



BUILDING PERMIT PACKET

OFFICIAL NOTICE

YOUR PERMIT IS ISSUED

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

APPROVED PLAN SET

Please follow the approved plans exactly as shown. All construction must match the approved plans, meet all adopted codes and ordinances.

- Deviations from the City approved plans must not be made until revisions have been submitted and approved (including design review, if required).
- Your building inspector will issue a "Stop Work Order" or "Correction Notice" if they find construction or land use changes that do not have prior City approval. As a result, additional plan check and inspection fees may be required.
- Un-approved work may be required to be removed and rebuilt to match the approved plans.

PERMIT ACTIVITY

You are required to keep your building permit active.

- The permit may expire **one year** from the date of issuance or last inspection.
- For permit extensions contact: Building and Safety Counter BLD@SantaBarbaraCA.Gov

WHAT HOURS AM I ALLOWED TO DO CONSTRUCTION

Construction times (including preparation for construction) for most projects are as specified in the Santa Barbara Municipal Code Section 9.16.040 and listed below.

7:00 a.m. to 8:00 p.m., daily

The Municipal Code Section 9.16 also limits hours for the use of leaf blowers, agricultural uses, and mechanical equipment; see the code for details.

JOB PACKET INDEX

Page 1:	Official Notice
Page 2:	Index
Page 3-4:	Inspection Request Information
Page 5:	Noise Ordinance Limitations Guide
Page 6-8:	Revisions to Approved Plans
Page 9-10:	Remote Video Inspections
Page 11:	Self-Certification of Installation of Smoke/Carbon Monoxide Alarms



UPDATE TO INSPECTION REQUESTS

On JANUARY 6, 2025, inspection requests via email will no longer be processed.

On **JANUARY 6, 2025**, all inspections requests will only be accepted via the Accela Citizen Access Permit Portal. The requests must be made by the Contractor/Owner who holds the permit. Use this QR Code to access the Building Inspection webpage and click the Online Inspection Request Icon.

The Permit Portal guide is located on the Building Inspection webpage.
To access the guide directly, scan the QR Code below.

For additional information please contact the Building and Safety Division:
BLDOnline@SantaBarbaraCA.Gov

Business Hours:

Monday, Tuesday, Thursday: 8:30 a.m. – 12:00 p.m.
Wednesday: 8:30 a.m. – 5:00 p.m.
Alternating Fridays: 8:30 a.m. – 12:00 p.m.

Accela Permit Portal



Permit Portal Guide





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
ACA Website - <https://aca-prod.accela.com/SANTABARBARA/Default.aspx>

(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.



WHAT ARE THE TIME AND DAY LIMITS FOR NOISE?

WHAT HOURS AM I ALLOWED TO DO CONSTRUCTION?

Construction times (including preparation for construction) for most projects are as specified in the Santa Barbara Municipal Code Section 9.16.040 and listed below. The Municipal Code also limits hours for the use of leaf blowers, agricultural uses, and mechanical equipment; see the code for details.

7:00 a.m. – 8:00 p.m., daily

Construction times for certain large projects when conditioned by the *Planning Commission* are listed below. Additional mitigation measures may be required for large projects with a long construction duration (e.g., over 12 months) and with the use of certain construction equipment (pile drivers). Please contact the [Planning Counter](#) if you have questions about planning conditions of approval for noise.

7:00 a.m. – 5:00 p.m., weekdays

9:00 a.m. – 4:00 p.m., Saturdays

Prohibited on Sundays and legal holidays*

**Legal holidays are New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving Day, and Christmas Day.*

HOW DO I REQUEST A WAIVER?

If it is necessary to do work outside the allowed construction hours based on required construction type or other appropriate reasons, the contractor may contact the Community Development Department to request a waiver of the construction hours. Authorization from the Chief Building Official must be received at least one week prior to the commencement of after-hours work.

TO REQUEST A WAIVER, submit a letter to Building & Safety with this information:

- Specific date and time that work will occur
- Exact location of work
- Specific type of work to be performed
- Amount and type of equipment to be used
- Noise mitigation measures to be employed
- Distance of the nearest residential dwelling to the proposed work



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.



City of Santa Barbara

Community Development Department

SantaBarbaraCA.gov

Building and Safety Inspection Bulletin

Remote Video Inspection

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

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.
ACA Website - <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.
 - o 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.



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

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 Division

Community Development
630 Garden Street
805-564-5485

**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 hereby 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.****