

## Office Tenant Improvement Professional Certification Permit (FAQ)

The City of San Diego has created a program to streamline the issuance of qualifying building permits by the designer of record certifying compliance with all applicable codes and standards. Note that a Historical Review may be required even if the project scope qualifies Professional Certification. Refer to Information Bulletin 581, Designated Historical Resource Review for requirements for historic review.

### Where do I go to apply or find more information?

Visit our [Building Permits](#) page to apply and view our [webinar](#) provided on August 31, 2023 for further information.

### What is this program about?

The Office Tenant Improvement Professional Certification Permit offers architects and engineers registered in the State of California the option to professionally certify interior office tenant improvements and to get a permit issued within the same day the issuance virtual appointment is completed. The goal is to create a streamlined permitting process while certifying compliance with all applicable codes and standards.

### Who is eligible?

Only architects and engineers registered in the State of California are eligible for this program and are qualified to stamp the plans and certify the Mechanical, Electrical, and Plumbing sheets. Certified interior designers do not qualify.

### What are the submittal requirements?

See Information Bulletin 150 for the full list of submittal requirements. All building permits require the County Hazardous Materials Reporting Form (DS-165) and that is why it was included in the list of required documents. Structural calculations are required for equipment anchorage. Structural calculations need to be stamped by a licensed engineer.

### Can plumbing fixtures be included in this program?

The addition or relocation of plumbing fixtures are not included in this program. When you add, remove, or alter plumbing fixtures, DSD needs to review the water meter data card and we potentially will need to adjust your water and sewer capacity fees. Alteration to plumbing fixtures requires a review done on behalf of the Public Utilities Department. This program is intended to have no reviews as the intent is to issue the permit same day with zero reviews.

## **How long is the approval process?**

As soon as you submit your application you can schedule a virtual set-up appointment on our [virtual appointments website](#) by selecting: Project Setup: Building Permit – With Plans.

## **What are the fees and how are they calculated for this program?**

Fees are contained within [Information Bulletin 501](#) and [Information Bulletin 103](#) for the Mechanical, Electrical, and Plumbing fees.

## **How do you pay fees?**

As soon as your set-up virtual appointment is completed, you can pay your fees thru your Accela Citizen Account.

## **Do we need to bring plans to the appointment to pay fees?**

All our appointments are virtual (online), therefore all submittals are electronic with no requirement to bring paper plans

## **Do new ceilings trigger special inspections?**

No special inspections are allowed as a part of this scope of work except for the anchorage of equipment. Suspended ceilings do not require special inspection.

**Can the pre-construction meeting be scheduled prior to the self-certification?** The pre-construction meeting is available as soon as the permit is issued. If applicants have questions prior to submittal, applicants can submit for a [preliminary review](#).

**How do you address changes in the scope of work after acquiring a permit?** If the change is outside the scope of work, you will need a new building permit or construction change process.

## **Does a project need to have ADA-compliant restrooms and a path of travel based on the current code to qualify for this program?**

All portions of the project would need to comply with Chapter 11B of the California Building Code, as required by affidavit, and comply with all codes and standards required for existing buildings.

**If there are Corrections during the set-up appointment what is the turnaround time for the permit to be issued?** Corrections to the plans can be made the same day and be re-uploaded so that your project can be issued on that same day.