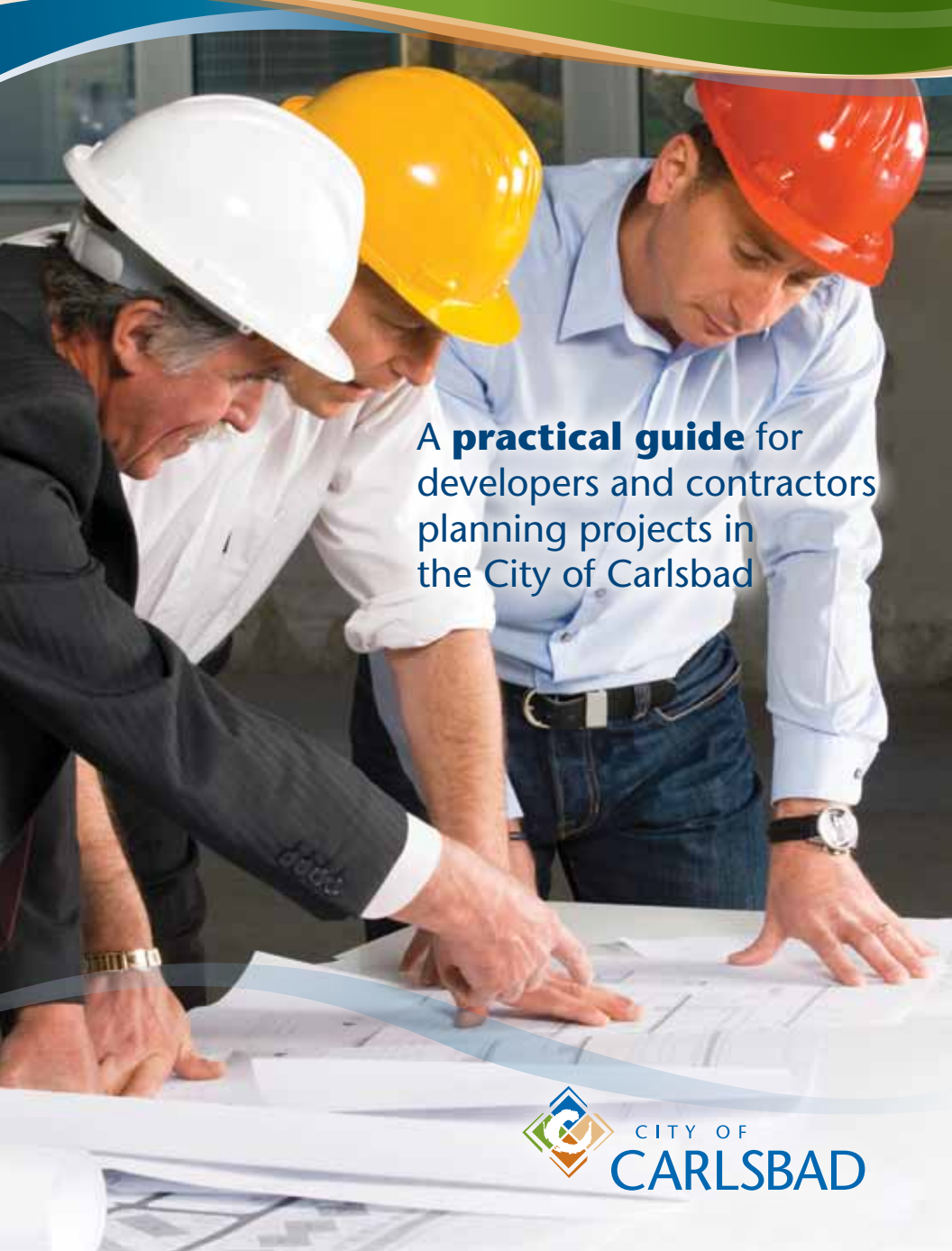


Let's Get *Building!*



A **practical guide** for developers and contractors planning projects in the City of Carlsbad



CITY OF
CARLSBAD



Inside This Guide

- Getting started
- Review process
- Tenant improvements
- Developer/contractor checklist
- Location, hours and contact info
- Who we are and what we do
 - Planning
 - Building
 - Land Development Engineering
 - Fire Prevention



Greetings!



My name is Mike Peterson, and I am the City of Carlsbad's development services manager. My job is to help anyone who wants to build in the city – whether you're a homeowner, a developer, or a contractor – to make Carlsbad's review and permit process as quick and easy as possible.

I am here as a resource for development professionals, whether you are planning a residential subdivision, a commercial or industrial project or tenant improvements for an existing building. I can answer questions and direct you to the right city staff person, depending on the type of project and where you are in the process.

This guide is also intended as a resource as you begin your project. In it, you will find information about the steps involved in taking a project from start to finish and the types of approvals, permits and inspections you might need.

In most cases, you will work directly with staff from the city divisions that oversee the building process – Planning, Building, Fire Prevention and Land Development Engineering. But, if for any reason you need additional help or are unsure who to talk to, I am available to assist you.

Our development review process is meant to maintain Carlsbad's high standards, and ensure that all development and construction is carried out in a safe and legal manner.

Please don't hesitate to call. I am here to help.



Mike Peterson, Development Services Manager, City of Carlsbad
760-602-2721, Mike.Peterson@carlsbadca.gov

Getting started

The best starting point for anyone who wants to build a project in Carlsbad, whether it is a residential, commercial or industrial development, is the city's development review counter located at the Faraday Center, 1635 Faraday Ave.

Before submitting formal plans, developers can meet with city staff and discuss what types of approvals and permits are likely to be needed for the project. If conceptual drawings are available, those can be helpful to focus the initial discussion. City staff will provide written feedback to developers so they know what questions or concerns the city might have about their proposed project.

It is in the developer's interest to know from the beginning of the process what the requirements are to pass final inspection and receive their occupancy permit. In some cases, the requirements will include elements not directly related to the residential or commercial structures, such as recreation facilities and landscaping or curbs, gutters or sidewalks.



Review process

Depending on the type of project, review and approvals could be required by city staff, the Carlsbad Planning Commission and/or the City Council. In some cases, public notice through mailings and signage is required.

The applicant must obtain discretionary approval from the city for such aspects of the project as zoning compliance, mapping, and conditional use permits, if needed, before the city can issue a building or construction permit. The city has four principal



areas of review on development projects once they have obtained their discretionary approvals: final/parcel map review, grading and improvement plans, landscape plans and building plans.

Although building permits can be processed simultaneously with the discretionary review process, applicants run the risk of spending money when the project might be changed during the discretionary review process, or it might not receive the necessary discretionary approvals as currently proposed.

The city's goal is to provide the best information to project applicants as early in the process as possible, allowing them to make timely business decisions. At the same time, the city strives to ensure that members of the public receive timely information about projects that may affect them, so all interested parties can provide input to the city during its decision-making process.

Tenant improvements

- The City of Carlsbad often works with architects and contractors on projects involving tenant improvements for existing retail, office and industrial buildings.
- During a preliminary meeting, staff will meet with the applicant and discuss the types of permits and approvals required for completion of the project.
- Along with a building permit, a project involving a retail, industrial or warehouse business might also require a permit if merchandise is displayed and stored on high-pile storage racks within the premises.
- Again, depending on the type of business involved, the project might require approval by agencies outside the City of Carlsbad. An example would be a restaurant, which requires review, approval and inspection by the County of San Diego Department of Environmental Health.
- The city's Fire Prevention Division would also be involved if the business used any flammable or potential hazardous materials. Other outside agencies could include the San Diego County Air Pollution Control District, which would inspect and review any project or business that generates emissions into the air.
- Review and approval by outside agencies is required before the city can issue a building permit.

For more information about the city's building and construction permit process, go online at www.carlsbadca.gov/business/building; visit the development services counter at the Faraday Center, 1635 Faraday Ave.; or call Mike Peterson, development services manager, at 760-602-2721.



Developer/contractor checklist

- Preliminary meeting with staff to discuss requirements, such as discretionary approvals and permits related to project.
- If discretionary approvals are required, initiate review process, which can include signage and notifications to affected property owners and public hearings.
- Submit building, grading, landscape and other plans for staff review and comment.
- Pay permit fees and pull permits.
- Schedule construction inspections by the city's Building, Fire Prevention, Planning and Land Development Engineering divisions, and outside agencies, if required.
- Complete project, receive final permits and certificate of occupancy.





Location, hours and contact info

The city’s development services are located together at the City of Carlsbad’s Faraday Center, 1635 Faraday Ave. The center is open from 7:30 a.m. to 5:30 p.m., Monday through Thursday, and from 8 a.m. to 5 p.m. on Friday.

The following contact information will help you get in touch with the right staff person.

- Mike Peterson 760-602-2721**
development services manager

- Building 760-602-2719**

- Planning 760-602-4610**

- Fire Prevention 760-602-4666**

- Engineering 760-602-2750**

- Building inspection request line 760-602-2725**

- Building inspection email requests BuildingInspections@**
carlsbadca.gov



Who we are and what we do

The following is an overview of the four city divisions that supervise construction and development in the City of Carlsbad, and brief descriptions of their responsibilities:

Planning

Planning is a good place to start for any type of development or construction project.

- Reviews the project's design to ensure it meets city codes. For example, Planning staff determines if setbacks (the distance between a structure and the property line) are adequate.
- Reviews parking and landscaping elements of commercial and industrial projects and determines which permits are needed for projects based on their location in the city, the type of project and the project's size and scope.
- Administers the development regulations of the California coastal zone.

Building

- Looks at construction plans to determine if they meet state and local building codes with regard to structural, electrical, plumbing, energy and mechanical elements.
- Issues building permits for projects that comply with building codes and have received all required approvals.
- Conducts necessary inspections for all new construction.

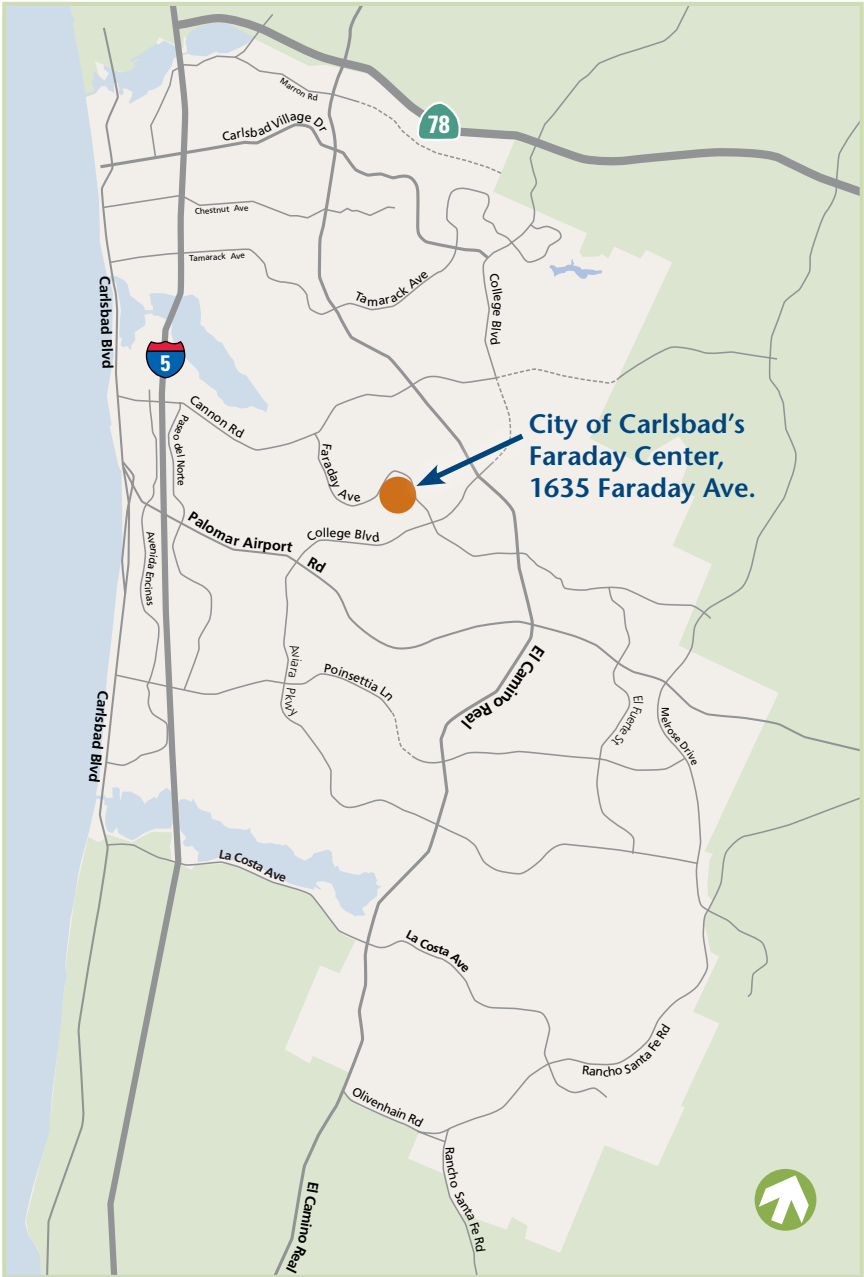
Land Development Engineering

- Reviews project elements, such as grading, roads, drainage and utilities.
- Checks grading plans and issues grading permits.
- Ensures roads are designed with proper turning radius and that fees are assessed for impacts on infrastructure, such as roads, parks or sewer lines (on larger developments).
- Handles easements, storm water management plans and lot-line adjustments.

Fire Prevention

Looks at construction plans to determine if they meet state and local fire codes. Responsible for reviewing plans for automatic fire sprinkler systems as required by the state codes in new construction projects from new homes to commercial buildings. The division also regulates construction in fire suppression zones, which are adjacent to open space.





**City of Carlsbad's
Faraday Center,
1635 Faraday Ave.**



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