



THE CITY OF SAN DIEGO

PERMIT PRESS

Development Services Department

Spring 2006

News Briefs

4th Update to the Land Development Code

On February 9, 2006, the California Coastal Commission certified the City's local coastal program amendments associated with the Fourth Update to the Land Development Code. The regulations are now effective citywide including three ordinances: **0-2006-50**, **0-2006-50-a**, and **0-2006-51**. The Fourth Update to the Land Development Code was initially adopted by the City Council November 22, 2004, (CMR 04-228) and was later amended by the Council on November 28, 2005, in accordance with the Coastal Commission's suggested modifications. The Fourth Update changed development practices and improved implementation of City policy, with a specific focus in the areas of housing, environment, and permit process. For more information, please visit our website at www.sandiego.gov/development-services/. Select News. Under News, click on *Notices on Policies and Decisions*.

New Building and Brush Management Regulations

On September 19, 2005, the City Council adopted new brush management and building regulations to protect buildings exposed to the fire hazards of wild-land fires (effective October 19, 2005). The new regulations were developed in response to lessons learned from the Cedar fire, and to complete the regulatory process in 2004 where more restrictive roofing assembly regulations were approved. Brush management is required to reduce fire hazards around structures by providing an effective fire break between all structures and contiguous areas of native or naturalized vegetation. The new brush management regulations provide for a uniform citywide 100 feet deep of defensible space and require the establishment of brush management

Development Process: Step-by-Step

An Online Guide to Development in San Diego

Development Services is proud to announce that its new web-based guide, *Development Process: Step-by-Step* is now online at www.sandiego.gov/development-services/. From the Development Services home-page, click on *Development Process: Step-by-Step*. This process-oriented view of Development Services helps users understand the steps required to obtain building permits and development approvals in San Diego. The step-by-step guide describes the key elements involved at each step, tips to expedite the process, and quick access to the resources needed along the way.

If you are a do-it-yourself homeowner, this online guide is a great "how to" primer. It demystifies the permit process and walks you through the basic requirements for your project from concept to completion. If you are a seasoned construction professional, it allows you to easily access templates, checklists, and guidelines to minimize costs and streamline the time it takes you to get through the submittal, plan check, permit issuance and inspection processes.

Additional helpful features in this section include:

Permit Application Checklist - the documents and procedures you need to reduce the time it takes to get a permit. To see this checklist, click on *Step 1: Define Project*.

"The Development Process: Step-by-Step guide is already proving to be a very valuable and user-friendly resource for our customers. This is just one of the many innovative ways we are enhancing our services in the coming year."

Gary Halbert, Development Services Director

Virtual DPI - a graphical way to locate information bulletins. By viewing a virtual community,



users can easily see which bulletins address their specific projects. To see Virtual DPI, click on *Step 2: Site Information*.

Time and Costs - an overview to help you and your design team factor in the time it will take at each step of the process and the costs you will incur along the way. To see Time and Costs, click on any step. In the left navigation see it under *Other Relevant Links*.

Floor Plans - color coded location maps for each floor of the Development Services Center downtown permit office that correspond to the color of the steps on the website. To see the Floor Plans, click on any step. In the left navigation see it under *Contact Information*.

Getting the *Development Process: Step-by-Step* guide online was truly a collaborative project. The concept began with input from an employee survey, asking for an internal guide to the process about two years ago. The project then emerged as an outgrowth of a brain-storming session by the department's Customer Service Committee. The idea was transformed into a clear vision, which was soon embraced by the whole department.

Employees throughout the department came together to make the vision a reality. They worked in subcommittees to create content for each of the seven process steps. Customers were surveyed and shown prototypes of the proposed website, and supervisors and committee members reviewed the site before it went online.



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Development Services Department



Gary Halbert, Director
(619) 446-5039

Assistant: Lysanda Bostic



Building and Safety

Isam Hasenin, P.E., C.B.O.,

Chief Building Official, Chief Deputy Director,

(619) 446-5406

Plan review and inspection for building, mechanical, plumbing, electrical and fire permits and approvals, construction inspections, enforcement of Municipal and model codes.



Land Development Review

Kelly Broughton, Chief Deputy Director

(619) 557-7983

Engineering review, landscape review, planning review, and environmental review.

Customer Support and Information

(619) 557-7998

Project management, plan processing, project submittal, records, MIS, miscellaneous permit issuance, zoning and sign information, budget, cashier services, and customer accounts.

Permit Press Editor:
Lynda Pfeifer

(619) 687-5977

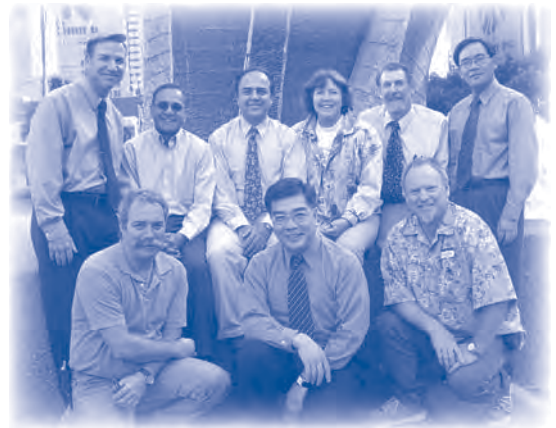
email:lpfeifer@sandiego.gov

Customer Service Statement

"We value and respect our customers. We are dedicated to providing you professional, caring, and timely service."

DSD Staff Assists with Emergency Operations

Ten DSD engineers and building inspectors were deployed to the local coastal jurisdictions along the Gulf Coast to assist with search and rescue and damage assessment efforts resulting from the destructive paths of Hurricanes Katrina and Rita. As part of FEMA's Urban Search and Rescue Team, engineer Rouin Oskoui went to New Orleans, Louisiana, from August 31 through September 19 and engineer Larry Lewis went to Liberty, Texas, from September 22 through September 27. "After I was deployed to the World Trade Center for the September 11 disaster, as part of the FEMA Urban Search and Rescue Team, I thought I had seen everything," Oskoui said. "But then came Katrina, which brought along unmatched destruction. Even though I arrived in New Orleans almost a week after the flooding, the devastation was still fresh. We were assigned to the Marine district close to the downtown area. Boating along the neighborhood, we searched the structures assigned to us at least two times and were able to rescue several people from their houses."



DSD Deployment Team From front to back are:

Jim Reynolds, Geoffrey Chan, Dennis Couture, Matt Pupuga, Syed Aleem, Rouin Oskoui, Julia Rosaler, Larry Lewis and Gary Lau.

(Not pictured is Tonia Rodin.)

Photo by Lynda Pfeifer

With the first California Building Officials (CALBO) call-out for relief assistance, structural engineers Gary Lau and Matt Papuga, and inspectors Tonia Rodin and Julia Rosaler went to Jackson, Mississippi, from September 30 through October 16. For the second CALBO call-out, structural engineers Syed Aleem and Geoffrey Chan and inspectors Jim Reynolds and Dennis Couture went to New Orleans from October 6 through October 21.



One of many structures that were uprooted by flood force and damaged by falling objects.

"When we got the call for help, we quickly assembled two teams to fly to the affected areas and assist by assessing structural damage to buildings," said Isam Hasenin, Chief Building Official. Essentially, the teams were there to assess structural damage with the ultimate goal of safely placing people back into their homes and businesses. Working as respective state deputized inspectors and building officials, the activities and functions

Continued on Page 6

Development Process continued from Page 1



Development Process Team - Front Row : Gary Halbert, Lynda Pfeifer, Marion Moss Hubbard, Kim LaSelle, Chris Larson, Anne Hoppe, Morris Dye, Pete Lynch, Laura Black, Ann Gonsalves, Jeff Strohming, Back Row: Steve Lindsay, Henry Pio, Dan Stricker, Bob Giaccaglia, Julia Rosler, Donna D'Orsi, Denise Jenkins, Christine Rothman. (Not Pictured: John Diebold, Jason Mahlin, Renee Mezo, Ron Halbritter, Margaret Barreras, Alex Hempton, Ryan Huxley, Ghadeer Azez, Vicky Gallagher, Bob Didion, Joe Harris, Wade Smith and William Barrañón.)

"Customer service is the top priority for Mayor Sanders and our department," said Gary Halbert, Development Services Director. "The Development Process: Step-by-Step guide is already proving to be a very valuable and user-friendly resource for our customers. This is just one of the many innovative ways we are enhancing our services in the coming year." 🙏

Development Services Appoints New Customer Service Manager -



Photo by Lynda Pfeifer

As part of the effort to improve services, Development Services has created a new staff position to champion the customer service improvement strategic plan. Cynthia Queen was selected to serve as Customer Service Manager in late November 2005.

Queen now oversees all aspects of customer service for the Development Services Department, through the Customer Service Office. A trained mediator, Queen facilitates resolution of complex development disputes between applicants and staff, and applicants and the community.

Other major responsibilities include evaluating and developing customer service policies; developing and overseeing customer service training for all department staff; analyzing the key drivers of customer satisfaction and addressing diverse customer needs and values. All efforts incorporate the use of "performance measures" and

are designed to meet the goals set forth by the department for - improving services. -

"The goal is to accomplish a measurable improvement in customer service delivery and aid customers in accessing all available services," said DSD Director Gary Halbert. "This is a major step in formalizing our customer service improvement effort."

Queen chairs the department's Customer Service Committee, which develops and manages customer service trainings and dialogues for all staff. Queen manages the public information, media relations, customer outreach, publications, check-in and ombuds staff. -

"It has been rewarding to see the accomplishments that are achieved when everyone works together," Queen said. "The efforts made by staff to improve customer service delivery have been very impressive. The Development Process: Step-by-Step web feature is an excellent example of a successful collaborative effort. Working in a regulatory environment is very challenging, and we all work toward the goal of providing professional, caring and timely service." -

Did You Know...

By: Mehdi Shadyab, P.E. Senior Engineer Structural

...Did you know that wood shake or wood shingle roofs are no longer permitted in the City of San Diego? Please check out the roof covering requirements in the San Diego Municipal Code, Section 145.0202, "Local Modifications to Roofing Requirements of the 2001 California Building Code."

WHAT DOES UNREINFORCED MASONRY ORDINANCE REQUIRE?

By Mehdi Shadyab, P.E., URM Program Coordinator -

The **Unreinforced Masonry (URM) Program** helps property owners comply with the City of San Diego's URM Ordinance. The goal of this safety ordinance is to save lives by minimizing the possibility of potential collapse of URM buildings during an earthquake. Additional seismic strengthening may be required based upon triggering mechanisms associated with remodeling, renovation or change of occupancy.

Since the first reminder letter was mailed on August 1, 2005, I have received over 600 telephone calls and over 150 letters related to the URM program. More specifically, these responses were regarding the URM buildings, City's URM program, URM Ordinance, requests for extension of time and consequences of non-compliance.

In essence, the current ordinance only applies to URM buildings that meet the following two conditions: 1) the building constructed, or under construction, or a building permit was issued, before March 24, 1939; 2) the building has at least one unreinforced masonry bearing wall. [SDMC, Sec. 145.0402]

Once you have determined the ordinance applies to your URM building, the mandatory provisions of the ordinance have three

elements which are required to be performed: 1) bracing of parapets around building perimeter; 2) roof-to-wall ties/anchors around the building perimeter; 3) removal or stabilization of any and all exterior building features which are falling hazards, such as exterior stairways, balconies, marquees, cornices, statuettes, etc. [SDMC, Sec. 145.0410]

The ordinance also has three triggering provisions, which may apply to a URM building, even if the building has been retrofitted per the mandatory provisions. These provisions apply when: 1) the cumulative value of remodel or renovation exceeds 100 percent of the value of the building within any 5-year period after January 1, 2001, [SDMC, sec. 145.0407; 2) the use or occupancy classification of part or all of a building is changed to a use or occupancy classification at a higher relative hazard category, [SDMC, Sec. 145.0408]; 3) the cumulative value of remodel or renovation exceeds 50 percent of the value of the building within any 5-year period after January 1, 2001, [SDMC, Sec. 145.0411]. In the case of either provision 1) or 2) above, the URM building must meet the requirements of the 2001 California Building Code for new buildings of the same occupancy category or the State Historical Building Code for buildings registered on the



Photos by Mehdi Shadyab

local, State or Federal registry. In the case of provision 3 above, floor-to wall ties/anchors must be provided around the perimeter of the entire building, if the URM building is multi-story or multi-level.

For additional information, please refer to the San Diego Municipal Code (SDMC) Chapter 14, Article 5, Division 4, for the detailed and full text of the URM Regulations of the City of San Diego or check out our website at www.sandiego.gov/development-services/. Under Forms & Guidelines, click on *Unreinforced Masonry*. 🏠

Second Annual Development Services Customer Service Awards

The Development Services Department kicked off another year with an event to honor some of the many Customer Service stars who assist customers each day.



★ **Rookie of the Year** – awarded to those who not only survive, but thrive.

First Place: Scott Humphrey, combination inspector, DB&S Field Office

Second place: Ghadeer Aziz, DPI, CSI

Third place: Alberta Martinez, Assistant to the Chief Building Official, DB&S

Honorable Mention: Mateo Osorio, check-in staff, CSI; Travis Cleveland, current planning, LDR; Bob Manis, ADD, LDR; Robin Bircher, plan processing, CSI; Alex Hempton, landscape reviewer, LDR

★ **Team Player Award** – the person you can count on, always does what's best for the whole group

First Place: Sylvia Perez, public information clerk, DB&S Field Office

Second Place: Gary Lau, engineer, DB&S

Third Place: TIE Sandra Tarbor, Check-in, CSI Darcell Carter, Document delivery, CSI

Honorable Mention: Marques Lawrence, Document delivery, CSI; Susan Bender, MIS, CSI; Lorena Grijalva, Records, CSI; Kelley Saunders, current planning, LDR

★ **The Patience Award** – given for having the utmost patience with customers and co-workers

First Place: Rosa Garcia, supervising plan review specialist, CSI

Second Place: Natasha Colona, Check-In, CSI

Third Place: John McGoyne, Submittal, CSI

Honorable Mention: Geoffrey Chan, engineer, DBS; Dawn Hopkins, Records section, CSI; Charley Buchanan, Screening, CSI

★ **Fiasco Recovery Award** – for the person who can take lemons and turn them into lemonade

First Place: Jama Vega, Submittal Counter, CSI

Second Place: Stacey Harris, Records section, CSI

Third Place: Denise Jenkins, administrative aide, CSI

Honorable Mention: Nabil Chehade, engineer, DBS; Nancy Martinez, Electrical Inspection Supervisor, DBS

★ **Always Cheerful** – the award given for those who keep us smiling

First Place: Pearl Adams, public information clerk, CSI

Second Place: Jannese Franco, combo inspector, B&S Field

Third Place: Yolanda Baldwin, Submittal, CSI

Honorable Mention: German Murillo, Submittal, CSI; Aida Gurmu, engineer, DBS; Raquel Herrera, Clerical support, CSI; Elizabeth Shearer-Nguyen, environmental analysis, LDR; Richard Lewis, current planning, LDR

★ **Marathon Award** – this award goes to the person who goes the extra mile

First Place: Bill Teachworth, structural plan check engineer, DBS

Second Place: Patricia Sierra, Publications, CSI

Third Place: Cheryl Barnett, plan review, Field Office, DBS

★ **Honorable Mention:** Gary Himaka, engineer, DBS; Curtis Brown, over-the-counter review, DBS; Vicki Foley, fire review and inspection, DBS; John Sylvester, Submittal, CSI

★ **MacGyver Award** – based on the hit 1980s TV adventure show in which the hero, Angus MacGyver, used science and his wits rather than violence and solved most any problem with duct tape and paper clips

First Place: Ed Childs, document delivery and distribution, CSI

Second Place: Ali Fattah, research engineer, DBS

Third Place: Derrick Johnson, project manager, CSI

Honorable Mention: Lynda Marika, combo inspector, DBS; Larry Lewis, engineer, DBS; Arturo Quinto, records, CSI; Sandra Tarbor, public information clerk, check-in counter, CSI

★ **The Wizard Award** – for the staff member who performs magic

First Place: Cal Johnson, plan review specialist with combination review, CSI

Second Place: Laura Black, project manager, CSI

Third Place: Juan Alvarez, records, CSI

Photos by Lynda Pfeifer and Bob Giaccaglia

Honorable Mention: Nitin Nakrani, engineer, DBS; Sheila McKinze, public information clerk, field office, DBS; Ed Childs, document delivery, CSI; Lynda Pfeifer, customer ombudsperson, CSI; Isam Hasenin, DD, CSI

★ **Innovator Award** – for the person who brings new ideas and tries new things

First Place: Ghadeer Azez, DPI, CSI

Second Place: Brit Rockafellow, fire plan review and inspection, DB&S

Third Place: Dave Flores, mechanical inspector, DB&S Field

Honorable Mention: Davida McDaniel, public information clerk check-in, CSI; Sandra Tarbor, public information clerk check-in, CSI; Matt Papuga, engineer, DBS

★ **A new category this year is Tight Rope Walker, geared toward our goal of providing balance between development and community interests.**

First Place: Lynda Pfeifer, customer ombudsperson, CSI

Second Place: Sam Lindsey, structural inspector, DBS Field

Third Place: Cory Wilkinson, project manager, CSI

Honorable Mention: Chris Larson, current planning, LDR; Kelly Broughton, DD, LDR; Art De Bolt, ADD, DBS; Isam Hasenin, DD, DBS; Ernie Tamayo, Principal plan review specialist, CSI

★ **Another new category is Positively Proactive, given to the staff member who anticipates and acts.**

First place: Gary Geiler, senior planner, LDR

Second place: Robert Gray, Records, CSI

Third place: Mike Finnerty, structural inspector, DBS Field

Honorable Mention: Isam Hasenin, DD, DBS; Lynda Pfeifer, customer ombudsperson, CSI

★ **Don't Shoot the Messenger** – for the staff member who delivers bad news kindly, with explanation and offers solutions

First place: William Barrañón, Chief Combination Inspector, DBS Field Office.

Second Place: Ali Fattah, research engineer, B&S

Third Place: Floyd Jackson, reception, LDR

Honorable Mention: Jim Romines, reception, DBS; Joe Harris, Chief Specialist Inspector, DBS; Jim Rehoreg, PTS guru

★ **Passionate about Customer Service, feel it in your hearts!**

First place: Justy Kozachenko, project management reception, CSI

Second Place: Natasha Colona, check-in, CSI

Third Place: Dolores Gonzalez, submittal, CSI

Honorable Mention: Kelly Saunders, current planning, LDR; Mathew Tomas, screening, CSI; Ziad Doudar, engineer, DBS; Rick Mathis, combination inspector, DBS; Lynda Pfeifer, customer ombudsperson; Andy Shaw, DPI, CSI

★ **We have two special awards this year, which were not on the ballot. Behind the Scenes: The first award was selected by the Customer Service Committee to properly recognize internal customer service. We call it the "Behind the Scenes" award.**

First place: Evelyn Vaughan, account clerk, CSI

Second place: Edith Murguia, payroll, CSI

Third place: Susan Bender, MIS supervisor, CSI

★ **Our second new award is the Director's Choice, selected by Gary Halbert for exceptional merit and outstanding customer service.**

Director's Choice Award Winner: Sandra Huff, PRS II, CSI

★ **MVP – for our most valuable player**

First place: Pete Fischer, Structural Plan Check, DBS.

Second Place: Jama Vega, submittal, CSI

Third Place: Ryan Hay, PRS, CSI

Honorable Mention: Juan Alvarez, records, CSI; Pearl Adams, public information clerk, check-in, CSI; Charley Buchanan, screening, CSI Rick Rhoads, ADD, CSI; Julia Rosaler, structural inspector, DBS; Lynda Pfeifer, customer ombudsperson

FEATURED URM HISTORIC BUILDING

By Mehdi Shadyab, P.E., URM Program Coordinator

The historic Old City Hall building is located at 664 Fifth Avenue in the heart of the Gaslamp Quarter, at the corner of 'G' Street and 5th Avenue, downtown San Diego. This building is listed as historic building number 46 on the Gaslamp Quarter Historic Buildings registry.

This Florentine-Italianate architectural style building was originally a two-story brick building constructed in 1874. Thirteen years later, in 1887, two more stories were added. Upon the completion of the upper levels, The San Diego Public Library moved in and occupied the third floor. In 1891, the City of San Diego purchased the building from Ralph Granger and the City of San Diego government offices were moved into the building. The Police Department occupied the first floor and the Council Chambers occupied the fourth floor. The first San Diego mayor having an office in this building was Edwin Capp. Mayor Capp was involved in a scandal over profit-making on the purchase of a smallpox vaccine which was intended for public use. Mayor Louise Wilde began his services in this building in 1917. Mayor Wilde is best known for donating the Horton Plaza fountain to the City in 1910. Mayor Wilde's home and the U.S. Grant Hotel, which he also owned, were located on D Street, which he renamed to Broadway. The City Hall housed the City of San Diego government offices for 35 years.

Today, the Old City Hall is privately owned and is used as a mixed-occupancy; restaurant/bar on the first floor, retail



The Old City Hall

on the second floor, and live/work loft units on the third and fourth floors. In 1995, this unreinforced masonry (URM) building underwent major structural renovation and was completely retrofitted per the seismic regulations of the then-applicable building code and the City of San Diego URM Ordinance.

Note from the Author: This historic URM building is featured to emphasize the importance of structural retrofitting and strengthening of such buildings per the applicable seismic regulations of the City of San Diego, for the safety, use and enjoyment of all our citizens as well as for the preservation of our historic buildings. 🏛️

Development Services Assist with Emergency Operations continued from Page 2

of the teams were primarily to review and analyze the structural adequacy of damaged homes and businesses to determine if the structures were:

1. Safe for full occupancy.
2. Safe for limited uses such as obtaining belongings and documents.
3. Unsafe for any type of access.

The two-to five-mile inland hurricane-damaged stretch extended from New Orleans, Louisiana, to Pascagoula, Mississippi, a stretch of 90 miles. This area was completely off limits to the public. National Guard units were strategically placed along the damaged 90-mile stretch placing road blocks and patrolling the areas, allowing access only to emergency assessment teams along with water, sewer, gas and electrical crews, in an effort to maintain order, protect property and restore infrastructure.

The City of San Diego's structural assessment teams reviewed and carefully documented approximately 3,000 structures over the three week time frame in the damaged areas. The results were placarded on the structures on site and by the addresses, with results given to local, county and state authorities for their use.

Major, technical review areas of concern included overall structure stability, foundation movement, structure movement off foundations, loss of foundation support, analysis of buildings out of plumb and



Downtown New Orleans remained flooded weeks after the levee broke.

thus possibly not able to carry vertical loads, review of vertical load carrying capacity with removed and/or damaged members and roof, and the analysis of reduced lateral load resistivity with missing wall sections.

"For the assessment crew's living conditions, the accommodations were basic at best," Structural Engineer Matt Papuga said. "The structural crews slept primarily in 200-person tents on military cots with very limited comforts of home. Food was of the military

mess tent variety including shrink wrap packaged rations. Electrical outlets were non-existent, except for limited cell phone charging. The morning shower controls in the trailered temporary facilities were not hot and cold, but on and off. There were no permanent facilities of any kind on site."

Living conditions aside, the experience was gratifying for the Development Services personnel involved. They were able to effectively place hundreds of families back into their homes and businesses as well as initiate the difficult assessment process for those families whose homes and businesses were damaged beyond repair. "My hope is that the people of that region will recover from this destruction and will not have to face this sort of thing again," Oskoui said. 🏠

...News Briefs Continued

zones where: Zone 1 is 35 feet deep and includes irrigated and maintained vegetation, and Zone 2 includes a 65 feet deep zone of non-irrigated and thinned vegetation. New regulations were also added to Chapter 4, Article 4, Division 3, to regulate the use of goats for brush management in non-agricultural zones. For projects located in the coastal overlay zone, the new brush management regulations will not be applicable until certified by the California Coastal Commission. Prior to Coastal Commission certification, reference Chapter 13, Article 2, Division 4 (Sections 132.0404-132.0408) for the brush management regulations applicable in the coastal overlay zone. For more detailed information, please visit our website at www.sandiego.gov/development-services/. Under News & Updates, click on *Building and Brush Management Regulations*. 🏡

Project Submittal Manual Update

These requirements are provided to ensure that all submitted projects contain sufficient information to allow a quality City staff review of the project for conformance with the Land Development Code. City policies, and with state and federal regulations. All approvals and permits granted by the City of San Diego for the development of land are covered by these requirements. Please Note: Due to a recently passed condominium conversion ordinance with an effective date of March 9, 2006, the Land Development Manual Volume 1, Chapter 1, Project Submittal Requirements have been updated with a February 2006 version. Submittals prepared using the January 2006 version of the Project Submittal Requirements were accepted until March 8, 2006. Please visit our website at www.sandiego.gov/development-services/. Under Forms & Guidelines, click on Codes and Regulations. 🏡

The City of San Diego's Waste Reduction and Recycling Awards Program

Each year, the City's Environmental Services Department honors businesses and organizations in San Diego that have implemented successful waste reduction, recycling, and recycled product purchasing programs. Winners will be honored at the Very Important Planet Reception at ESD's Ridgeway Green Building in May 2006. If you have any questions, please contact: Donna Chralowicz, Recycling Specialist, at dchralowicz@sandiego.gov or (858) 492-5059. 🏡

New Planning Department Website Now Online

The Planning Department's website has undergone major revisions. New sections include Historical Resources, Facilities Financing, Transportation Planning, Maps & Urban Analysis, and How to Get Involved in the Planning Process. For more information, see www.sandiego.gov/planning/. 🏡

New Condominium Conversion Ordinance

The City Council adopted amendments to the Land Development Code that affect condominium conversions (effective March 9, 2006). The Tenant Benefits can be viewed on our website at www.sandiego.gov/development-services/. Under News & Updates, click on Condominium Conversion. 🏡

Official Zoning Map Adopted by City Council

On March 1, 2006, the San Diego City Council adopted the City's Official Zoning Map. This is the culmination of a two-year process of extensive staff research and public input to produce a current exhibit of all zoning in the City.

Previously, it required extensive staff time to research multiple zoning sources, which often contained conflicting zoning information. Now, with the City Council's adoption of the Official Zoning Map, you can go online at www.sandiego.gov/development-services/, select the Official Zoning Map icon, and find your zoning information with a few clicks of the mouse. After entering the Zoning Map page, you simply enter in your address and your zoning designation will appear. You can then select to view the property on a map, and also select More Info to view the description of your zone in the Municipal Code.

This new feature should save a great deal of time for property owners, developers, design professionals and real estate agents, by providing the information via the internet. Check it out!

Test Your Knowledge of Building Code & Construction

By: Mehdi Shadyab, P.E., Senior Engineer-Structural



- The current prevailing building code used in San Diego is:
A. 1997 UBC B. 2001 CBC C. 2003 IBC D. 2006 IBC
- Building sites in the United States are categorized by five different seismic zones, 0 through 4. Sites in seismic zone 0 have the lowest seismic hazard characteristics, while sites in seismic zone 4 have the highest seismic hazard characteristics. San Diego is located in what seismic zone?
A. 1 B. 2 C. 3 D. 4
- A building permit is not required for constructing a retaining wall with a maximum height of 40 inches, measured from top of the footing to the top of the wall, supporting no surcharge loads.
A. True. B. False.
- Exemption from the permit requirements of the Building Regulations authorizes the work to be done in any manner possible without regard to code requirements and most economical.
A. True. B. False.
- In dwelling units, a smoke alarm shall be installed in:
A. Kitchen B. Garage. C. Each sleeping room D. Laundry room

For answers to these questions see back page.



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- SimplePermits
- Submittal Requirements
- Records Information Requests
- Forms and Fee Schedules
- Permit Press Newsletter
- Municipal Code
- Zoning Information
- Bulletins

HOW TO CONTACT US		Information Numbers for Specific Services	
DEVELOPMENT SERVICES DEPARTMENT GENERAL INFORMATION AND SERVICES			
General Information,			
Technical Assistance	(619) 446-5000	Addressing Coordinator	(619) 446-5411
Appointment Scheduling	(619) 446-5300	Bond Release	(619) 446-5333
During high-volume periods, your call may be answered by an automated service. This service will tell you how long the wait is and give you the option of leaving your phone number, to be called back in the order your call was received.		Building Code Review	(619) 446-5134
For projects currently in the permitting process, please call the contact phone number listed on your invoice.		Certificate of Occupancy	(858) 492-5070
We encourage you to make an appointment for services by calling (619) 446-5300. You can "walk in" and wait for many services, but please be advised that appointments take priority. The following services require appointments: permits for single-family room additions, master plans and plan re-checks (call your reviewer directly, as listed on your correction sheet).		Disabled Access Regulations	(619) 446-5134
		Engineering Permit Issuance	(619) 446-5460
		Engineering Project Close-Out	(619) 446-5333
		Engineering Project Status	(619) 236-6840
		Fire Access/Subdivision Review	(619) 446-5440
		Fire Prevention New Construction	(619) 446-5440
		Plan Check	
		Hazardous Materials Plan Check	(619) 446-5440
		Homeowners Saturday Service	(619) 446-5000
		Inspections	
		To schedule an appointment for:	
		New Construction, Relocation, Removal, Demolition	(858) 581-7111
		Inspection Information	(858) 492-5070
		Engineering Field Inspections	(619) 627-3200
		Land Development Review	(619) 446-5460
		Landscape Inspection	(858) 627-3331
		Master Plans	(619) 446-5184
		Right-of-Way Permits	(619) 446-5460
		Seismic/Geologic Hazards	(619) 446-5400
		Solid Waste Local Enforcement Agency	(619) 533-3688
		Structural Plan Review	(619) 446-5134
		Plan Pick-Up	(619) 446-5179
		Publications	(619) 446-5200
		Records Information	(619) 446-5200
		Time Extension for Engineering Permits and Subdivision Improvements (619) 446-5333	
		Traffic Control Plan Check (619) 446-5150	
		Useful Numbers in Other City of San Diego Departments	
		Business Tax/License	(619) 615-1500
		City Directory Information	(619) 236-5555
		City Information "Just Call"	(619) 615-6111
		Code Enforcement	(619) 236-5500
		Facilities Financing	(619) 533-3670
		Long Range Planning	(619) 236-6479
		Small Business Early Assistance	
		The City of San Diego Development Services Department wants your small business to succeed and recognizes the challenges you face as an entrepreneur. Before you sign a lease, purchase property or expand your business, contact Small Business Liaison Ron Halbritter at (619) 446-5211. Ron has extensive experience with the permitting process and will help get you off to the right start. Give Ron a call before you proceed!	

Answers to questions from Test Your Knowledge of Building Code & Construction:

1. B 2. D 3. B 4. B 5. C

This information is available in alternative formats upon request.

