



THE CITY OF SAN DIEGO

HOW TO OBTAIN A PERMIT FOR

# Commercial Coaches

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301 SAN DIEGO, CA 92101-4101  
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION  
BULLETIN

# 240

DECEMBER 2009

## I. COMMERCIAL COACH - DEFINED

“Commercial coach” means a structure transportable in one or more sections designed and equipped for human occupancy for industrial, professional or commercial purposes. Typical uses include office, classrooms and public assembly. The coach can consist of one module or several modules that are placed side-by-side and/or stacked.

Commercial coaches are approved by the State of California’s Department of Housing and Community Development (HCD). The State checks all relevant code requirements which include occupancy classification, exiting, type of construction, and disabled access within the coach.

Each approved coach must bear a state insignia that identifies the approved occupancy. The foundation may be included as part of the structural approval by the State or it may be included as part of the plans submitted to the local agency.

## II. WHEN IS A PERMIT REQUIRED?

A building permit is required for the installation of a commercial coach per San Diego Municipal Code section 98.0202 unless:

- A. The coach is to be used for temporary construction offices or watchmen’s quarters on any site for which application for a building permit, grading permit, or public improvement permit has been submitted to the City during the period of construction, or
- B. The coach is to be used strictly for temporary and transient, non-residential use limited to not more than 16 hours at any one location and not in violation of any other regulations.

All other uses not listed above require a permit and must be placed on a permanent foundation.

### Exception:

*A lot where a building permit application for a permanent building has been filed with Development Services can have a commercial coach used on a temporary basis until the permanent building is completed (2 years maximum for business). Temporary commercial coaches do not require a permanent foundation.*

## Documents Referenced in this Information Bulletin

- San Diego Municipal Code, [\(SDMC\)](#)
- [Information Bulletin 103](#), Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical
- [Information Bulletin 104](#), Schedule for Water and Sewer Fees
- [Information Bulletin 116](#), Disclosure Requirements for Hazardous Materials
- [Information Bulletin 122](#), How to Prepare a Single Dwelling Unit Site Plan and Vicinity Map
- [Information Bulletin 501](#), Fee Schedule, Construction Permits - Structures
- Water Meter Data Card, [DS-16](#)
- General Application, [DS-3032](#)
- Owner-Builder Verification, [DS-3042](#)
- Hazardous Materials Questionnaire, [DS-3163](#)
- Fire Department Hazardous Materials Information, [FPB-500](#)

The City of San Diego has no authority or responsibility for checking a State-approved coach. We do, however, check site requirements such as distance to property line, distance to other buildings on the site, disabled parking and disabled access to the coach itself, temporary or permanent foundations, water and sewer availability, and compliance with all applicable zoning regulations.

## III. PLAN SPECIFICATIONS

Plans must be drawn to scale and must be of sufficient clarity to indicate the location, nature and extent of the work proposed. Plans must show in detail that the proposed work will conform to the provisions of the California Building Code, Title 24 of the California Health and Safety Code, Land Development Code, and all other relevant laws, ordinances, rules and regulations. Be sure to clearly label all existing and all proposed construction.

## IV. FORMS TO COMPLETE

### A. PERMIT APPLICATION

All projects must be submitted with a General Application. Instructions can be found on the reverse side of the application. Note: there are no exceptions to the Workers’ Compensation

Insurance requirements. If the property owner is doing the construction work or is hiring a number of different contractors, a separate "Owner-Builder Verification" form (DS-3042) must be signed by the owner before the permit can be issued.

#### **B. WATER METER DATA CARD**

A Water Meter Data Card must be completed if the commercial coach contains any plumbing fixtures. If an existing water meter will be used to supply the coach, provide that meter address on the Water Meter Data Card.

#### **C. HAZARDOUS MATERIALS QUESTIONNAIRE**

All nonresidential projects must have a completed "Hazardous Materials Questionnaire" (DS-3163) at the time of plan review. Refer to Information Bulletin 116, "Disclosure Requirements for Hazardous Materials." Certain responses on this questionnaire will require the completion of the Fire Department's "Hazardous Materials Information" form (FPB-500).

#### **V. DRAWINGS TO INCLUDE**

Following are guidelines for minimum drawings to include in the plans for commercial coaches. Six sets of plans must be submitted for plan check.

##### **A. SITE PLAN AND VICINITY MAP**

This drawing shows the general layout of the lot and must include the following information:

1. Property lines and dimensions.
2. The footprint of any existing buildings on the lot, including dimensions and distances to adjacent property lines and existing use and occupancy.
3. The proposed commercial coach and its intended use/occupancy, the dimension of the exterior walls and the distances to adjacent property lines and buildings on the same lot.
4. Any accessory structures and the distances from these structures to adjacent property lines and to adjoining structures.
5. If the commercial coach contains plumbing fixtures, show the location of water and sewer lines and the location of the water meter.
6. Existing and proposed public improvements (curb, sidewalk, driveways).

For additional information, refer to Information Bulletin 122, "How to Prepare a Single Dwelling Unit Site Plan and Vicinity Map."

##### **B. FOUNDATION PLAN**

For temporary foundations, a foundation plan signed by a licensed architect or engineer must be provided. Foundation anchorage is typically specified by the manufacturer and usually consists of steel chairs and straps driven into the ground with stakes or cables and ground anchors.

For permanent foundations, a concrete or masonry foundation around the perimeter is required unless a system that provides equivalent rigidity is designed by a licensed engineer. Only screw anchors and straps approved as a part of State approved foundation plans may be used for permanent foundations. Also included on the foundation plan is the ramp required for disabled access. The foundation plan must be signed by a licensed engineer or architect and show:

1. Location of continuous foundations and any pier footings.
2. Size and depth of footings.
3. Size of stem walls.
4. Size and spacing of girders (for ramp).
5. Size and spacing of floor joists (for ramp).
6. Location of crawl space access and crawl space vents.
7. Connection between the commercial coach and the foundation and/or stem wall.

##### **C. FLOOR PLAN**

This plan contains the interior dimensions of the space and the use of all rooms within the commercial coach. The floor plan also shows disabled accessibility. Include the following information:

1. Use and dimensions of all rooms.
2. Location of all windows and doors.
3. Location of all plumbing fixtures.
4. Disabled access ramp.

##### **D. LANDSCAPING CONSTRUCTION PLANS**

Refer to Municipal Code Table 142-04A in Section 142.0402. If the site is within a Planned District, refer to the specific landscape requirements contained in the Planned District Ordinance (Chapters 10 and 15 of the Municipal Code). Where the Planned District refers to City-wide regulations, use Table 142-04A to determine if your development proposal will require a landscape plan. The intent of the Landscape Plan is to illustrate that the landscape design concepts are consistent with the Community Plan, Planned District Ordinance, Landscape Regulations, Landscape Standards and other applicable regulations

such as Fence & Walls, Grading, and guidelines for Steep Hillides, Coastal Bluffs and Beaches. Please refer to our web site for additional landscape plan information [www.sandiego.gov/development-services/industry/landscape.shtml](http://www.sandiego.gov/development-services/industry/landscape.shtml).

#### **E. DETAILS**

Connection details for the disabled access ramp must be included with the plans. When multiple units are to be attached, the connections between modules must be designed and detailed.

#### **VI. FEES**

**A.** Commercial coaches are treated as a new commercial building. As such, they are subject to all applicable fees. Refer to Information Bulletin 501, "Fee Schedule, Construction Permits - Structures" for all applicable Fees.

**B.** Mechanical, Plumbing/Gas, Electrical Fees - Although the commercial coach itself is permitted by the State of California, any electrical, plumbing/gas or mechanical work conducted outside of the coach requires a permit from the City of San Diego. Additional fees are charged for specific plumbing/gas, mechanical and electrical installations. See Information Bulletin 103, "Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical," for charges.

**C.** Water and Sewer Fees - Water and sewer capacity fees are due when the coach contains plumbing fixtures and/or the property will be irrigated. For more information, see Information Bulletin 104, "Schedule of Water and Sewer Fee."