PLEASE READ THIS OFFICIAL NOTICE

(It will save you time, money and aggravation)

Congratulations! Your permit application has been approved and your permit has been issued by the City of Santa Barbara. As the property owner, or owner's contractor, you are responsible for all construction and land use associated with this permit.

Please follow the approved plans exactly as shown.

All construction must meet all adopted codes and ordinances and match the approved plans.

Your permit approvals are contingent upon maintaining conformance with the approved plans. Some projects may have obtained exterior architectural design review approvals from City Boards and/or Commissions requiring certain aesthetic features to be incorporated into the project. Deviations from the City approved plans must not be made until revisions have been submitted and approved (including design review if required) or unless pre-approved in writing by the Community Development Department.

Your building inspector will issue a "Stop Work Order" or "Correction Notice" if he or she finds construction or land use changes that do not have prior City approval. As a result, additional plan check and inspection fees may be required and additional fees and citations may be assessed. In many instances the un-approved work will be required to be removed and rebuilt to match the approved plans.

Keep your building permit and design approvals "active".

The permit and all associated approvals (Planning Commission, Design Review, Modification, etc.) depend upon the building permit remaining "active". The permit may expire if the related work does not commence within 180 days from the date of permit issuance or if the permitted work is suspended or abandoned for a period of 180 days. Building permit time extensions may be granted if written requests are made to the Building Official in advance of the permit expiration date and the basis for the extension is justified.

CITY OF SANTA BARBARA BUILDING INSPECTION RECORD

For building inspection requests visit Accela Citizen's Access portal or email Inspections@SantaBarbaraCA.Gov
Fire Department Inspections: 564-5702. Public Works/Street Inspections: 564-5388.
Water Conservation/ Landscape/Irrigation Inspections: 564-5460.
Public Works Backflow Inspections: backflow@santabarbaraCA.gov

Re-inspection fees may be assessed if the plans or inspection records are not available on the job site or if the work for which the inspection has been called is not completed.

THIS PERMIT IS VALID FOR ONE YEAR FROM THE DATE OF THE LAST INSPECTION

INSPECTION TYPE	Date	Inspector Approval
Pre-Grade QSP		
Pre-Demolition		
Erosion Control		
Initial QSP		
Survey (Forms/Floor), Bld. Location, Setbacks		
Elevation FEMA Certificate - Foundation		
Reinforcing Steel, Forms, Embedment		
Grounding Electrode (UFER)		
Temporary Power - OK to Release		
Special Inspection (Deputy) Interim Report		
OK to Pour Concrete		
DO NOT POUR CONCRETE UNTIL ALL REQUIRED INSPECTIONS ABOVE ARE SIGNED		
Water Piping Groundwork, TEST		
Gas Piping Groundwork, TEST		
Sewer Lateral, TEST		
Sewer Backwater Device		
Electrical Groundwork		
Floor Framing, Hold Downs		
Underground / Underfloor Plumbing		
Grease Interceptor – (805) 568-1005		
OK to Pour Concrete Slab		
Rough Stormwater / QSP		
ROUGH INSPECTIONS		
Pre-Roof Sheathing		
Roof Nailing		
Roof Insulation		
Floor Nailing		
Shear Panel Nailing / Load Path		
Rough Fire Alarm Wiring / Devices Locations		
Rough Drain-Waste-Vent, TEST		
Special Inspection / Structural Observation		
Rough Water / Gas Piping		
Rough Mechanical		
Rough Electrical		
Rough Framing / Windows / Egress		
Rough Shower Pan		
Rough Fire Sprinklers (Call Fire Dept.)		
DO NOT OCCUPY OR USE THE AREA UNTIL ALL REQUIRED INSPECTIONS ABOVE ARE SIGNED		

INSPECTION TYPE	Date	Inspector Approval
Exterior Lathing / Underlayment		
Insulation - Floors / Walls / Ceilings		
Exterior Design Review Requirements		
Drywall Nailing		
T- Bar Ceiling Framing - OK to Place Tile		
DO NOT TAPE OR PLASTER UNTIL ALL REQUIRED INSPECTIONS ABOVE ARE SIGNED		
POOLS AND SPAS, FENCES		
Pool Reinforcing Steel / Location		
Pool Bonding - Grid, Equipment, Fixture, Deck		
Pool Plumbing Lines / Gas, TEST		
OK to Shotcrete		
Special Inspection - Shotcrete, TEST, Report		
Pool Fencing / Gates / Door Alarms / Cover		
OK to Plaster		
BLOCKWALLS, FENCES, RETAINING WALLS		
Block Wall Foundation - OK to Pour Concrete		
Block Wall Reinforcing - OK to Grout 1 2 3 4		
FINAL Block Wall / Fence		
FINAL INSPECTIONS		
FINAL QSP		
FINAL Demolition		
FEMA Erosion Control		
FINAL FEMA Elevation / Floodproof Certificate		
FINAL Interceptor		
FINAL Mechanical		
FINAL Plumbing		
FINAL Public Works Backflow-Submit Certification		
FINAL Gas, TEST - OK to Set Meter		
FINAL Electrical- OK to Set Meter		
FINAL County Health Department		
FINAL Fire Alarm / Sprinkler System (Call Fire Dept.)		
FINAL Fire Department		
FINAL Water Conser. Landscaping Irrig. (Call Water Insp)		
FINAL Public Works Engineering		
FINAL Transportation / Bike Parking / Parking Lifts		
FINAL Design Review Requirements		
FINAL Planning Development Review Requirements		
FINAL Disabled Access		
Temporary Occupancy Allowed - Conditions		
FINAL Building		
DO NOT OCCUPY OR USE THE AREA UNTIL ALL REQUIRED INSPECTIONS ABOVE ARE SIGNED		

Notes:

City of Santa Barbara
Building & Safety Division
Inspection Request Information

Community Development
630 Garden Street
805-564-5485

How to request an inspection:

1. Schedule a Building and Safety Inspection via Accela Citizen Access (ACA) account or email Inspections@SantaBarbaraCA.Gov.
   permits.santabarbaraca.gov/Building-Safety/Request-an-Inspection

(For Fire Department inspections call 564-5702 during business hours. The Fire Department must perform an inspection prior to final building inspection for all new residential and commercial buildings as well as commercial remodels).

You MUST provide the phone number of the contact for the day of your inspection. Your assigned inspector will call you the day of your requested inspection between 7:30am and 8:30am. If you do not receive a call by 8:30am please call 805.564.5485 and ask for the Inspection Supervisor.

When requesting an inspection:

- Submit the online request no later than the day before you want the inspection to take place.
- Online requests received after 6:30 a.m. will be scheduled for the next working day.
- Online requests received over the weekend will be scheduled for Monday or the following working day.

Information required when scheduling an inspection via (ACA):

- Permit number (toward top left of permit record, BLD20XX-XXXXX)
- Type of inspection or inspections requested (see reverse side of job card for different types)
- Name and phone number of contact, DAY OF INSPECTION
- Any special instructions such as entry combinations, unmarked roads, etc…

Information required on the job site for the inspector:

- The City approved set of plans and any related documents as applicable to the work seeking approval (truss drawings, revisions, deputy inspector approvals, structural observations, etc…)
- The contractor or other knowledgeable person to meet the inspector on site.

General job site requirements:

- The inspector will not enter an occupied or furnished house without an adult present.
- The inspector may enter the back yard when no one is home if given permission to do so by the owner, occupant, or responsible party. Permission may in the form of a verbal request left on the inspection recording line.
- All dogs must be secured or removed from the area of inspection.
- When providing a ladder, please make sure it is properly secured, OSHA approved, and that it extends at least 3 feet above the roof surface.

City of Santa Barbara
Community Development Department
SantaBarbaraCA.gov

Director's Office
Tel: (805) 564-5502
Fax: (805) 564-5477

Administration, Housing & Human Services
Tel: (805) 564-5461
Fax: (805) 564-5477

Building & Safety
Tel: (805) 564-5485
Fax: (805) 564-5476

Planning
Tel: (805) 564-5470
Fax: (805) 564-5477

Rental Housing Mediation Program
Tel: (805) 564-5420
Fax: (805) 564-5477

630 Garden Street
PO Box 1990
Santa Barbara, CA
93102-1990

Building and Safety Inspection Bulletin

Remote Video Inspection

Remote Video Inspection is an alternative to an on-site inspection that is currently required due to Coronavirus transmission concerns. The process for scheduling a Remote Video Inspection is as follows:

1. Schedule your Building and Safety Inspection via Accela Citizen Access (ACA) account or email Inspections@SantaBarbaraCA.gov https://santabarbaraca.gov/services/construction-land-development/building-inspections

2. Between 7:30 am and 8:30 am on the morning of your scheduled Inspection, a City Building Inspector will call you at the phone number you have provided.
   - The Inspector will coordinate with you a specific time that day to call you and conduct a GOOGLE DUO or FACE TIME inspection.
3. It is the responsibility of the Permittee (Contractor, Architect, or Owner) to have access to **GOOGLE DUO** or **FACE TIME** on their smart phone.
4. https://duo.google.com/about/
5. https://support.apple.com/en-us/HT204380

Remote Video Inspection is Available for:

All Residential and Commercial inspections unless the City Building Inspector determines the inspection is to complex.

Note: Based on the size and/or complexity of the project it may not be possible to complete the inspection via Remote Video Inspection. In that case, the **City Building Inspector** working remotely will partially approve the inspection and make every effort to route a field City inspector to complete the inspection the same day. If this is not possible, the City inspector will schedule a field inspection for the next business day.

Customer's Responsibilities:

4G Wireless Service is Required

- Ensure your inspection location has 4G connectivity and your smart phone or tablet has 4G connectivity.

Install FaceTime or Google Duo on your device

Remote Video Inspection Steps:

Once you have scheduled your remote video inspection:

1. **Prepare for Remote Video Inspection**
   - Prior to the inspection, ensure that the necessary tools based on type of inspection are readily available. For example, carry a tape measure, level, GFCI tester, step ladder (for close ups of ceiling), etc.

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2. Prepare to Receive Remote Video Inspection Call

- Make sure the device being used during the inspection is fully charged.
- Be ready to accept a video call at the scheduled time and respond to requests from the City Building Inspector.
- Have the required tools (tape measure, level, GFCI tester, step ladder, etc.)
- Turn off the devices notifications during the video call. Notifications freeze the video call and will cause delays to the inspection or could require the inspection to be rescheduled.
-

3. . The Inspection

- Begin the inspection at street view looking at structure with the address showing
- Follow the directions of the City Building Inspector
- Walk inspection in clockwise direction
- Walk inspection from the 1st floor) to top floor (if multiple floors)
- Make note of any items that the City Building Inspector states needs correcting

4. Inspection Results

- The inspector will inform you at the end of the video call if the inspection has passed or failed.
- The inspector will update the permitting status after the video call is completed.
- The day following the inspection, comments will be available for you to view in Accela.
- In the event an inspection is not successful and corrections are given, it is the responsibility of the Permittee (Contractor, Architect, or Owner) to write down the corrections, and call for a re-inspection.

City of SANTA BARBARA BUILDING & SAFETY

COMMUNITY DEVELOPMENT DEPARTMENT
630 GARDEN ST. SANTA BARBARA, CA 93101
Ph: (805) 564-5485 I Fax: (805) 564-5476
SantaBarbaraCA.gov

REVISIONS TO APPROVED PLANS

SUBMITTAL PACKET

WHAT IS A PERMIT REVISION?

A "revision" is defined as changes to work already permitted. Revisions require a new permit application, and the original building permit number (BLD) must be referenced in the Scope of Revision. Generally, only those plan sheets showing changes must be provided. Work that goes beyond the scope of the original permit, or was not included in the original permit, is not considered a revision. **Changes to structures, site development, or uses for which a permit has been issued may not commence until after the permit is revised and all required approvals are obtained.**

REVIEW AFTER FINAL

If your original permit required a planning approval, revisions that alter the exterior appearance of the building or site will usually require a new approval from the design review boards ***before*** you can submit the revision. Contact the City's Planning Counter for more information on how to submit a "Review After Final" at (805) 564-5578 or PlanningCounter@SantaBarbaraCA.gov.

HOW LONG WILL IT TAKE?

Plans submitted for a revision will generally require less processing time than required for the initial check. The City's goal is to process revisions within 10 days for initial review. Larger commercial revisions might require 10-15 business days for initial review.

WHAT TO SUBMIT

This document includes a list of information that is required to submit a revision. Please note that the architect or building designer responsible for the original design should prepare new plan sheets that reflect the revision. If the design professional has changed, a letter from the original design professional removing themselves from the project or agreeing to the revision is required.

HOW TO SUBMIT

A new building permit application (BLD) is required for all revisions. **DO NOT** upload revised documents to the original permit. **DO** reference the original building permit number (BLD) in the Scope of Revision. All building permit revision applications, including all supporting plans and documents, are accepted online via our Accela Citizen Access Portal (ACA). More information: Online Building Permit Services Guide

REVISION REQUIREMENTS

Fees

Building & Safety plan check fees are due at the time of initial submittal. Other City Division plan check fees will be assessed based on the scope of work and must be paid before rechecks can begin. Any remaining fees are due before permit issuance. Fees may be paid online through ACA, mailed, faxed, or dropped off at 630 Garden Street for processing. If paying by mail or fax, a Fee Payment Submittal Sheet is required. See: How to Pay Invoiced Fees.

Project Plans

All plans must be complete, accurate, legible, and to scale. Include only the sheets which have changes. See the Project Plan Submittal Guide handout for the required contents of plan submittals. For minor projects such as meter replacements, fence permits, residential driveway repaving, small accessory buildings, and air conditioners see the Basic Site Plan handout.

Scope of Revision

A written “scope of revision” must be provided on the cover sheet with a clear description of the proposed changes. Include reference to the original application building (BLD) permit number in the scope of revision. All changes must be clouded on each sheet with a legend, include a numbered delta symbol indicating the revision number (Revision #1, Revision #2, etc.). Remember to update the project data as well as the plans when there are changes to floor area, parking spaces, FAR, or similar statistics.

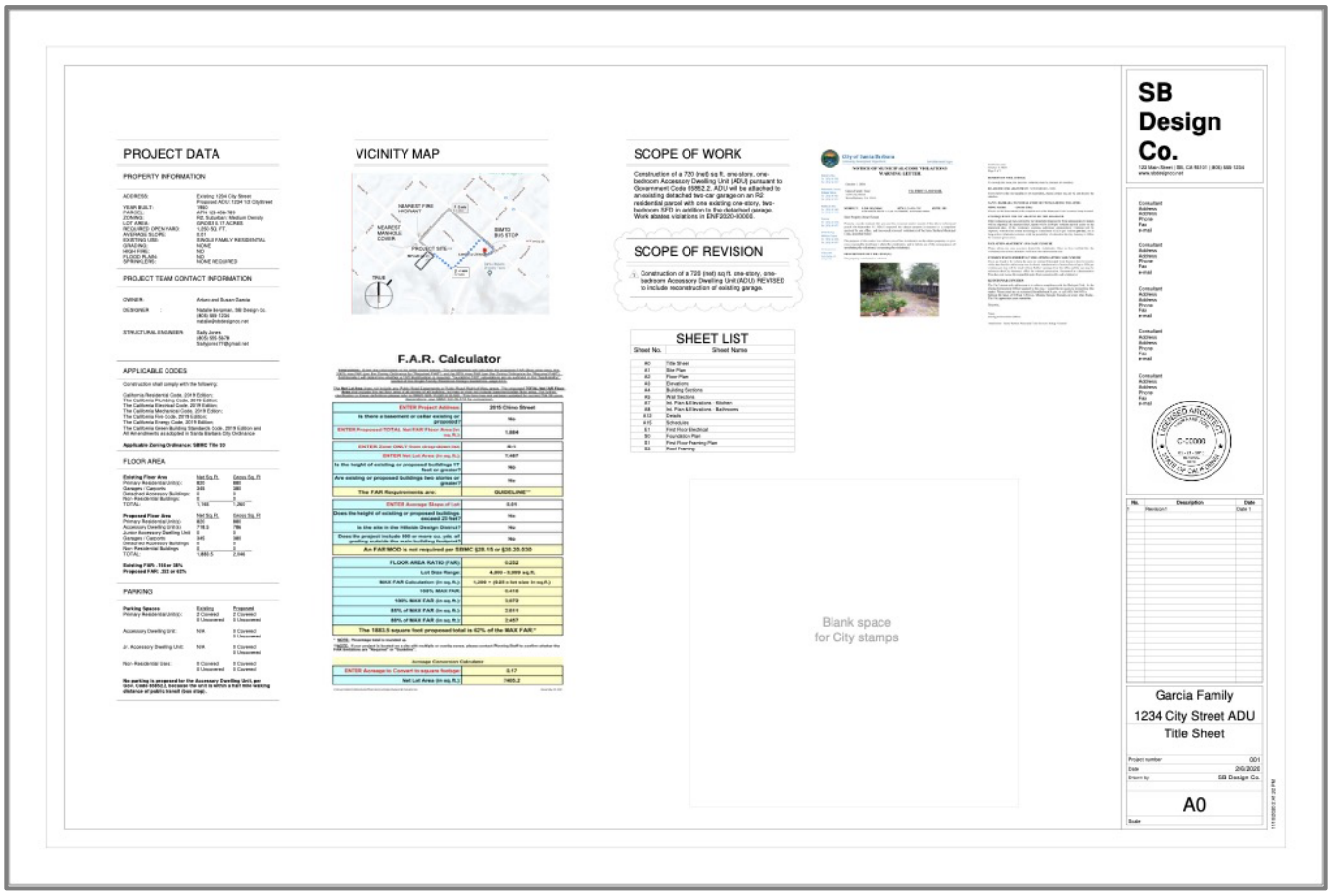
Title Block and Signatures

Every set of plans should contain a title block on each sheet that includes the project address, the property owner’s name and plan preparer’s name and contact information (email and phone number). The numbered delta symbol should be listed in the title block with a date indicating when the revision was made. Changes to plan sheets that were stamped and signed by a design professional, must also be stamped, and signed by the appropriate design professional.

Documents and Supporting Materials

If applicable, provide a copy of structural calculations that support any engineering change. The calculations must be stamped and signed by the licensed design professional responsible for the design change. Provide revised Title 24 Energy Code Documentation affected by the revision. You can assist staff in providing a speedier response by providing a detailed itemized list of changes, in either a cover letter or in the project description.

SAMPLE REVISION TITLE SHEET



REVISION CHECKLIST

- ✓ Scope of Revision
- ✓ All revisions clouded
- ✓ Numbered delta symbol
- ✓ Signed by plan preparer

Remember that necessary certifications/signatures must be included.

Community Development
630 Garden Street
805-564-5485

- **Municipal Code Section 7.16.270 - Building Waste not to be Deposited for Collection by City's Contractor:**

No person shall deposit for regular collection by the City's contractor waste building material and other waste materials from the construction, alteration, repair, moving and demolition of buildings or from promotion and development of property by any real estate or commercial agent or from industrial or manufacturing processes.

- **Municipal Code 7.24.010 - Temporary Toilet Facilities during Building Construction – when Required:**

It shall be unlawful for any person to commence construction work on any building in the City where two (2) or more workmen are employed, unless adequate temporary toilet facilities for the use of the workmen is provided.

Such adequate temporary toilet facilities shall be maintained until the completion of the construction work on the building.

- **Municipal Code 9.16.015 Construction Work at Night:**

It shall be unlawful for any person, between the hours of 8:00 p.m. of any day and 7:00 a.m. of the following day to erect, construct, demolish, excavate for, alter or repair any building or structure if the noise level created thereby is in excess of the ambient noise level by 5dBA at the nearest property line of a property used for residential purposes unless a special permit therefore has been applied for and granted by the Chief of Building and Zoning. In granting such special permit the Chief of Building & Zoning shall consider is construction noise in the vicinity of the proposed work site would be less objectionable at night than during daytime because of different population levels or different neighboring activities, if obstruction and interference with traffic, particularly on streets of major importance, would be less objectionable at night than during daytime, if the kind of work to be performed emits noises at such a low level as to not cause significant disturbance in the vicinity of the work site, if the neighborhood of the proposed work site is primarily residential in character wherein sleep could be disturbed, if great economic hardship would occur if the work were spread over a longer time, if the work will abate or prevent hazard to life or property, if the proposed night work is in the general public interest; and he shall prescribe such conditions, working times, types of construction equipment to be used, and permissible noise emissions, as he deems to be required in the public interest. This section shall not be applicable to activities of public or private utilities when restoring utility service following a public calamity or when doing work required to protect persons or property from an imminent exposure to danger.

- **Lead & Other Materials of Concern:**

Lead and other constituents of concern may be found in surface and subsurface soils within the city limits of Santa Barbara. Please refer to the EPA's Soil Screening User's Guide, www.epa.gov/superfund/health/conmedia/soil/pdfs/ssg496.pdf , when disturbing soil for construction or other purposes.

City of Santa Barbara
Building & Safety Division

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AFFIDAVIT – SELF CERTIFICATION OF INSTALLATION OF SMOKE/CARBON MONOXIDE ALARM(S)

FOR COMPLIANCE WITH SECTIONS R314 AND R315 OF THE CALIFORNIA RESIDENTIAL CODE WHERE NO INTERIOR ACCESS FOR INSPECTION IS REQUIRED

Property Address_____

Owner Name_____ Permit Number_____

Total Number of Alarms Installed in Dwelling Unit(s): Smoke_____ Carbon Monoxide_____

When the valuation of additions, alterations, or repairs to existing dwelling units exceeds $1000.00, Sections R314 and R315 of the California Residential Code required that Smoke Alarms and/or Carbon Monoxide Alarms be installed in the following locations:

1) Outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedrooms
   - Smoke Alarm and Carbon Monoxide Alarm

2) On every occupiable level of a dwelling unit including basements
   - Smoke Alarm and Carbon Monoxide Alarm

3) Within each sleeping room
   - Smoke Alarm

Where a fuel burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.

Carbon Monoxide Alarms are not required in dwellings which do not contain fuel-burning appliances and that do not have an attached garage with an opening that communicates with the dwelling unit.

Multi-purpose alarms: Carbon monoxide alarms combined with smoke alarms shall comply with sections R314.5 and 315.4 and shall be approved by the office of The State Fire Marshal.
Power Supply: In existing dwelling units with no commercial power supply alarm(s) may be solely battery operated. In existing dwelling units, alarms are permitted to be solely battery operated where repairs or alterations do not result in the removal of wall and ceiling finishes, **or** there is no means of access by means of attic, basement, or crawl space. An electrical permit is required for alarms which must be connected to the building wiring.

As the owner of the above referenced Property, I herby certify that the alarm(s) referenced above has/have been installed in accordance with the manufacturer's instructions and in compliance with The California Residential Code. The alarms have been tested and are operational.

Print Name_____ Date _____

Signature _____

Please return this form to the Building Inspector assigned to your project or to the Building & Safety Counter at 630 Garden St., Santa Barbara, CA.