



# MINIMUM SUBMITTAL REQUIREMENTS B-46

Development Services

**Building Division**  
1635 Faraday Avenue  
760-602-2719  
[www.carlsbadca.gov](http://www.carlsbadca.gov)

Items shown in **RED** are mandatory in order to begin the plan check process. Depending on the project's scope of work other items listed may also be required. Because complete submittals reduce the cost and time needed to successfully complete the review process you are encouraged to contact the Building Division for additional information or clarification regarding your project at **760-602-2719** or visit [www.carlsbadca.gov/building](http://www.carlsbadca.gov/building).

- Building Permit Application** and any attached, applicable forms completed. The application is available at the building counter or online @ <http://www.carlsbadca.gov/building>

## PLANS

- 4 Sets of Plans** – (*Exception: pools, retaining walls, residential photo voltaic, patios, decks and minor plumbing, electrical and mechanical permits require 3 sets of plans*) All plans must be legible and drawn to scale (minimum scale is 1/4" per foot) and dimensioned. No pencil. Minimum submittal size is 8½ x 11. *Depending on the scope of work the following may be required:*
  - **Floor Plan:** The Floor Plan needs to include a legend for distinguishing between new, existing, removed, etc. Show the size and use of all rooms. Show type, sizes and locations of all doors and windows, furnace, water heater, kitchen details, bath fixtures, electrical outlets, switches, lighting and smoke detectors. All rooms adjoining an addition shall be fully dimensioned and identified. Commercial/Industrial projects will also need to show all elements of a means of egress system (exit access, the exit, and the exit discharge), identifying continuous, unobstructed path of exit travel from the most remotely occupied point of the floor to a public way.
  - **Building Sections:** (Cross-section) This view is a drawing of the 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 rafters.
  - **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 measured from the lower of the 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.
  - **Foundation and Framing Plans:** Foundation plans show the size and location of footings, walls and piers, size and spacing of girders and floor joists; thickness of concrete slabs, and depth of fills, if any, and special treatment of the soil, if any is required.
  - **Disabled Accessibility Plans:** Provide fully dimensioned details of accessible parking spaces, ramps, curb ramps, sidewalks and signage. Show accessible path of travel and all accessible features within the building design.

- 2 copies of supporting documentation**, *-if required*, i.e. soils report, energy calculations, structural calculations.
  - Soils reports are required for additions to two story homes, the addition of a second story to an existing single story and for any addition over 500 square feet. Additions 500 square feet or less may require a soils report at a later date, if, when inspecting the footings/foundation excavation, the City Building Inspector finds conditions which warrant an additional review by a soils engineer.
  - Title 24: Required for a) all new buildings, b) additions to buildings, or c) when installing new air conditioning or heating units in commercial buildings. Envelope calculations will be required for all new buildings and additions to buildings
- Storm Water Assessment Form** completed. (B-24)
- Storm Water Questionnaire Form** completed (E-34)
- Storm Water Compliance Form** completed (E-29)-*if applicable*.

#### TITLE SHEET

- Site address**
- Assessor's Parcel Number**
- Contact and owner information including name and daytime phone.**
- Scope of Work.** Clearly state the details complete scope of work including all existing and proposed use, and all existing and proposed improvements.
- Legal Description**, lot #, Map #, CT#
- Amount of grading** in cubic yards. Write "No Grading" on the plot plan if none is required.
- Statement:** All construction will comply with all current codes: 2010 CA Building, Mechanical, Electrical, Plumbing, Energy, Green and Fire Codes, and the City of Carlsbad Municipal Code.

#### PLOT PLAN

- Footprint** of the entire parcel, fully dimensioned, drawn to scale with a north arrow, and showing all existing and proposed structures on the property.
- Zoning/General Plan**
  - Information regarding zoning can be found under "Zoning Info" on the City E-Zoning Map at: <http://www.carlsbadca.gov/services/online/Pages/default.aspx> To use the map, accept the disclaimer, check "Zoning" under "Map Content" then hit "apply", under "Search" enter either the APN or address, then click on the blue "1" next to the listed APN.
- Lot widths and setbacks, indicated and dimensioned**
- Street/alley centerline – if applicable**
- Existing and proposed slopes and/or retaining walls**
- Drainage:** (with new construction or any change to the exterior of the structure) Show existing and proposed drainage patterns. Identify the impervious surfaces such as, building rooftops, accessory structures, paved flatwork for driveways & walkways and pervious surfaces on the lot such as grass, planted areas, brick pavers, etc.
- Percentage** of lot coverage. (Total area of all structures on lot, divided by total lot area or the net pad area in a Planned Development).
- Locations**, names and width of bordering streets, road easements and alleys.
- Locations** of easements.
- Existing and proposed** public right-of-way and improvements within the public-right-of-way (Irrevocable Offer to Dedicate – *if applicable*)