

# Minimum Requirements for Building Permit Site Plans

This info-bulletin describes the requirements for a typical site plan for construction projects requiring a building permit.

## SITE PLAN

A site plan is a drawing that shows all property lines, lot lines, easements, public rights-of-way, buildings, and structures located on the parcel of property. See Figure 1 on the back of this info-bulletin for an example.

## Minimum Requirements

The plan must be legible, drawn to scale and include the following minimum information.

- Name, address, and phone number of the property owner and developer, if different.
- A brief statement clearly describing the scope of work being proposed.
- North arrow & drawing scale.
- Lot coverage as a percentage, existing and proposed
- Label front, rear and side setbacks
- Parking spaces, existing and proposed
- All facilities/structures labeled “existing” or “proposed.”
- Vicinity map showing at least two major cross streets and all roadways leading to the site.
- Exterior dimensions (including height) of all existing and proposed buildings, additions, and structures, with dimensions to property lines, dimensions between buildings and structure, and dimensions of architectural projections such as bay windows and fireplaces.
- Dimension public rights-of-way. Curb to property line distance, or centerline of street to property line distance. Width of alley, if applicable, and type of paving.
- Identify all existing and proposed public improvements including, but not limited to curb, sidewalk, pedestrian ramps, driveways.
- Dimensions and location of all easements.
- Address of the proposed construction site.

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## Documents Referenced

Carlsbad Building Codes & Regulations; [Title 18](#)  
Carlsbad Zoning Code; [Title 21](#)  
Electronic Vehicle Charging Stations; [IB-165](#)  
Residential Solar PV Systems; [IB-210](#)  
Grading Exemptions; [CMC §15.16.060](#)

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- Legal description of the construction site and Assessor’s Parcel Number (APN).
- Signed and dated certificate of accuracy.

## Grading and Drainage

Carlsbad Municipal Code [§15.16.060](#) lists the different types of grading activities that do not require a grading permit. Regardless whether the grading work is exempt, the following information must be included on the site plan.

- Top and toe of slopes
- Drainage patterns (existing and proposed, if changed)
- Cut/fill quantities in cubic yards

If grading is not exempt, please contact the Land Development Engineering Division at 442-339-2750 or via email at [LandDev@CarlsbadCA.gov](mailto:LandDev@CarlsbadCA.gov) for information on grading permit requirements.

## Additional Requirements

In addition to the requirements above, additional information is required for applications involving either an electronic vehicle charging station ([IB-165](#)) or residential solar photovoltaic system ([IB-210](#)). Please refer to the appropriate informational bulletin for more information.

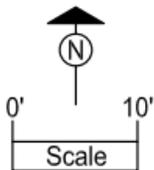
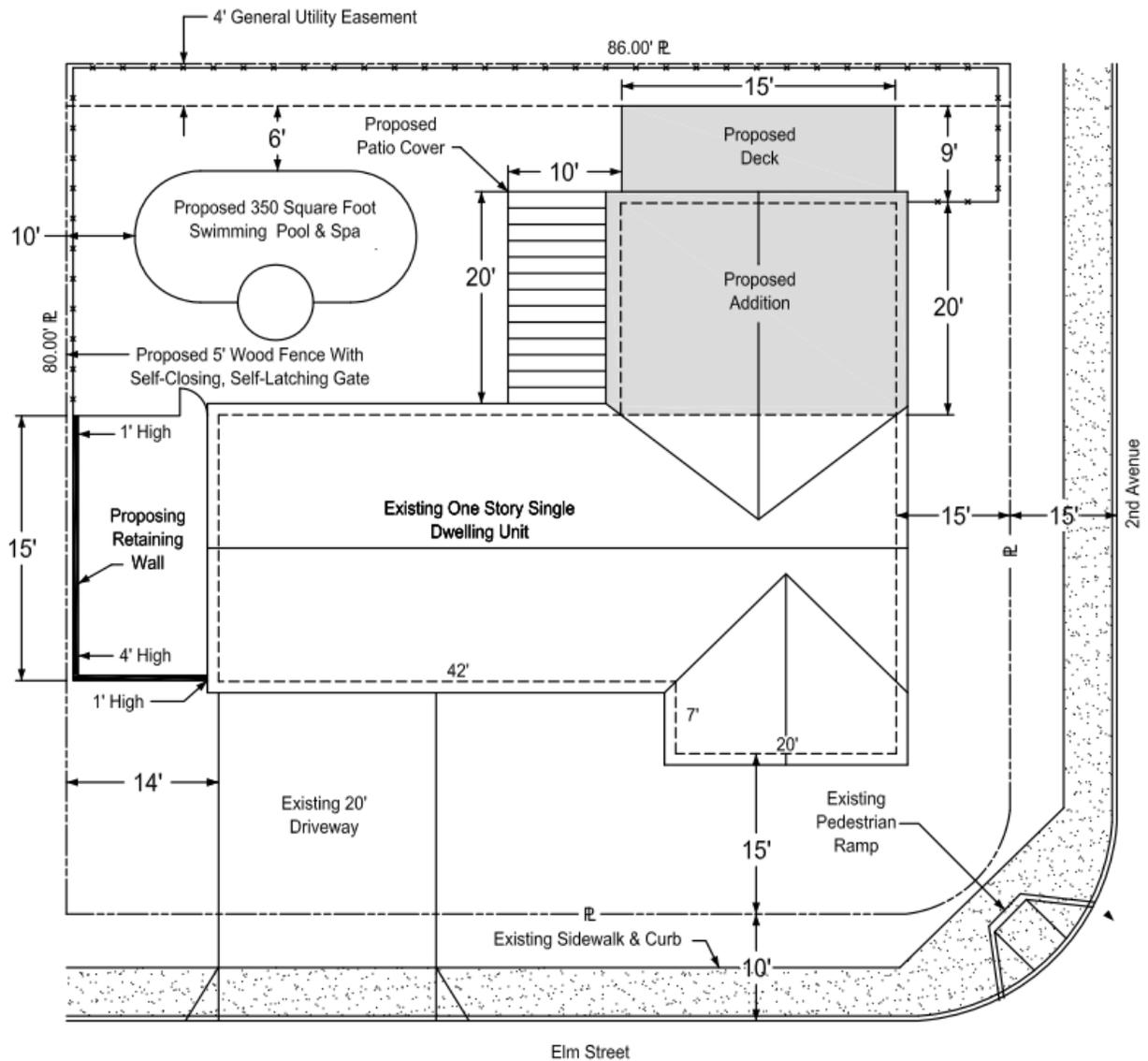
## Site Plan Exemptions

Projects requiring a stand-alone mechanical, electrical, plumbing permit do not require a site plan.

## OPTIONS FOR SERVICES

Should you have any questions, please contact the Building Division at 442-339-2719 or via email at [Building@CarlsbadCA.gov](mailto:Building@CarlsbadCA.gov).

**FIGURE 1  
TYPICAL SITE PLAN**



Legal Description:  
Lot 123, Block 4 of  
City Heights  
Subdivision  
Map 5678  
APN# 123-456-78

Site Address:  
1234 Elm Street  
San Diego, CA 92100

Ownership Information:  
Mr. & Mrs. Smith  
1234 Elm Street  
San Diego, CA 92100  
(619) 555-1234

**PROJECT SCOPE:** 300sf single-family room addition, 200sf patio cover and 135sf uncovered deck. Max. 4' retaining wall, 300 swimming pool and spa, and 5' wood perimeter security fence for pool.

**CERTIFICATE OF ACCURACY**

I certify all documents and plans clearly and accurately show all existing and all proposed buildings, structures, access roads, and utilities/utility easements. All proposed land use activities, improvements to land, and/or building modifications or additions are clearly labeled on the site plan of the approved plan set. I understand that any potentially existing detail within these plans inconsistent with the site plan are not approved and may be required to be altered or removed. The submitted documents and plans show the correct dimensions of the property, the buildings, and structures and their setbacks from property lines and from one another, access roads/easements, and utilities. The existing and proposed use of land and of each building as stated is true and correct. Further, all improvements existing on the property were completed in accordance with all regulations in existence at the time of their construction, unless otherwise noted. All easements and other encumbrances to development have been accurately shown and labeled as well as all on-site grading/site preparation.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Vicinity Map**

