



THE CITY OF SAN DIEGO

Development Services

Project Management now offered for ministerial review

Development Services Project Managers have been assisting customers with the discretionary permit process for more than ten years and large subdivision projects for the past four years. Project management for ministerial permits has been provided on a limited basis during this period. ***Development Services is now offering the optional enhanced service of Project Management for all Ministerial Review processes.*** The following are examples of ministerial projects that an applicant may choose to use for this program:

- Complex multi-phase projects such as subdivisions, high-rise buildings, multi-building complexes
- Affordable housing or sustainable building expedite projects
- Projects requiring coordination with other city departments

When using this service, the Project Manager will be the central point of contact for the applicant, but any member of the review team can be contacted directly concerning plan review on specific items such as building codes, planning or public improvement requirements. Project Managers are available to handle complex scheduling issues and coordination between the reviewers and to assist customers with the following:

- Facilitating pre-submittal meetings, preliminary reviews
- Determining the submittal requirements, project fees and distribution
- Coordinating concurrent processing with the discretionary Project Manager
- Managing the portion of the project schedule that relates to the Development Services Department
- Coordinating the multi-discipline reviewer issues, resolving conflicts
- Coordinating issuance of the ministerial permit and inspection process until the certificate of occupancy is obtained

This service requires a deposit into a Trust Fund account. A Trust Fund account is established with an initial deposit (typically \$2,000, but may be modified by the Project Manager depending on the complexity of the project). This initial deposit is drawn against to pay for the management of your project.

To request a Project Manager or for additional information, contact Chief Building Official Afsaneh Ahmadi at (619) 446--5406 or via email at aahmadi@sandiego.gov.

Customer Service Commitment:

Development Services strives to provide professional, caring, and timely service for its customers.