



RESIDENTIAL CONSTRUCTION

(Building Permit Submittal Checklist)

B-5

Community Development

Building Division

1635 Faraday Avenue

442-339-2719 or via email

at Building@CarlsbadCA.gov

PURPOSE

The purpose of a building permit is to ensure that new construction meets minimum code standards, which are designed to protect life and property. To accomplish this, building permit applications are reviewed by city staff against applicable state and local building and land development codes and regulations. Initial application submittals that are complete and accurate help streamline the department's review processes, which allows the city to issue permits quicker thereby saving applicants time and money. To help ensure a complete and accurate submittal, the Building Division has developed this submittal requirement checklist that applies to the following types of construction:

- Single-family home
- Additions
- Remodel
- Accessory Dwelling Unit ([IB-111](#))

SUBMITTAL REQUIREMENT CHECKLIST

The items in the checklist below represent the *minimum* application submittal requirements necessary to initiate plan check review. Building Division staff may reject submittal of a building permit application if the application submittal fails to include all the appropriate items listed in this checklist. After submittal and following initial review of the permit application, additional information and/or corrections may be requested by city staff in order to complete review of the application. Please contact the Building Division with any questions.

- Residential permit application ([B-1](#)), signed and dated by the contractor or property owner ([info](#))
- Climate Action Plan Form ([B-50](#)) for new construction or remodels over \$60k in valuation
- Building Plans (three sets):
 - Title Sheet ([info](#))
 - Site Plan ([IB-201](#))
 - Construction drawings ([info](#))
 - Grading plans ([info](#))
 - Single line diagram, panel schedule for electrical services over 200 amps
- Structural calculations if applicable (two sets)
- Roof truss calculations if applicable (two sets) ([info](#))
- Soils Investigation report with recommendations detailed on the foundation plans ([B-64](#))(if applicable)
- CF1-R Energy documents coordinated with B-50 and imprinted onto the plan
- Boundary Certification form ([B60A](#)) if new foundation is proposed ≤ 5 feet to an adjacent property line

ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED PRIOR TO PERMIT ISSUANCE

- Storm Water Standards for projects with soil disturbance ([E-29](#))
- Waste Management Plan for projects requiring construction waste recycling ([B-59](#))
- School Form for additions or new construction over 500 sf (form to be provided by city)
- Sewer Certification for projects located in the Leucadia Sewer District (form to be provided by city)

SCHEDULING AN APPOINTMENT

Once you have assembled your plans and permit application packet, a submittal appointment is required with Building Division technician for intake. You can schedule the appointment using our [QLESS](#) online appointment scheduler.

ADDITIONAL INFORMATION (to assist in submitting a complete plan)

TITLE SHEET [\[top\]](#)

The title sheet acts as the cover sheet for the permit application packet and can be prepared on 8.5" X 11" paper. For larger projects (additions, new home) the title sheet can be included on the Site Plan ([IB-201](#)). At a minimum, the title sheet should include the following information.

- Site plan
- Site address
- Contact and owner information including name and daytime phone
- Assessor's Parcel Number
- Legal description, lot #, map #, CT#
- Scope (description) of work proposed (include square footage)
- Amount of grading in cubic yards. Write "No Grading" on the plot plan if none is required
- Vicinity Map (refer to [IB-201](#) for example)
- Sheet index

APPLICATION SIGNATURE [\[top\]](#)

The person or entity applying for a building permit is the permit applicant and will act as the primary contact for permit processing. The applicant may be the homeowner, the homeowner's contractor or an agent of the homeowner or contractor. Page two of the [B-1](#) residential permit application will need to reflect who the project applicant is by signature at the time the permit is ready to be issued. Please ensure that the intended applicant signs the appropriate section of page two on the B-1 residential permit application.

[Homeowner as applicant \(owner-builder\)](#)

A homeowner, preparing a do-it-yourself project (an owner-builder), may apply for the permit. The homeowner must submit a residential permit application form [B-1](#) with signed owner-builder declaration and signed "owner-builder acknowledgement" form [B-61](#) before the permit is issued. If someone other than the homeowner applies for the permit on the owner's behalf, the "Owners Authorized Agent" form [B-62](#) must also be submitted with the residential permit application form [B-1](#) and signed "owner-builder acknowledgement" form [B-61](#). In either case, the owner-builder declaration must be completed.

[Contractor as applicant](#)

A building permit can also be issued to a contractor with proof of a current state contractor license, workers' compensation policy and City of Carlsbad business license. If someone other than the contractor will apply for the permit on the contractor's behalf, a letter from the contractor, on the contractor's letterhead, must be submitted with the B-1 application allowing the contractor's agent to apply for the permit on the contractor's behalf.

CONSTRUCTION DRAWINGS, STRUCTURAL CALCULATIONS, AND ROOF TRUSSES [\[top\]](#)

Construction/engineering drawings, or plans, provide the technical details on how the project will be constructed. Plans are typically drawn by hired professionals and will include the following components, in addition to the technical standards

[Floor Plans, Building Sections and Elevations](#)

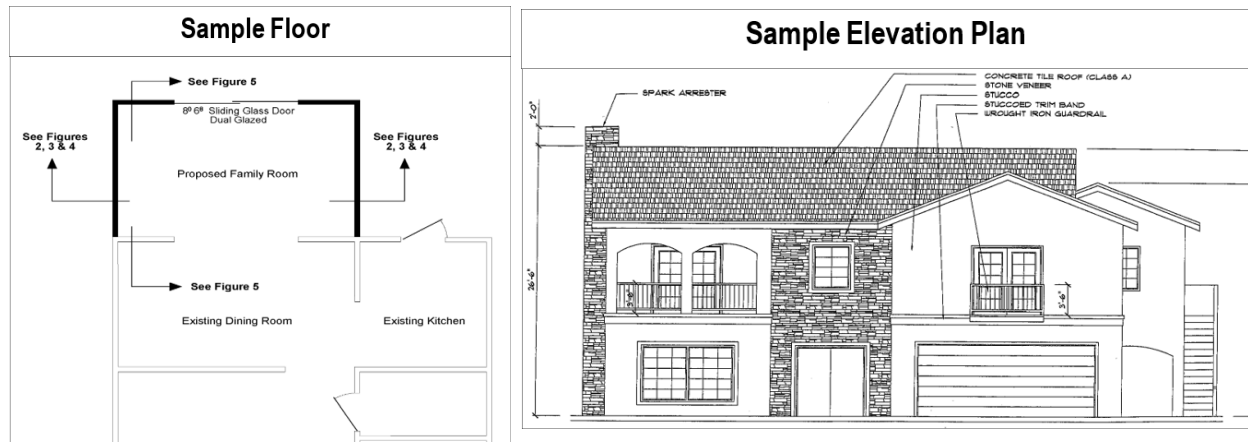
Plans must show a **Floor plan** of the proposed construction. This is an overhead view of the rooms labeled with the use of the rooms (bedrooms, kitchen, bathroom, etc). The floor plan and attached details should show the room dimensions, location, size and type of all windows, doors and other openings; location of plumbing fixtures, light fixtures and electrical outlets; location type(s) of heating and air conditioning units; sill height of bedroom windows, and the type of all interior finishes. For room additions, all adjacent rooms to the addition(s) shall also be shown.

Elevations are exterior views of the proposed structure from each side. Elevations show all openings and exits, vertical dimension, location and type of wall bracing, the type of roof covering and exterior finishes. Include and indicate the

following items.

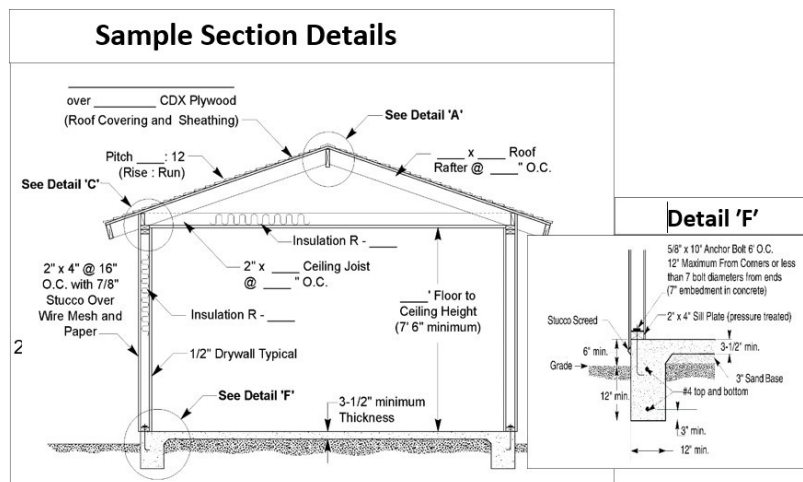
- Existing and finished grade (labeled on each view).
- Maximum height. Structure height is to be measure from the lower of existing or finished grade. Clearly show both grades and note if same on all elevation; dimension maximum height of structure.
- Additions: Clearly indicate what is existing and what is proposed.

For two story structures and for structures with complex roof framing systems, a **Cross-section** view of the proposed building is required. A section drawing is an internal view of the framing system of the structure generally taken at the mid-point of the structure. This includes spacing of the joists, girders, and rafter. Show the clearance from earth to wood floor, ceiling heights, eaves projections and roof pitch. These are also drawn at ¼ inch equals 1 foot scale.



Foundation plan and framing plan

Foundation plans show the size and location of footings, walls and piers, thickness of concrete slabs, and depth of fills, if any, and special treatment of the soil, if any is required. Details from the soil investigation should be designed into the foundation and shown on the plans. All hold downs and anchor bolts size and spacing should also be shown on the plans. Framing plans show details of floor and roof framing systems. Details should show all lumber grade, sizes and spacing, size and spacing of girders and floor joists and any hardware connectors indicated for each system; structural straps, fasteners and shear details. Additional details in larger scale may be necessary for complex connections.



Grading / Soil disturbance [\[top\]](#)

If the project does not require any grading, state “NO GRADING PROPOSED” on the Site Plan. If some level of grading or soil disturbance is needed, pursuant to CMC [§15.16.060.B](#), activities that meet the conditions below do NOT require a grading permit.

- The amount of soil material moved does not exceed 200 cubic yards; or
- No fill material is placed on an existing slope steeper than five units horizontal to one vertical; or
- No cut or fill material exceeds four feet in vertical depth, measured from the existing ground surface.

If the proposed grading or soil disturbance meets these exemptions, the plans need to include the following information:

- Drainage patterns (before and after construction) sloping away from the structure on all sides
- How excavated soil materials will be removed from or distributed on site
- Storm water Tier 1 measures from Form E-29 need to be installed until final occupancy approval
- Form E-29 needs to be stapled over the coversheet of the plans (this can be done at permit issuance)
- A Right-Of-Way (ROW) permit, issued by the Land Development Engineering Division, will be required if construction material of any kind is stored on the public right-of-way.

If the grading exceeds the exemption limitations, please contact the Land Development Engineering Division at 442-339-2750 to learn more about the grading permit process. Please note that the building permit cannot be issued until a grading permit and pad certification packet is reviewed and approved.

WHAT TO EXPECT AT THE SUBMITTAL APPOINTMENT

Please be on time for your appointment at 1635 Faraday Ave. When it's your turn, come up to the counter, unroll your plans and organize your submittal applications. The Building Technician will use your B-1 application to input project data into our permitting system. The Building Technician will establish a plan review fee which will need to be paid the same day. Any application documents that are missing will be provided to you and will be expected to be completed and turned in at the time we issue the permit. This process should take no more than 30 minutes. Click [HERE](#) for more information.

DURING THE PLAN REVIEW PROCESS

The project applicant will need to create an account with the City of Carlsbad Self Service system (CSS). This can be done [HERE](#) . This process can take up to one week. For on-line account assistance, e-mail: business.license@carlsbadca.gov Once the applicant has an account, the system will auto generate e-mails when plan reviews are complete. The applicant will also be able to pay fees on-line and review plan check correction comments. The Building Division may not respond timely to status checks, which is why it is important for the applicant to have a CSS account.

Plan review timelines vary but you can expect comments within 2-3 weeks from submittal.

Contact information of the plan examiner from each division will be on their respective correction notices. Please communicate directly with your plan examiners for specific questions about comments or turn around times.

AFTER PLANS ARE APPROVED

The Building Technician will e-mail the applicant an approval when the permit is ready to be issued. Please only come in to pick up the permit after the applicant receives our e-mail communication. The communication will list any outstanding documents or applications we still need and will provide a link to pay fees on-line. After the applicant has received this e-mail and fees have been paid, they can come to the Building Division to pick up the plans and permit.