



The City of



Planning Department

NOTICE

FACILITIES FINANCING BUILDING PERMIT REVIEW

Facilities Financing's review of Submitted Building Permits

Effective September 1, 2016, the following will be Facilities Financing's approval requirements of Submitted Building Permits:

1. After Facilities Financing's PTS review issues have been addressed, the Facilities Financing reviewer will sign and date the plans.
2. Prior to building permit issuance, the customer will be required to schedule an appointment with their Facilities Financing reviewer.
3. The appointment will be scheduled within 3 business days.
4. For the appointment, the customer is to provide:
 - a. Two (2) identical and final building plans stamped both by Structural review and Zoning/Planning review for permit issuance, and
 - b. To facilitate review, it is highly recommended to provide the plans Facilities Financing had signed and dated.
5. The customer must obtain Structural reviewer's and Zoning/Planning reviewer's approval signoffs, which are required before Facilities Financing's approval signoff.
6. At the appointment, Facilities Financing will reconfirm the information on the plans for the fees; stamp the two (2) identical and final building plans for permit issuance; and provide project signoff.

Facilities Financing's review of Over-the-Counter Building Permits

Facilities Financing's review of Over-the-Counter Building Permits differs from the above Submitted Building Permits.

Please refer to <https://www.sandiego.gov/sites/default/files/ffappointmentreviewnotice2.pdf> for Facilities Financing's Over-the-Counter Building Permit review process.

For questions regarding this notice, please call Facilities Financing at (619) 533-3670 or e-mail us at facilitiesfinancing@sandiego.gov.