form for additions or new construction over 500 SF (<a href="#"><u>B-34 form</u></a>)</li> <li>- Builder-Owner Acknowledgment and Information Verification Form (<a href="#"><u>B-61 form</u></a> if required)</li> </ul> <p><i>Appointment required for hardcopy submittal: <a href="#"><u>QLess Kiosk Services</u></a>.</i></p>
Accessory Dwelling Unit (ADU) / Junior Accessory Dwelling Unit	<ul style="list-style-type: none"> <li>- Required documentation is the same as New Construction and Additions</li> </ul>

	<ul style="list-style-type: none"> <li>- Permit Ready ADU proposals use the checklist in the <a href="#">B-75 form</a></li> </ul> <p><i>Review ADU Info Bulletin (IB-111) for more information</i></p> <p><i>Appointment required for hardcopy submittal: <a href="#">QLess Kiosk Services</a>.</i></p>
Sunroom	<ul style="list-style-type: none"> <li>- Required documentation is the same as New Construction and Additions.</li> </ul> <p><i>Review the city's handout (<a href="#">B-37 form</a>) for more information</i></p> <p><i>Appointment required for hardcopy submittal: <a href="#">QLess Kiosk Services</a></i></p>
Deck	<ul style="list-style-type: none"> <li>- Residential Building Permit Application (<a href="#">B-1 form</a>)</li> <li>- PDF of building plans (<a href="#">B-5 form</a>) with plan sheets: <ul style="list-style-type: none"> <li>o Title sheet and a site plan consistent with the requirements listed in <a href="#">IB-201</a></li> <li>o Plans: connection details or reference <a href="#">B-4 form</a> standards</li> </ul> </li> <li>- Waste Management Form (<a href="#">B-59 form</a>)</li> <li>- Storm Water Standards Tier Determination (<a href="#">E-32 form</a>)</li> <li>- Builder-Owner Acknowledgment and Information Verification Form (<a href="#">B-61 form</a> if required)</li> </ul> <p><b>Digital submittal required (<a href="#">CSS Online Portal</a>)</b></p>
Patio	<ul style="list-style-type: none"> <li>- Residential Building Permit Application (<a href="#">B-1 form</a>)</li> <li>- PDF of building plans (<a href="#">B-5 form</a>) with plan sheets: <ul style="list-style-type: none"> <li>o Title sheet and a site plan consistent with the requirements listed in <a href="#">IB-201</a></li> <li>o Plans: connection details or reference <a href="#">B-8 form</a> standards</li> </ul> </li> <li>- Waste Management Form (<a href="#">B-59 form</a>)</li> <li>- Storm Water Standards Tier Determination (<a href="#">E-32 form</a>)</li> <li>- Builder-Owner Acknowledgment and Information Verification Form (<a href="#">B-61 form</a> if required)</li> </ul> <p><b>Digital submittal required (<a href="#">CSS Online Portal</a>)</b></p>
Pool	<ul style="list-style-type: none"> <li>- Residential Building Permit Application (<a href="#">B-1 form</a>)</li> <li>- PDF of building plans (<a href="#">B-5 form</a>) with plan sheets: <ul style="list-style-type: none"> <li>o Title sheet and a site plan consistent with the requirements listed in <a href="#">IB-201</a></li> <li>o Plans: pool equipment enclosure, structural steel schedule or prefabricated fiber glass pool specifications (construction details), plumbing, mechanical, and electrical plan (single line diagram and panel schedule for electrical services over 200 amps)</li> <li>o Pool yard fencing</li> <li>o Solar heater manufacturer's specifications</li> </ul> </li> <li>- Two sets of the geotechnical soils report</li> <li>- Storm Water Standards Tier Determination (<a href="#">E-32 form</a>)</li> <li>- San Diego Gas &amp; Electric disconnection form (if panel upgrade is necessary)</li> <li>- Builder-Owner Acknowledgment and Information Verification Form (<a href="#">B-61 form</a> if required)</li> </ul> <p><i>Review the city's handout (<a href="#">B-21 form</a>) for more information</i></p> <p><b>Digital submittal required (<a href="#">CSS Online Portal</a>)</b></p>

<p>Re-roof</p>	<ul style="list-style-type: none"> <li>- Residential Building Permit Application (<a href="#">B-1 form</a>)</li> <li>- Re-roof Supplemental Application (<a href="#">B-10 form</a>)</li> <li>- No plans required</li> <li>- Builder-Owner Acknowledgment and Information Verification Form (<a href="#">B-61 form</a> if required)</li> </ul> <p><b>Digital submittal required (<a href="#">CSS Online Portal</a>)</b></p>
<p>Remodel</p>	<p>1. Major remodeling projects:</p> <ul style="list-style-type: none"> <li>- Required documentation is the same as “New Construction and Additions” and “Demolitions” if applicable.</li> </ul> <p><i>Appointment required for hardcopy submittal: <a href="#">QLess Kiosk Services</a></i></p> <p>2. Minor remodeling projects:</p> <ul style="list-style-type: none"> <li>- Residential Building Permit Application (<a href="#">B-1 form</a>)</li> <li>- No plans required for the following minor remodeling projects: <ul style="list-style-type: none"> <li>i. Replacement of doors/windows (no structural changes)</li> <li>ii. Remodel of existing kitchen or bathroom with no changes in structural elements</li> <li>iii. Damage repair or replace-in-kind within existing structural framing system</li> <li>iv. Re-stucco or replace siding</li> <li>v. Drywall repair</li> <li>vi. Replace existing fireplace with an approved pre-fabricated fireplace in the same location</li> </ul> </li> <li>- Waste Management Form (<a href="#">B-59 form</a>)</li> <li>- Storm Water Standards Tier Determination (<a href="#">E-32 form</a>)</li> <li>- Builder-Owner Acknowledgment and Information Verification Form (<a href="#">B-61 form</a> if required)</li> </ul> <p><i>Appointment required for hardcopy submittal: <a href="#">QLess Kiosk Services</a></i></p>
<p>Plumbing, Mech., Electrical</p>	<p>1. Major PME/remodeling projects</p> <ul style="list-style-type: none"> <li>- Residential Building Permit Application (<a href="#">B-1 form</a>)</li> <li>- PDF of building plans (<a href="#">B-5 form</a>) with plan sheets: <ul style="list-style-type: none"> <li>o Title sheet and a site plan consistent with the requirements listed in <a href="#">IB-201</a></li> <li>o Plans (if applicable): location of HVAC equipment and size, noting BTU/HR output; locations and sizes of outlets, fixtures, switches, smoke detectors, subpanels and main panels; locations of plumbing fixtures, listing all required dimensions; locations of all utility pipes and wires to the building and meters, as well as shut-off valves or switches; and size all meters, piping, and wiring.</li> <li>o Electrical load calculations</li> <li>o Manufacturer’s specifications</li> </ul> </li> <li>- PME Supplemental Application (B-18 form)</li> <li>- San Diego Gas &amp; Electric disconnection form (if panel upgrade or disconnect/reconnect is necessary)</li> <li>- Builder-Owner Acknowledgment and Information Verification Form (<a href="#">B-61 form</a> if required)</li> </ul> <p><i>Review the city’s handout (B-24 form) for more information about private utilities between buildings and the public right-of-way</i></p> <p><b>Digital submittal required (<a href="#">CSS Online Portal</a>)</b></p> <p>2. Minor PME/remodeling projects:</p> <ul style="list-style-type: none"> <li>- Residential Building Permit Application (<a href="#">B-1 form</a>)</li> </ul>

	<ul style="list-style-type: none"> <li>- No plans required</li> <li>- PME Supplemental Application (B-18 form)</li> <li>- San Diego Gas &amp; Electric disconnection form (if panel upgrade or disconnect/reconnect is necessary)</li> <li>- Builder-Owner Acknowledgment and Information Verification Form (<a href="#">B-61 form</a> if required)</li> </ul> <p><b>Digital submittal required (<a href="#">CSS Online Portal</a>).</b></p>
Solar PV	<ul style="list-style-type: none"> <li>- Residential Building Permit Application (<a href="#">B-1 form</a>)</li> <li>- PDF of building plans (<a href="#">B-5 form</a>) with plan sheets: <ul style="list-style-type: none"> <li>o Title sheet and a site plan consistent with the requirements listed in <a href="#">IB-201</a></li> <li>o Plans: location of panels and roof layout, framing and support structure plan, building integrated shingles, location of PV signage, and electrical plan (single line diagram and panel schedule for electrical services over 200 amps)</li> <li>o Electrical load calculations</li> <li>o Manufacturer’s specifications</li> </ul> </li> <li>- San Diego Gas &amp; Electric disconnection form (if panel upgrade or disconnect/reconnect is necessary)</li> <li>- SolarApp+ ID/receipt for SolarApp+ eligible projects. Panel upgrades require separate permit.</li> </ul> <p><i>Review Solar PV Info Bulletin (<a href="#">IB-210</a>) and the city’s handout (B-13) for more information</i></p> <p><b>Digital submittal required (<a href="#">CSS Online Portal</a>).</b></p>
Electric Vehicle Charging Station	<ul style="list-style-type: none"> <li>- Residential Building Permit Application (<a href="#">B-1 form</a>)</li> <li>- PDF of building plans (<a href="#">B-5 form</a>) with plan sheets: <ul style="list-style-type: none"> <li>o Plans: parking area improvements, EVCS equipment, and electrical plan (single line diagram and panel schedule for electrical services over 200 amps)</li> <li>o Electrical load calculations</li> <li>o Manufacturer’s specifications</li> </ul> </li> <li>- San Diego Gas &amp; Electric disconnection form (if panel upgrade or disconnect/reconnect is necessary)</li> </ul> <p><i>Review EV Info Bulletin (<a href="#">IB-165</a>) for more information</i></p> <p><b>Digital submittal required (<a href="#">CSS Online Portal</a>).</b></p>
Demolition	<ul style="list-style-type: none"> <li>- Residential Building Permit Application (<a href="#">B-1 form</a>)</li> <li>- Four sets of building plans <ul style="list-style-type: none"> <li>o Title sheet and a site plan consistent with the requirements listed in <a href="#">IB-201</a></li> <li>o Plans: construction and demolition floor plans</li> <li>o Show water and sewer caps</li> </ul> </li> <li>- Waste Management Form (<a href="#">B-59 form</a>)</li> <li>- Storm Water Standards Tier Determination (<a href="#">E-32 form</a>)</li> <li>- San Diego Gas &amp; Electric disconnection form (if demo of an existing building with electricity)</li> <li>- Pest control report</li> <li>- San Diego Regional Hazardous Materials Questionnaire (non-residential)</li> <li>- SDAPCD Notification of Demolition or Asbestos Removal Form</li> </ul> <p><i>Review Demolition Requirements Info Bulletin (<a href="#">IB-206</a>) and the city’s handout (<a href="#">B-9 form</a>) for more information. Appointment required for hardcopy submittal: <a href="#">QLess Kiosk Services</a></i></p>

<p style="text-align: center;">Pool Demolition</p>	<ul style="list-style-type: none"> <li>- Residential Building Permit Application (<a href="#">B-1 form</a>)</li> <li>- Two sets of building plans             <ul style="list-style-type: none"> <li>o Title sheet and a site plan consistent with the requirements listed in <a href="#">IB-201</a></li> </ul> </li> <li>- Soil compaction report, if required</li> <li>- Waste Management Form (<a href="#">B-59 form</a>)</li> <li>- Storm Water Standards Tier Determination (<a href="#">E-32 form</a>)</li> <li>- SDAPCD Notification of Demolition or Asbestos Removal Form</li> </ul> <p><i>Review Demolition Requirements Info Bulletin (<a href="#">IB-206</a>) and the city's handout (<a href="#">B-47 form</a>) for more information. Appointment required for hardcopy submittal: <a href="#">QLess Kiosk Services</a></i></p>
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