



THE CITY OF SAN DIEGO

HOW TO ESTABLISH AND PERMIT RESIDENTIAL UNITS PER

# Master Plans

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
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INFORMATION  
BULLETIN  
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## I. WHAT ARE MASTER PLANS

“Master Plans” are approved construction documents for identical structures proposed to be built repeatedly in the City of San Diego. Master Plans include single dwelling units, duplexes, and apartments or condominiums.

The Master Plan Program expedites the issuance of building permits for Master Plan items. An appointment is necessary with the Master Plan Coordinator for service. Call (619) 446-5000 for information and the name and telephone number of the current Master Plan Coordinator

## II. DEFINITIONS

The following are definitions of terms used in this Information Bulletin:

**Master Plan:** a set of approved construction documents for identical structures proposed to be built repeatedly in the City of San Diego.

**Master Plan Coordinator:** The Plan Review Specialist who accepts Master Plan submittals, calculates fees, processes plans, assigns Master Plan numbers, issues building permits, and processes plan changes or revisions to a Master Plan.

**Production Phase:** A project for which plans have been submitted to the Development Services Department per an established Master Plan.

**Model or Plan Type:** A designed building or prototype. Each model or plan type is approved under the current code requirements and assigned a specific master plan number.

## III. HOW TO ESTABLISH A MASTER PLAN

### A. Submission of Plans

The following items must be submitted:

1. Complete sets of plans for single dwelling unit or multiple unit projects, two of which must be stamped and signed by a California licensed architect or engineer. Contact the Coordinator for the number of sets of plans required for submittal.
2. One set of structural calculations.
3. One set of truss calculations, if applicable.
4. One set of energy calculations.
5. One set of soils report and/or geological study.
6. A completed and signed Permit Application for each building type.
7. A completed and signed Water Meter Data Card for each building type or water meter.
8. One copy of the recorded map and all approved improvement drawings

## Documents referenced in this Information Bulletin

- [Information Bulletin 501](#), “Fee Schedule, Construction Permits-Structures”
- [Water Meter Data Card, \(DS-16\)](#)
- [Permit Application, \(DS-3032\)](#)

Appointments for submittals are required. Call (619) 446-5000 for information and the name and telephone number of the current Master Plan Coordinator.

## B. Payment of Fees

Plan check fees will be charged at the time of submittal. See Information Bulletin 501, “Fee Schedule, Construction Permits - Structures” for fee schedules. This is a processing fee and will not be credited toward any future building permits. It is a one time fee to establish the Master Plan. Once the Master Plan is established, all identical production phase submittals will be expedited. See Section VIII for plan check and building permit fees of production phases.

## IV. THE MASTER PLAN REVIEW PROCESS

The Master Plan Coordinator will assign a project number to the newly submitted plans. Thereafter, all inquiries must refer to the project number.

Single dwelling unit projects will be routed to department staff to be reviewed for residential mechanical, Title 24 energy, water and sewer, structural, California Building Code ([CBC](#)), engineering, planning, and landscaping requirements. Multiple unit projects will be routed to department staff to be reviewed for electrical, mechanical, Title 24 energy, noise, water and sewer, structural, CBC, and Title 24 disabilities requirements. The applicant will be notified by mail or telephone when the plans are ready to be picked up for corrections. The Master Plan Coordinator will mail or FAX the review sheets to the designer at the applicant’s request.

The applicant will pick up the plans and make any necessary corrections. Each review sheet will have the name and telephone number of the respective plan checker along with instructions on how to handle the recheck (by appointment or by resubmitting the plans). After all the necessary corrections are made, the plans are stamped “Approved” by each discipline.

After all corrections are made and all approvals are obtained, the plans will be assigned a Master Plan

number. All inquiries after this will refer to the Master Plan number instead of the project number.

Two sets of plans will be stamped by the Coordinator with an approval stamp and then perforated. One set of the approved plans and calculations will remain on file with the Master Plan Coordinator and the other approved set will be returned to the applicant.

The Master Plan is now established. Plans submitted for construction must be identical to the established Master Plan set on file. Any changes, including minor changes, must be approved prior to plan submittal for building permits. The Coordinator will not accept plans that do not match the Master Plan on file. (See Section V for plan changes or revisions to a Master Plan.)

#### **V. REVISING A MASTER PLAN**

Changes or revisions to a Master Plan must be approved prior to submitting for production phase building permits. An appointment is required with the Master Plan Coordinator for any revision. Do not contact your original plan checkers for plan changes. You may be assigned a different plan checker each time.

To revise a Master Plan, two sets of complete building plans along with the original perforated set of plans must be submitted. Both sets of plans must have all the changes bubbled or highlighted. Some revisions may be checked and approved by the Master Plan Coordinator over the counter, other revisions may be routed for review and approval. A supplemental plan check fee will be collected for revisions to plans.

#### **VI. PERMITS FOR A PRODUCTION PHASE**

After the Master Plan is established, submittals will be accepted to permit production phases. It is the department's goal to process submittals for such plans in five working days. In order to meet this commitment, the applicant must provide identical and complete plans and paper work.

##### **A. The Self-Certification Program**

To expedite plan review, the designer may certify that the submitted single dwelling unit plans and associated calculations match the approved plans on file with the city of San Diego. The self-certification statement must state the following, "I, the undersigned, certify that the attached plans, calculations, and paper work completely match the approved plans, calculations, and paper work on file with the City of San Diego under Master Plan number." This statement must be on the front sheet of the architectural plans and the front page of each set of calculations. The self-certification statement must be signed in ink by the registered architect or engineer. The applicant may not sign the self-certification statement. The self-certification program is only available for single dwelling unit residential projects at this time.

##### **B. Building Plan Submittal**

To submit plans on established Master Plans, the applicant needs to schedule a submittal appointment with the Coordinator. At the appointment the following items must be provided:

1. Complete sets of plans for single dwelling unit projects and multiple family residence projects including plot plans and legal description, two of which must be stamped by a California licensed architect or engineer. Contact the Coordinator for the number of sets of plans required for submittal.
2. A copy of the recorded map and all approved improvement drawings.
3. One set of structural calculations.
4. Two sets of truss calculations, if applicable.
5. One set of the soils report.
6. One set of energy calculations.
7. A completed and signed Permit Application for each building.
8. A completed and signed Affordable Housing Requirements Checklist (DS-530) with supporting documents as needed.
9. A completed Water Meter Data Card (WMDC) is required for each building for single dwelling units and one WMDC for each water meter for residential multiple unit projects. Please note that addresses must be assigned prior to plan submittal. Correct addresses must be provided on all Permit Applications and Water Meter Data Cards. If you have any questions in regard to addresses, call (619) 446-5000 for the name and telephone number of the current address coordinator.
10. See Section VIII for plan check and building permit fees of production phases.

##### **B. The Review Process**

After determining that the submittal package is complete, the Master Plan Coordinator will assign a new project number and route the plans to the department's staff for expedited reviews, if necessary. Most approvals for single family residence projects are obtained from the Master Plan Coordinator.

Once the production phase plans are approved, the following items are required to obtain a building permit:

1. Two complete sets of plans and applicable calculations approved and signed by the plan checkers.
2. Completed and signed Permit Applications, Water Meter Data Cards, and other related forms.
3. Payment of fees. See Section VIII for plan check and building permit fees of production phases.

**VII. EXPIRATION OF A MASTER PLAN**

Master Plans will expire with the City’s adoption of a new California Building Code (CBC). When a Master Plan has expired, a letter will be mailed to the applicant. Expired plans may be returned to the applicant if arranged with the Master Plan Coordinator.

All requirements in Section III, “How to Establish A Master Plan,” will be applicable to Master Plan renewal, with no exceptions, including the Master Plan processing fee.

**VIII. MASTER PLAN PLAN CHECK AND PERMIT FEES FOR PRODUCTION PHASES**

The following table provides the applicable fees for Master Plan plan check and permit fees for production phases. Make sure you see Information Bulletin 501, “Fee Schedule, Construction Permits - Structures” for fees to establish the Master Plan, State and seismic fees for residential projects, and fees for multiple family residence projects. Discounted fees do not apply to multiple family residence buildings.

**Plan check fees**

Dwellings - Production Phase  
regardless of size ..... \$121 per unit

**Building Permit Fees for Dwellings - Production Phases:**

Size in Sq. Ft.	Base Fee	Plus Increment per each additional 100 sq. ft. or fraction thereof
1,000	\$447.00	\$29.80
1,500	\$596.00	\$20.00
2,000	\$696.00	\$14.85
3,000	\$844.50	\$7.48
5,000	\$994.00	\$3.98