

Construction Changes to Grading and Right-of-Way Approvals

INFORMATION BULLETIN

350

December 2024

[View All Information Bulletins](#)

IN THIS BULLETIN:

- [Construction Change Process](#)
- [Submittal Requirements](#)
- [Options for Service](#)
- [Fees](#)
- [Issuance of a Construction Change](#)
- [References](#)
- [Previous Versions](#)

This Information Bulletin describes the procedures for obtaining approval for changes to engineering plans that have been approved for [Grading](#) and [Right-of-Way](#) permits.

Construction Change Process

Per San Diego Municipal Code (SDMC) [§129.0602 PDF](#) and [§129.0752 PDF](#), approved plans and specifications shall not be changed, modified, or altered without authorization of the City Engineer. Some proposed redline changes from the Resident Engineer (RE) may be approved in the field, but changes that are not allowed need to be submitted to the Development Services Department (DSD) for review and approval by the City Engineer prior to being incorporated into the construction documents and included with the permitted plans. When changes to the plans are needed to be submitted to DSD, please note the following:

- Deletions to the original scope of work will be processed as a construction change and need to be approved by the Deputy City Engineer.
- Only one construction change can be submitted at a time. If multiple construction changes are proposed, group all changes into one construction change. If a construction change is in review, no additional construction changes can be submitted until the previous construction change is issued.
- Construction changes are processed through a submittal with DSD unless the RE has determined that they can be processed in the field as minor modifications.

A construction change process is NOT appropriate when:

- The project is still in plan review. (The permit has not been issued.)
- The permit has passed final inspections.
- The permit has expired.
- There has been a substantial redesign of the original permit.
- The changes have already been built with or without the RE approval.
- The proposed changes aren't associated with the original scope of work and cause new review disciplines to be added to the cycle that haven't seen the original scope of work initially.

Submittal Requirements

- Identify the changes by adding the symbol "delta," clouding the area of change, and including a brief description of the changes. Also, any proposed revisions to the sheets shall require the sheet index to be revised and noted with a cloud for the changes.
- A construction change table shall be maintained on the plans. It should have the date of submittal, describe the scope, identify the sheet numbers, and have a unique delta.
- Each construction change submittal shall include the following for review:
 - Submit a copy of the revised and/or added sheets. All unchanged work shall remain on the revised sheets. Do not submit sheets that have not changed.
 - All revisions shall be clearly marked by clouding **ONLY** the revised work and identifying the clouded area with a numbered Delta symbol, including changes to the sheet index. Any changes to the drawings not clouded will not be considered a part of the approved change.
 - All revision Clouds and Deltas from previously approved construction changes Need to be shown on the proposed Construction Change plan.
 - Each new sheet shall be clearly and uniquely numbered.
 - All revised drawings and calculations shall be signed and sealed/stamped by the appropriate licensed design professionals associated with this project or the construction change.

Options for Service

All forms, documents and resubmittals are now submitted electronically. Visit the [DSD website](#) and use your existing account to continue the permitting and issuance process. A detailed [User Guide PDF](#) is also available.

Fees

A non-refundable hourly plan check fee will be assessed and invoiced (minimum 1 hour per discipline reviewing the change) before the construction change is placed into review. For a list of the hourly fees, see [Information Bulletin 502](#) (Fee Schedule for Construction Permits Grading & Public Right of Way).

Issuance of a Construction Change

All fees must be paid, and the construction change approval must be issued prior to the completion of the construction permit project. Should the project have a deposit account, the project deposit account shall maintain a positive balance prior to the issuance of the construction change.

A construction change, once approved by the review staff, must go through the issuance process which includes an electronic stamp of approval on the approved construction change plans and payment of the fees.

Construction changes may hold up inspections when fees are assessed against the main parent project. Failure to issue the construction change or pay the fees will result in the failure to complete the construction permit project. The approved construction change plans printed in full size shall be kept with the original plan set on site for inspection.

References

- [San Diego Municipal Code \(SDMC\)](#)
- [Fee Schedule for Construction Permits Grading & Public Right of Way](#) (IB 502)
- [Construction Change and As-Graded to Engineering Permit](#)
- SDMC [§129.0602 PDF](#)
- SDMC [§129.0752 PDF](#)

Previous Versions of this Information Bulletin

This section contains previous versions of this Information Bulletin by the last day they were effective.

- [2024-12-20 | IB-350 PDF](#)

Council Districts

Council President Joe LaCava (District 1)
 Councilmember Jennifer Campbell (District 2)
 Councilmember Stephen Whitburn (District 3)
 Councilmember Henry Foster III (District 4)
 Councilmember Marni von Wilpert (District 5)
 Council President Pro Tem Kent Lee (District 6)
 Councilmember Raul Campillo (District 7)
 Councilmember Vivian Moreno (District 8)
 Councilmember Sean Elo-Rivera (District 9)

City Officials & Independent Offices

Office of Mayor Todd Gloria
 City Attorney Heather Ferbert
 Ethics Commission
 Office of the City Auditor
 Office of the City Clerk
 Office of the Independent Budget Analyst
 Personnel Department

Government Agencies

County of San Diego
 State of California
 Federal Government