City of SANTA BARBARA BUILDING & SAFETY

COMMUNITY DEVELOPMENT DEPARTMENT
630 GARDEN ST. SANTA BARBARA, CA 93101
Ph: (805) 564-5485 I Fax: (805) 564-5578
SantaBarbaraCA.gov

BUILDING PERMIT (BLD) APPLICATION

SUBMITTAL PACKET

INSTRUCTIONS

This document includes a list of information that is required to apply for a building permit in the City of Santa Barbara. Detailed application instructions and an overview of the permit process and estimated timeliness are available here: Building Permit (BLD) Application Guide.

HOW TO SUBMIT

All building permit applications, including all supporting plans and documents, are accepted online via our Accela Citizen Access Portal (ACA). More information: Online Building Permit Services Guide.

WHAT TO SUBMIT

The building permit application must be accompanied by all required plans, fees, supporting materials and forms as described below, or it will not be accepted for review. All forms must be completed, signed, and submitted as a PDF attachment to your electronic submittal.

FEES

Payment of fees is required prior to application review or processing.

☐ **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

Electronic plan sets are required for all applications.

☐ **Project Plans**

See the Project Plan Submittal Guide handout for the required contents of plan submittals. For minor projects, see the Basic Site Plan handout.

PHOTOGRAPHS

Photographs may be required by the Planning Division. Photos provided on the plan sets are preferred.

Site and Area Photographs

Submit current color photographs of the site and any existing buildings, and adjacent buildings and sites. Photos must be clear and in focus with a minimum size of 4 x 6. Internet photos such as Google Maps are not acceptable because they may not show current conditions.

SUPPORTING MATERIALS

Supporting materials are required on some applications, depending on the type of project. After you submit, we will notify you of any additional requirements, see forms online: Building & Safety Handouts.

Access Compliance Form

Complete the applicable compliance form and reproduce on the plans to verify that the proposed construction will conform to California Building Code accessibility requirements.

APCD Clearance

For any work to a commercial structure, an APCD Clearance Form with a signature of an authorized representative will be required before the Building Permit can be issued.

Base Flood Elevations

When the site is in a FEMA Flood Zone, a review by the City Flood Plain Coordinator and a Base Flood Elevation Certificate will be required.

CALGreen Checklist

CALGreen compliance forms and worksheets such as Construction Waste Management Plan can be found at Green Building Code. The applicable forms including CW-1 form must be filled out and reproduced on the plans.

Code Modification or Alternate Request

If requesting a code modification or an alternative material, design, or method of construction, submit the Code Modification Form and, if granted, reproduce the form on the plans.

Grading Self-Certification Form

If grading 40-50 cubic yards in Hillside Design District, submit a Grading Self-Certification Form.

Energy Conservation Requirements

Title 24 California Energy Code forms and worksheets can be found at Energy Code Forms. A copy of the required Certificate of Compliance (CF1R) for residential and (ENV-1) for non-residential must be filled out and reproduced on the plans.

Geotechnical Soils Report

A geotechnical soils report prepared by a registered geotechnical or civil engineer is required for all new structures and additions larger than 500 sq. ft. per Section 1803.2 C.B.C. and Section R401.4 of C.R.C and SBMC Chapter 22.04. The requirement may be waived under certain circumstances when the structural engineer takes responsibility for the soil properties.

Exceptions to soils report requirements:

1. Single-story additions less than a 500 sq. ft. and less than 50% of the existing structure.
2. Second-story additions to an existing slab-on-grade structure with no new footings.
3. Detached "U" Occupancy Category buildings.

Health Permit

All food facility operators must complete a Health Permit Application from County Environmental Health Services (EHS). Contact EHS for clearance requirements and include a copy of the approved stamped plans along with your building permit application.

Owner-Builder Disclosure Form

If the property owner chooses to act as the contractor for their project, they will be required to provide the Owner-Builder Disclosure Form before permit issuance.

Structural Calculations

All structural designs by a licensed Professional (Engineer or Architect) must be accompanied by structural calculations to support the design. Prescriptive designs in accordance with Section 301.1.1.3 of the C.R.C. and Sections 1603-1604 of the C.B.C are not considered engineered.

Utilities Clearance

If changes to utilities are proposed, clearances are required prior to permit issuance. Submit the Project Clearance Form with required signatures as acknowledgement of pending work.

- **Electrical Service** – If you are upgrading or installing new electrical service, approval from Southern California Edison is required; meter order number must be on the plans.
- **Natural Gas Service** – To request new natural gas service or arrange for an abandonment, relocation, or alteration of an existing service or meter set assembly submit a Natural Gas Application to the Southern California Gas Company.
- **Onsite Water Well** – County Environmental Health Services (EHS) requires a Water Well Permit Application for new or altered existing onsite water wells. Once a permit is obtained, submit a copy of the clearance letter with your building permit application.
- **Onsite Wastewater Treatment System (OWTS) / Septic System** – The Central Coast Water Board requires a permit for new or replacement septic systems. Please contact the water quality control board for clearance requirements. Once a permit is obtained, submit a copy of the clearance letter with your building permit application.
- **Public Water and Sewer** – For new or changed water and sewer service, submit a City Water and Sewer Service Application or obtain a “Will Serve Letter” from water provider.
- **Sewer Lateral SLIP** – If the property is adding an extension, an Accessory Dwelling Unit (ADU), or any construction project that would add either 400 sq. ft. of construction area or 2 plumbing fixtures, a Sewer Lateral Inspection Program (SLIP) Report is required.
- **Telephone, TV, Internet, and Cable** – Contact Cox Communications or Verizon if changes to telephone or cable lines are proposed.

BUILDING PERMIT APPLICATION FORM

PERMIT TYPE

☐ **Building** ☐ **Mechanical** ☐ **Electrical** ☐ **Plumbing** ☐ **Demolition** ☐ **Grading**

☐ **Revision** – Changes to work already permitted on **original** BLD RECORD # :

RECORD INFORMATION

Submittal Date: BLD RECORD # *(if known)* :

PROPERTY INFORMATION

Project Address:

Assessor Parcel Number (APN):

PROJECT DESCRIPTION

Will the project resolve violations from an **ACTIVE CODE ENFORCEMENT CASE:** ☐ **YES** ☐ **NO**

BUILDING INFORMATION	EXISTING	PROPOSED
Occupancy Group:		
Construction Type:		
Number of Dwelling Units:		
Floor Area – Living	sq. ft.	sq. ft.
Floor Area – Garage	sq. ft.	sq. ft.
Floor Area – Deck	sq. ft.	sq. ft.
Floor Area – Other	sq. ft.	sq. ft.

CONSTRUCTION VALUATION:

☐ *RS Means* ☐ *Marshall Swift* ☐ *Engineering News & Review*

NEW BUILDING: Sq. Ft. **ADDITION:** Sq. Ft. **REMODEL:** Sq. Ft.

BUILDING CONSTRUCTION COST $ **SITE WORK COST $**

CONTACT INFORMATION

PROPERTY OWNER

Name:

Address: ZIP:

Email: Phone:

APPLICANT (PRIMARY CONTACT)

CHECK ONE: ☐ PROPERTY OWNER ☐ AUTHORIZED AGENT OF PROPERTY OWNER

Name: Company:

Address: ZIP:

Email: Phone:

DESIGN PROFESSIONAL

CHECK ONE: ☐ ARCHITECT ☐ ENGINEER ☐ NON-LICENSED DESIGNER

Name: License #: Exp. Date:

Address: ZIP:

Email: Phone:

CONTRACTOR

CHECK ONE: ☐ LICENSED CONTRACTOR ☐ OWNER-BUILDER

Name: License #: Exp. Date:

Address: ZIP:

Email: Phone:

WORKER'S COMPENSATION INSURANCE

Insurance Carrier: Policy #: Exp. Date:

Name of Agent: Phone:

CONSTRUCTION LENDING AGENCY

Lender's Name: Address:

APPLICANT'S DECLARATION

Under penalty of perjury the following declarations are made:

a. **Applicant's Declaration.** I certify that I have read this application and state the above information is true and correct to the best of my knowledge, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application. I understand that any information provided becomes part of the public record and can be made available to the public and posted to City websites.

b. **Site Inspection.** I hereby authorize the City of Santa Barbara to conduct a site visit of this property as part of the City's review of this application, making all portions of the interior and exterior accessible through completion of construction, and in response to any conditions.

c. **Construction Valuation.** I understand that State law mandates the Applicant to provide an estimated value of all work proposed. If the valuation is underestimated, the permit shall be denied, unless the Applicant can show detailed estimates to meet the approval of the Building Official. I hereby certify the construction valuation provided is accurate and includes all proposed work including all structural work, finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevator, labor costs, and all permanent equipment.

d. **Owner/Agent Authorization.** If the Applicant is not the Property Owner, both the Property Owner and Applicant must sign below. By signing this declaration, the Property Owner authorizes the Applicant listed in this application to act as the Property Owner's agent on all matters before the City of Santa Barbara pertaining to development on this property.

PROPERTY OWNER'S SIGNATURE:

Owner's Signature _____ *Date* _____

Owner's Name (printed) _____

APPLICANT'S SIGNATURE: ☐ N/A

Applicant's Signature _____ *Date* _____

Applicant's Name (printed) _____ *Title (Architect, etc.)* _____

CONTRACTOR'S DECLARATION

Under penalty of perjury the following declarations are made:

a. **Licensed Contractor Declaration.** I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

b. **Workers Compensation Declaration.**

WARNING. FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS ($100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are included above.

☐ I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

c. **Construction Lending Agency** I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

LICENSED CONTRACTOR'S SIGNATURE: ☐ N/A

Licensed Contractor's Signature	*Date*
Licensed Contractor's Name (printed)	*License Class and No.*

OWNER-BUILDER'S DECLARATION

Under penalty of perjury the following declarations are made:

a. **Owner-Builder Declaration.** I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s): (**Section 7031.5, of Business and Professions Code:** Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 commencing with Section 7000 of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than $500.)

- ☐ I, as owner of the property, or my employees with wages as their sole compensation, will do ☐ all of, or ☐ portions of the work, and the structure is not intended or offered for sale (**Section 7044, Business and Professions Code:** The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner Builder will have the burden of proving that it was not built or improved for the purpose of sale.)
- ☐ I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (**Section 7044, Business and Professions Code:** The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Law.)
- ☐ I am exempt from licensure under the Contractors' State License Law for the following reason: _____

b. By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following website: https://leginfo.legislature.ca.gov/faces/home.xhtml.

PROPERTY OWNER'S SIGNATURE: ☐ N/A

_____ _____

Owner's Signature *Date*

_____

Owner's Name (printed)

If the property owner chooses to act as the contractor for their project, provide the Owner-Builder Disclosure Form.