

INFORMATION
BULLETIN

114a

October 2022

How to Establish Master Plans for Miscellaneous Structures

This information bulletin (IB) describes the process of establishing master plans for miscellaneous structures, such as spiral stairs, swimming pools and accessory dwelling units (ADU). A Master Plan Establishment Project submittal allows for the review and approval of structural drawings and details for miscellaneous structures. After the Master Plan Establishment Project is approved and issued, the applicant may submit these pre-approved plans, together with the architectural plans necessary for a building permit. For information on the Master Plan Establishment process for Single Dwelling/Duplex Units, see [IB-114](#).

I. Submittal Requirements

All forms, documents and applications must be submitted electronically. Visit the Development Services Department (DSD) website at sandiego.gov/DSD to begin the submittal process. Additional information, including a detailed [User Guide](#), is also available. Provide the following forms/documents:

1. Building Construction Plans. Structural plans showing compliance with the California Building Code (CBC). All plans must have a scope of work and be stamped and signed by an engineer and/or architect licensed in the State of California.
2. Exterior Elevations and Sectional drawings (for Accessory Dwelling Units).
3. Structural Calculations stamped and signed by an engineer and/or architect licensed in the State of California.

II. Master Plan Establishment Review Process

As each reviewing discipline completes a review, they will email an Issues Report (if not approved) to the point of contact. The Issues Report will contain the reviewer's comments and instructions for resubmittal.

III. Master Plan Establishment Permit Issuance Process

To request issuance of the Master Plan Establishment approval, contact your assigned project manager. The following documents are required:

1. Final versions of building construction plans which had been reviewed and approved by required review discipline (s).
2. [Project Contact Information Form \(DS-345\)](#).

IV. Master Plan Production Review and Issue Process

Follow the Submittal Requirements Section 2 and 2A of the [Land Development Manual](#), Project Submittal Requirements, for a detailed description of the required documents for accessory structures. Indicate clearly on plans the scope of work and the City of San Diego approved Master Plan number being used. Approved established Master Plan drawings must have the original wet stamp and signature of the designer owning the plans.

V. Master Plan Expiration

Master Plans will expire with the City's adoption of a new CBC or other State mandated regulations.

VI. How Do I Obtain A Building Permit or Combination Building Permit Using An Approved Master Plan?

After the Master Plan Establishment Project is approved and issued, a copy of these pre-approved plans, together with the architectural plans, may be submitted for a Building Permit or Combination Building Permit. See [Land Development Manual](#), Project Submittal Requirements Section 2 or 2A for Building Permit/Combination Building Permit submittal requirements.

Visit our website: sandiego.gov/dsd.

Upon request, this information is available in alternative formats for persons with disabilities.

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VII. Fees

For your convenience, DSD offers online payments through [OpenDSD](#). Payment drop-off in a touchless drop safe can also be made in the first-floor lobby of the Development Services Center, located at 1222 First Ave. in Downtown San Diego. This safe is checked daily and payments are processed the following business day. All payments must be in the exact amount, drawn on US banks and be made out to the "City Treasurer." Please include the invoice # or Project # in the memo or attach the invoice to the check. Cash payments are only accepted by appointment; email DSDCashiers@sandiego.gov to schedule an appointment.

Please note that plan check fees and other administrative fees are non-refundable. See the Refund Policy stated within the [Refund Application Form \(DS-721\)](#) for additional refund information.

The following administrative fees and plan check fees are required to be paid prior to review unless otherwise indicated below. See "[Fee Schedule for Construction Permits](#)" (IB-501) for other submittal and issuance fees applicable to construction permits.

A. Mapping Fee

This fee is charged when there are plans, drawings, maps or other geographical documents utilized for project review.

Mapping Fee.....\$10.00

B. Plan Check Fee

Pool/Spa-Establish Master Plans.....\$1,977.15

ADU-Establish Master Plans; see 'Single Dwelling Unit/Duplex Addition/Remodel' fee in [IB-501](#).

Hourly Rate for Master Plan other than pool/ spa; see [IB-501](#).

C. Records Fee

This fee is charged at the time of permit issuance.

Records Fee.....\$35.48

Reference Table

- [How to Establish and Permit Master Plan Residential Phased Development for Single Dwelling/Duplex Unit \(IB-114\)](#)
- [Fee Schedule for Construction Permits \(IB-501\)](#)
- [Refund Application Form \(DS-721\)](#)
- [Land Development Manual \(LDM\)](#)
- [Project Contact Information Form \(DS-345\)](#)
- [User Guide](#)