



**MINIMUM SUBMITTAL
REQUIREMENTS
(NON-RESIDENTIAL)
B-2A**

Development Services

Building Division
1635 Faraday Avenue
www.carlsbadca.gov

Use the following information in this section to assist you in preparing your commercial 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.

Building submittals for commercial solar, PME, and commercial sign permits **MUST** be accepted 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.

MINIMUM INTAKE SUBMITAL REQUIREMENTS.

Provided (Y/N)	Quantity	Description
	1	<u>B-2 Form</u> – commercial building permit application and plan check fees
	4	Plan sets (collated, stapled, and rolled if submitting a hardcopy)
	2	Applicable supplemental documents (energy, structural, soils, etc.)
	1	County of San Diego Hazardous Materials Questionnaire (stamped if required by responses on the form)
	1	Industrial Wastewater Discharge Permit (required for some user types such as manufacturing, treatment and processing facilities)
	1	Waste Management Form (<u>B-59 form</u> ; required if new square footage added; or for tenant improvements)
	2	Storm Water Standards Tier Determination (<u>E-32 form</u>)

ADDITIONAL DOCUMENTS REQUIRED BEFORE BUILDING PERMIT ISSUANCE.

Provided (Y/N)	Quantity	Description
	1	County of San Diego Health Department approval letter (required for food handling, personnel services, and public swimming pools, etc.)
	1	Sewer District certification (required if the project is outside of Carlsbad Sewer District boundaries)
	1	School District certification (required if new square footage added)
	1	Waste Hauler will serve letter (for new non-residential development or additions to existing development that increase the floor area by 30%)
	1	Special inspection certification (required if project requires special inspector or third-party inspection)
	2	E-29 Storm Water Pollution Prevention Plan or E-35 Storm Water Quality Management Plan (depending on the scope of the project)

	1	If demolishing an existing building or portion thereof: <ul style="list-style-type: none">- San Diego Gas & Electric disconnection form (if existing building served with electricity)- Pest control report- SDAPCD Notification of Demolition or Asbestos Removal Form
--	---	---