



B-2 COMMERCIAL BUILDING PERMIT INSTRUCTIONS AND CHECKLIST

Building submittals are accepted by appointment only and can be scheduled online:
<https://www.carlsbadca.gov/departments/community-development/book-an-appointment>

City of Carlsbad
Development Services, Building Counter
1635 Faraday Avenue
Carlsbad, CA 92008

Initial Submittal Checklist:

Provided	Quantity	Description
	1	B-2 Commercial Building Permit Application (only page 1 required at the time of intake for plan review)
	4	Plan sets (collated, stapled and rolled)
	2	Applicable Supplemental Documents (energy, structural, soils, etc.)
	1	County of San Diego Hazardous Materials Questionnaire (stamped if required by responses on the form)
	1	This checklist

If applicable, the following forms are *required* at initial submittal:

Provided	Quantity	Description
	1	B-50 Climate Action Plan Consistency Checklist
	1	E-34 Storm Water Standards Questionnaire

B-50 Climate Action Plan is required at the time of submittal if your project includes any of the following:

- Any new square footage;
- Alterations exceeding the valuation threshold of \$200,000

The form should be completed by the architect of record and/or the energy consultant prior to the first submittal.

E-34 Storm Water Standards Questionnaire is required for any commercial or multi-family residential project that proposes any of the following:

- Expand the existing footprint of a structure;
- Alter the exterior of an existing structure; or
- Upgrade the site (including parking lot or landscape upgrades)

If determined that the project is subject to the Trash Capture Requirements per Step 5 of the E-34 form, review the E-35A template and include the documentation at the time of submittal.

Community Development

Building Division 1635 Faraday Avenue | Carlsbad, CA 92008 | 442-339-2719 t

If applicable, the following document(s) will be required *prior to permit issuance*:

1. **County of San Diego Health Department approval letter** - if the business will be operating any of the following: new apartment building greater than four units, permanent makeup facility, food and beverage facility, public or community swimming pool. Note: This is not a complete list. Refer to the San Diego County Food and Housing Division. <https://www.sandiegocounty.gov/deh/fhd/>

2. **Sewer District Certification** - if the project site is outside of Carlsbad Sewer District boundaries.

Additional Information: This form is prepared by city staff and provided to the applicant prior to permit issuance. Coordination with the outside sewer district will be required.

3. **School District Certification** - if project proposes any new square footage.

Additional Information: This form is prepared by city staff and provided to the applicant prior to permit issuance. Coordination with the school district will be required.

4. **Special Inspection Agreement** - if project requires a special inspector on site.

Additional Information: Coordination between property owner and state licensed contractor is required.

5. **E-29 Storm Water Pollution Prevention Plan** - if the project proposes any new square footage or soil disturbance.

6. **B-59 Waste Management Plan** - if the project proposes any new square footage or if the valuation of alteration is greater than \$200,000.

Please contact the building division with any questions on these documents:

Building@CarlsbadCA.gov

442-339-2719



COMMERCIAL BUILDING PERMIT APPLICATION B-2

Plan Check _____
Est. Value _____
PC Deposit _____
Date _____

Job Address _____ Suite: _____ APN: _____

Tenant Name #: _____ Lot #: _____ Year Built: _____

Year Built: _____ Occupancy: _____ Construction Type: _____ Fire sprinklers: YES NO A/C: YES NO

BRIEF DESCRIPTION OF WORK:

Addition/New: _____ New SF and Use, _____ New SF and Use
 _____ SF Deck, _____ SF Patio Cover, _____ SF Other (Specify) _____

Tenant Improvement: _____ SF, Existing Use: _____ Proposed Use: _____
 _____ SF, Existing Use: _____ Proposed Use: _____

Pool/Spa: _____ SF Additional Gas or Electrical Features? _____

Solar: _____ KW, _____ Modules, Mounted: Roof Ground

Reroof: _____

Plumbing/Mechanical/Electrical _____

Other: _____

APPLICANT (PRIMARY CONTACT)

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____

PROPERTY OWNER

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____

DESIGN PROFESSIONAL

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____
Architect State License: _____

CONTRACTOR OF RECORD

Business Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____
CSLB License #: _____ Class: _____
Carlsbad Business License # (Required): _____

APPLICANT CERTIFICATION: I certify that I have read the application and state that the above information is correct and that the information on the plans is accurate. I agree to comply with all City ordinances and State laws relating to building construction.

NAME (PRINT): _____ SIGN: _____ DATE: _____

THIS PAGE REQUIRED AT PERMIT ISSUANCE

PLAN CHECK NUMBER: _____

A BUILDING PERMIT CAN BE ISSUED TO EITHER A STATE LICENSED CONTRACTOR OR A PROPERTY OWNER. IF THE PERSON SIGNING THIS FORM IS AN AGENT FOR EITHER ENTITY AN AUTHORIZATION FORM OR LETTER IS REQUIRED PRIOR TO PERMIT ISSUANCE.

(OPTION 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. I also affirm under penalty of perjury one of the following declarations (CHOOSE ONE):

I have and will maintain a certificate of consent to self-insure for workers' compensation provided by Section 3700 of the Labor Code, for the performance of the work which this permit is issued. Policy No. _____

-OR-

I have and will maintain worker's compensation, 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: **Insurance Company Name:** _____

Policy No. _____ **Expiration Date:** _____

-OR-

Certificate of Exemption: 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. **WARNING: Failure to secure workers compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to \$100,000.00, in addition the to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest and attorney's fees.**

CONSTRUCTION LENDING AGENCY, IF ANY:

I hereby affirm that there is a construction lending agency for the performance of the work this permit is issued (Sec. 3097 (i) Civil Code).

Lender's Name: _____ **Lender's Address:** _____

CONTRACTOR CERTIFICATION: I certify that I have read the application and state that the above information is correct and that the information on the plans is accurate. I agree to comply with all City ordinances and State laws relating to building construction.

NAME (PRINT): _____ **SIGNATURE:** _____ **DATE:** _____

Note: If the person signing above is an authorized agent for the contractor provide a letter of authorization on contractor letterhead.

- OR -

(OPTION B): OWNER-BUILDER DECLARATION:

I hereby affirm that I am exempt from Contractor's License Law for the following reason:

I, as owner of the property or my employees with wages as their sole compensation, will do the work and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such 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 he did not build or improve for the purpose of sale).

-OR-

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and contracts for such projects with contractor(s) licensed pursuant to the Contractor's License Law).

-OR-

I am exempt under Business and Professions Code Division 3, Chapter 9, Article 3 for this reason:

AND,

FORM B-61 "Owner Builder Acknowledgement and Verification Form" is required for any permit issued to a property owner.

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 Web site: <http://www.leginfo.ca.gov/calaw.html>.*

OWNER CERTIFICATION: I certify that I have read the application and state that the above information is correct and that the information on the plans is accurate. I agree to comply with all City ordinances and State laws relating to building construction.

NAME (PRINT): _____ **SIGN:** _____ **DATE:** _____

Note: If the person signing above is an authorized agent for the property owner include form B-62 signed by property owner.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF
GENERALSERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa
www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov
[www.rehab.cahwnet.gov/
disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.cdda.ca.gov
[www.cdda.ca.gov/resour
ces-menu/](http://www.cdda.ca.gov/resources-menu/)

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcfca/calcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.

HEALTH AND SAFETY CODE - HSC

DIVISION 104. ENVIRONMENTAL HEALTH [106500 - 119406]

(Division 104 added by Stats. 1995, Ch. 415, Sec. 6.)

PART 15. MISCELLANEOUS REQUIREMENTS [118375 - 119406]

(Part 15 added by Stats. 1995, Ch. 415, Sec. 6.)

CHAPTER 2. Restrooms [118500 - 118703]

(Chapter 2 added by Stats. 1995, Ch. 415, Sec. 6.)

ARTICLE 5. Single-User Restrooms [118600- 118600.] (Article 5 added by Stats. 2016, Ch. 818, Sec. 1.)

118600.

(a) All single-user toilet facilities in any business establishment, place of public accommodation, or state or local government agency shall be identified as all-gender toilet facilities by signage that complies with Title 24 of the California Code of Regulations, and designated for use by no more than one occupant at a time or for family or assisted use.

(b) During any inspection of a business or a place of public accommodation by an inspector, building official, or other local official responsible for code enforcement, the inspector or official may inspect for compliance with this section.

(c) For the purposes of this section, "single-user toilet facility" means a toilet facility with no more than one water closet and one urinal with a locking mechanism controlled by the user.

(d) This section shall become operative on March 1, 2017.

(e) This section does not apply to construction jobsites, as described in subdivision (a) of Section 6722 of the Labor Code.

(Amended by Stats. 2023, Ch. 529, Sec. 2. (AB 521) Effective January 1, 2024.)

MANDATORY ADA DISCLOSURE

ATTENTION: You may be subject to liability for failure to meet your legal obligation to comply with state and federal disability access laws. The recent issuance or renewal of a business license or equivalent instrument or permit does not mean that your business has been determined to be in compliance with state and federal disability access laws.

Please see the attached materials for more information.

The State of California wants to ensure that all people have equal access to public and private services. Many people with disabilities do not have equal access to services because many business owners do not take the time to ensure that their businesses are accessible. Some common problems disabled people encounter are:

- (1) The building has architectural barriers that make it difficult or impossible for someone using a wheelchair, walker, or other mobility device to get inside or move around.
- (2) The business uses a website that does not work with screen reading devices and other assistive technology.
- (3) The business does not allow people with disabilities to enter the building with their service animals.
- (4) The staff do not receive ADA training and do not know about the requirements to modify practices or to provide auxiliary aids and services.

As the operator of a business, it is your responsibility to ensure that your business provides equal access to people with disabilities. Refusing to make your business accessible is discrimination under state and federal law. People with disabilities and the government have the right to sue businesses that discriminate.

The best way to protect yourself from a lawsuit is to make your business accessible. Here are some important steps you should take:

(1) Schedule an inspection with a Certified Access Specialist.

A Certified Access Specialist (CAsp) is a person who the State of California recognizes as having specialized knowledge of accessibility standards. They can inspect your business and tell you what changes you need to make for your business to be accessible to disabled people. Getting a CAsp inspection has important benefits, like giving you extra protection in a lawsuit.

To find a CASp in your area, contact the CASp Program at the Division of the State Architect. You can also visit

www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

Additionally, you should contact your local government and ask what resources it has to help businesses comply with disability access laws. The State of California makes money available to local governments to create programs that help business owners comply with disability access laws.

(2) Learn about accessibility laws from reliable sources.

There is a lot of misinformation about accessibility laws. Get information about your rights and responsibilities as a business owner from reliable, trustworthy sources. California has several agencies that provide fact sheets, trainings, and other educational materials about accessibility. In fact, one of these agencies, the California Commission on Disability Access, was created by the Legislature for the purpose of helping businesses comply with accessibility laws. You should contact the following agencies and ask for information on how to comply with accessibility laws:

The California Commission on Disability Access:

www.cdda.ca.gov

The Division of the State Architect: www.dgs.ca.gov

The Department of Rehabilitation: www.dor.ca.gov

(3) Making your business accessible is good for everyone. It makes your business available to more customers. It also promotes fair and equal access.

We thank you for doing your part to help make California a great place for everyone!