

Complete submittals reduce the number of plan reviews required and applicant time needed to successfully complete the review process. Depending on the project's scope of work, more complex plans and information may be required in addition to the items described below. You are encouraged to contact the Building Division for additional information or clarification regarding the requirements for your project by calling **760-602-2719** or visit [www.carlsbadca.gov/building](http://www.carlsbadca.gov/building).

**Please schedule your submittal appointment by calling (760) 602- 2723. You can also email your request to [DevAppt@carlsbadca.gov](mailto:DevAppt@carlsbadca.gov).**

- BUILDING PERMIT APPLICATION:** must be complete with address<sup>1</sup>, assessor's parcel number<sup>2</sup>, contact information and a clear description of work including square feet of affected area. Applications are available at the building counter or [online](#).
- PLANS:** Please provide the following number of plans and documents for review:
  - Commercial - four sets of plans and two sets of supplemental documents<sup>3</sup>**
  - Residential - three sets of plans and two sets of supplemental documents<sup>3</sup>**  
(*Exception: pools, retaining walls, photo voltaic, patios, decks and minor plumbing, electrical and mechanical permits require only two sets of plans*).
  - All plans must be legible and drawn to scale (minimum scale is ¼" per foot) and dimensioned.
  - No pencil
  - Minimum plan size: 11 X 17
  - Plan sets (full sizes 24 x 36 or larger) that are larger than 1" must be split into volumes.
  - Storm Water: Complete Storm Water Tier 1 SWPPP (E-29) if there will be any soil disturbance.

***Title Sheet to Include:***

- 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.
- CAP Breakdown** see B-55 for template
- Statement:** All construction will comply with all current codes: 2016 CA Building, Mechanical, Electrical, Plumbing, Energy, Green and Fire Codes, and the City of Carlsbad Municipal Code.

***Plot Plan to Include:***

- Outline** 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**
- Lot widths and setbacks, indicated and dimensioned**
- Street/alley centerline – *if applicable***
- Existing and proposed slopes and/or retaining walls**
- Drainage:** Show existing and proposed drainage patterns (for new construction or any change to the exterior of the structure).
- 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, easements and alleys.
- Existing and proposed** public right-of-way and improvements within the public-right-of-way

<sup>1</sup> Permits cannot be processed without an address. Please allow 2 weeks for address assignment. Ask building staff for submittal items needed for this process.

<sup>2</sup> Current assessor parcel numbers must be provided. Early assignment parcels can be obtained from the County Assessor.

<sup>3</sup> Supplemental documents are structural calculations, geotechnical reports, etc. If the business has a hazardous materials report, please provide three copies.