

Residential Building Permit Submittal Requirements

Considering a home improvement project and are wondering where to start before you start? This information-bulletin is intended to help you get underway in securing required authorizations before you start construction.



PURPOSE

The purpose of a building permit is to ensure that new construction meets minimum code standards, which are designed to protect life and property. To accomplish this, building permit applications are reviewed by city staff against applicable state and local building and land development codes and regulations.

While the city has simplified the permit submittal process, some projects require information and documents that are not needed for other projects. That is because different codes and regulations apply to different types of home improvement projects, and the more complex a project the more information is typically needed to ensure standards are being met.

This form lists the most common residential development projects that are processed by the Building Division. Each listed residential project contains a link to a form that identifies the documents and information needed to be included in a permit application for that project.

Additional links and resources to help explain the required information are provided in the form, but should you have any questions about what is being requested please contact the Building Division where a technician will be able to assist you.

EXEMPT PROJECTS

Before proceeding with the application process, first check to see if your project requires a permit. [Form B-39](#) includes a list of construction projects that do not require approval of a building permit. While a permit may not be required, certain code requirements still apply (e.g., setbacks). Please contact the Building Division with any questions.

RESIDENTIAL PROJECTS

Below is a list of typical residential project types, accompanied by a link to a form number that details the minimum permit submittal requirements for that project. If you are proposing multiple projects at once (i.e., a room addition with solar panels), please consult the appropriate form for *each* project proposed (i.e., Form B-5 and Form B-13).

For duplicate submittal requirements (i.e., a B-1 permit application is required in both forms), only one needs to be completed. In other words, you do not need to prepare two applications. If your proposed project is not listed below, please contact the Building Division for assistance.

- Accessory dwelling unit ([Form B-5](#))
- Decks ([Form B-4](#))
- Demolition, structure ([Form B-9](#))
- Demolition, pool ([Form B-47](#))
- Electrical ([Form B-1](#))
- Mechanical (i.e., HVAC, water heater) ([Form B-1](#))
- Patio cover ([Form B-8](#))
- Plumbing ([Form B-1](#))
- Remodel ([Form B-5](#))
- Reroof ([Form B-10](#))
- Retaining walls ([Form B-7](#))
- Room addition ([Form B-5](#))
- Single-family home ([Form B-5](#))
- Solar photovoltaic ([Form B-13](#))
- Sunroom ([Form B-37](#))
- Swimming pools & spas ([Form B-21](#))

OPTIONS FOR SERVICES

Should you have any questions, please contact the Building Division at 442-339-2719 or via email at Building@CarlsbadCA.gov.