



THE CITY OF SAN DIEGO

Permit Records and Mapping Information

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 201 SAN DIEGO, CA 92101-4101
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION
BULLETIN

110

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The Records section of Development Services maintains comprehensive building permits, plans, maps and other related data for land development projects in the city of San Diego. This information can be helpful for individuals purchasing a home, commercial or industrial property. It can also be useful to help determine if a project is regulated by a **discretionary action** and was legally constructed and completed.

I. TYPES OF RECORDS AVAILABLE

A. Permits and Drawings

- Building Permits from 1955 to present
- Electrical, Plumbing and Mechanical Permits
- Engineering Permits
- Engineering Improvement Drawings
- Transportation Permits

B. Maps

- Base Maps (To access online maps see the "Map Library" section on the [SanGIS](#) website)
- Zoning Maps (For status of online maps see [Updates to the Official Zoning Map](#))
- Drainage, Sewer and Water Maps
- Orthographical Maps (Available for 1992, 1999, 2000, 2003 and 2004 on the [SanGIS](#) website)
- Topographical Maps (Available for 1992 and 1999 on the [SanGIS](#) website)
- Subdivision/Parcel Maps
- Tentative Maps
- 800" Scale Maps
- Curb to Property Line Distances
- Center Line to Property Line Distances
- Right of Way Distances
- Record of Survey
- Lot Dimensions
- Easements

C. Files and Reports

- Engineering Files
- Environmental Files
- Project Files
- Subdivision/Work Order Files
- Transportation Files
- Encroachment Removal Agreement
- Geology/Soils Reports
- Mean High Tide Points
- Development Services Publications

D. Plans

- Plot Plans
- Blueprints/Plans
- Seismic Safety Maps
- General Plan

Documents referenced in this Information Bulletin

- Land Development Manual, [SDMC](#)
- Records Research Request Form, DS-3110

- Community Plans
- [Standard Specifications for Public Works Construction](#)

E. General Fees

Copies \$.25 per page
Microprints..... \$2.00 per page

Loan of Public Records

Maps \$1.00 per series
Seismic Maps \$16.00 per page/
..... \$800.00 per set

II. HOW TO OBTAIN PERMIT RECORDS AND MAPPING INFORMATION

A. In Person

Visit the **Development Services Center** Records Counter, located on the 2nd Floor. Staff members are available to answer general records related questions. They can also show you how to research and locate much of the information yourself. Due to the high volume of records requests, free assistance is limited to thirty minutes. (See Section III below for how to research curb to property line distances.) Walk-ins are welcome, but priority is given to those with appointments. For an appointment, please call (619) 446-5300.

Please note: To access information you will need the property address, plan file number, approval number, permit number or legal description (which can be obtained through the [County Assessor](#).)

B. By Mail

Permit records and mapping information from 1990 to present can be obtained by mail. Submit your request using the Records Research Request Form DS-3110. Be as specific as possible with the property description and number of documents needed. Send your request along with a check made payable to the City Treasurer to the address at the top of this Information Bulletin. For questions about your mail-in request, contact the Records section at 446-5200.

Printed on recycled paper. Visit our web site at www.sandiego.gov/development-services.
Upon request, this information is available in alternative formats for persons with disabilities.

C. Online

Development Services has many online resources available including:

1. An online [Building Records Request](#) form for construction projects issued since 1990.
2. In addition to some of the maps listed in Section I that are available via the Internet, [mapping requirements](#) can also be accessed online.
3. Many of the most used Development Services Publications including [Information Bulletins](#), [Forms](#), Project Submittal Manual, and Land Development Manual are available on the Development Services website.
4. For those who are unfamiliar with the development process, the [Development Process: Step-by-Step](#) provides helpful information about how to navigate the process to developing property in San Diego.

III. HOW TO RESEARCH CURB TO PROPERTY LINE DISTANCE

If you want to research the Curb to Property Line distance, visit the Development Services Center Records Counter and follow these steps:

1. Prior to your visit obtain the LEGAL DESCRIPTION of your property. LEGAL DESCRIPTION includes: Subdivision Name, Block Number and Lot Number. It could also include a Parcel Number or a Parcel Map Number.
2. The Curb to Property Line distance is found in the IMPROVEMENT DRAWINGS located by using the ALPHA CARD INDEX. The ALPHA CARDS contain street names filed in alphabetical order. Choose the card that includes your street name at the bottom right corner of the card. To find your specific address, look on the corresponding grid index for your street.
3. Look under the heading at the top of your card for "Type." This will be a two-digit code to direct you to the "Record's Legend"

Example: Type B6 on the Legend.

B = Streets or Roads and 6 = Drains, Paving, Sewer, Water.

4. Write the designated "Document Series" number, sheet number (if applicable) and following alpha letter. A "Document Series" number would look like: 2927D.
5. Go to the drawers against the wall and look for the number in the "D" drawers.

6. Go to our viewer to look at the drawing and find the Curb to Property Line.

IV. VIEWING PLANS

Building plans are public records which may be viewed during normal working hours at the Records Section counter of Development Services Department, 1222 First Avenue, San Diego, California. Viewing of building plans is confined to the premises of the Development Services Department Office hours are Monday, Tuesday, Thursday, Friday, from 7:00 am - 4:00 p.m, and Wednesday from 9:00 am - 4:00 p.m excluding holidays. Records Section staff may be reached at (619) 446-5200.

You are not permitted to make copies, tracings or take photographs when viewing building plans. Additionally, the California Health and Safety Code requires obtaining permission of both the current owner and the design professional who signed the plans before plans may be duplicated.

PLANS

The Development Services Department maintains an official copy of buildings plans for which the department has issued a construction permit, except for certain exempt buildings. The exempt buildings for which plans are not kept are:

1. Single or multiple dwellings not more than two stories and basement in height.
2. Garages and other structures appurtenant to buildings described in Exemption 12.
3. Farm or ranch buildings.
4. Any one-story building where the span between bearing walls does not exceed 25 feet. However, this exemption does not apply to a steel frame or concrete building.

The department maintains plans that date back to about 1955. As of January 1, 1989, the department must also keep plans of common interest developments as defined by Section 1351 of the Civil Code.

Duplicates of plans may not be made except with:

1. The written permission, which shall not be unreasonably withheld, of the certified, licensed or registered professional or his or her successor who signed the plans.
2. The written permission of the original or current owner, or the building is part of a common-interest development, the written permission of the board of governing body of the association established to manage the common interest development.

3. By court order (subpoena or upon the request of any state agency).

Fees are changed and periodically updated to reflect the actual cost of duplicating requested plans.

DUPLICATION OF PLANS

Step 1. The person desiring a duplicate of plans (the applicant). The applicant must have the correct address of the building for which duplicate plans are requested. Building addresses must be in a standard format, for example, 001234 1/2N., 43rd Street. The standard address format consists of up to a six digit street number, a fractional address (if any), the street direction (if appropriate), the street name, and the street suffix (e.g., St., Av., Rd.).

Step 2. The applicant is required to complete an application and affidavit for signature. Forms are also provided for the applicant to obtain permission to duplicate the plans of either the owner or in the case of a common interest development, the governing body.

Step 3. The applicant brings the completed application form, the signed affidavit, and the permission of the owner/governing body to the Records Section.

Step 4. The city sends the request to duplicate the plan and the affidavit, signed by the applicant to the professional (who signed the original plans or his or her successor) via certified mail. If the professional does not respond within 30 days of receipt of the letter or within 60 days if the City grants an extension, the City may determine that granting permission is being unreasonably withheld. If as determined, the plans may be duplicated without the permission of the professional, providing that the current or original owner has given permission to make the duplicates.

Step 5. After the City determines that permission has been granted or unreasonably withheld, the applicant will be advised of the approximate costs of duplication. The City will contact the applicant: the applicant will make the duplicates. Payment is due when services are rendered.

V. SELF HELP INSTRUCTIONS FOR LOCATING THE CURB-TO-PROPERTY LINE DISTANCE.

Identify the correct documents required for a curb-to-property distance.

1. Street name
2. Address

3. Block range
4. Cross streets
5. Lot number, Map number

Numbers are located on the recorded map (in most cases) and within the Legal Description found on the County Assessor's tax bill.

All of this information is necessary to expedite the curb-to-property line research.

In order to interpret the curb-to-property distance, review the Engineering Improvement drawing(s) identified with the relevant TYPE code from the "Drawing Description Code Index" sheet located on the tables in Records. Engineering Improvement drawings referenced with type BA, BC, BE, BJ, BL, BN 5i or B2 thru B9 will usually illustrate details helpful as identifying the curb-to-property distance.

Example: Alvarado Road East of College; Engineering Improvement drawing 12954-D, Code type BL (paving & curbs).

Street dimensions may be identified in the following manner:

1. Property line to property line = right of Way (ROW)
2. Curb line to curb line = traveled way
3. Curb line to Center line (CL) of the street (ROW) or the center of the traveled way (sometimes the curb-to-property line distance may differ from one side of the street to the other)
4. Curb line to property line
5. Review any street sectional views

Additional Research Tips:

Review the most recent Engineering Improvement drawings. (highest drawing number)
Verify the Improvement drawing is "AS BUILT" and not "PLAN FILED."

Street dedications and/or Street vacations may alter the distance identified on the improvement drawing.

If these steps fail to produce the curb-to-property line information, see a Records staff member. Staff appointments are arranged by phoning (619) 446-5200.