

Technical Advisory Ad Hoc Committee Virtual Meeting

March 11, 2026

TAC Agenda – March 11, 2026

Announcements - DSD Publication Updates

- **ITEM-1 Hydrant Flow Request Form and Record Type – Kelly Charles**
- **ITEM-2 Project Tracking System (PTS) Conversion and Retirement – JC Thomas**
- **ITEM-3 Industry Technology Working Group – Rimah Khouri-Velez**
- **ITEM-4 Updates to Requirement for Digital Plans and Documents – Scott Robinson**
- **ITEM-5 DSD Fiscal Year 2026 Fee Increase – Kent Morris**

Next TAC Meeting - June 24, 2026

Announcements – DSD Publication Updates

Technical Bulletins

- **TB-FIRE-9-8**
 - new requirement for an approved audible and visual sprinkler waterflow alarm device per CBC/CFC Section 903.4.3.
- **NEW - TB-ELEC-2-1 “Equipment Requiring Servicing Receptacles in Group R-2 Occupancies”**

Information Bulletins

- **IB 559 "How to Obtain a Permit for Private Grading"**
 - Updated to align with the current plan submittal, plan check, and inspection fee requirements.
- **IB 188 “Deferred Submittals”**
 - Changes made to the Deferred Submittal List Table
- **IB-180 "How to Obtain Hydrant Flow Data"**
 - New online hydrant flow request procedure.
- **IB-119 “Building Permit Application Extension & Expiration”**
 - Updated section regarding Final Extension of time for Closed Building Permit Applications

Announcements – DSD Publication Updates

Information Bulletins

- **DS-2123 "Determination of Unreasonable Hardship Exception to Accessibility Requirements"**
 - The annual valuation threshold for the application of unreasonable hardship has been updated.
- **IB-241 Factory Built Housing**
 - Fees section updated
- **IB 103**
 - The fee for Temp Pole (Construction Power) has been changed to (Construction Power up to 200a)

Item 1

Hydrant Flow Request Form and Record Type

Kelly Charles

Hydrant Flow Request

What is Hydrant Flow?

This information is required when applying for fire sprinkler or standpipe permits requiring hydraulic calculations. The City of San Diego utilizes a computer model to track and display the flow and pressure of fire hydrants within the City of San Diego water district.

What changed?

DSD Life Safety reviewers used to receive emails with requests for hydrant flow information which they would respond to on their rapid review day. This was provided free of charge.

We have now created a record type in Accela to process these requests and charge a fee of one hour for the review.



Hydrant Flow Request – What was updated?

- [Information Bulletin 180, How to Obtain Hydrant Flow Data?](#)
- [Form DS-160, Hydrant Flow Request](#)

How to Obtain Hydrant Flow Data

INFORMATION BULLETIN

180

February 2026

[View All Information Bulletins](#)

IN THIS BULLETIN:

- [Completing Form DS-160](#)
- [Submitting Form DS-160](#)
- [Locations Without Water Model Data](#)
- [Using Hydrant Flow Data](#)
- [Contractor's Responsibility](#)
- [References](#)
- [Previous Versions](#)

This information bulletin describes the procedure for obtaining the available water flow and pressure at a fire hydrant for projects in the City of San Diego. This information is required when applying for fire sprinkler or standpipe permits requiring hydraulic calculations within the City's jurisdiction. The City of San Diego utilizes a computer model to track and display the flow and pressure of fire hydrants within the City of San Diego water district.

I. Completing Form DS-160

Print or/type all necessary information for the desired fire hydrant flow and pressure location on the Hydrant Flow Request Form ([DS-160 PDF](#))

Draw or insert an accurate site map of the area on the form. The site map must indicate the location of the specific fire hydrant from which the hydrant flow data is being requested, the project street and address, the general location of the project, the nearest cross street, and a north arrow. The map must be drawn or inserted to a size or scale sufficient to clearly show all elements described above. Hydrant locations within the City of San Diego water district can be identified via the link in the reference table.

Each DS-160 form is valid only for a single hydrant. If flow data from multiple hydrants is necessary, individual forms must be submitted. Each hydrant flow application is valid for a single jobsite. If flow data for multiple jobsites is necessary, individual applications must be submitted.

FORM DS-160 February 2026 Hydrant Flow Request

Fill out the information below to obtain hydrant flow data for the design of all fire sprinkler systems, including NFPA 13, 13D and 13R.

Submit the form through the online portal, selecting Hydrant Flow under Miscellaneous Applications. Each hydrant request submitted will be charged a non-refundable Hourly DSD rate as specified in [Information Bulletin 501](#). Additional information regarding hydrant flow requests can be found in [Information Bulletin 180](#).

Please print or type legibly.

Company Requesting Hydrant Flow:			
Telephone No:		Email Address:	
Building Project and/or Permit Numbers:			
Hydrant Cross Street(s):			
Project Address:	City:	State:	Zip Code:
	SAN DIEGO	CA	

Item 1

Questions?

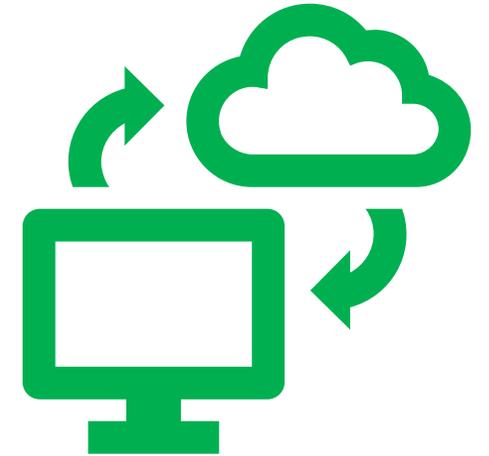
Item 2

Project Tracking System (PTS) Conversion and Retirement

JC Thomas

Project Tracking System (PTS) Conversion to Accela

- DSD is converting approximately ~200 Building permits and ~500 Engineering. (Grading & ROW) permits from PTS to full Accela.
- Conversion means copying the data from PTS to Accela for valid permits.
- Qualifying projects have permits that have been issued, inspecting, and not expired.
- **Key Attributes:**
 - ✓ Conversion allows inspections to continue in Accela.
 - ✓ Conversion allows applicants to submit construction changes in Accela.
 - ✓ Conversion allows fees to be added for plan review, inspection, or other services if applicable in Accela.



Project Tracking System (PTS) Conversion to Accela

➤ Activities & Schedule 2026:

- March – Testing
- April – Communication to Customers
- April – Conversion
- May – Update Open DSD to access additional PTS data
- June – Retire PTS

Item 2

Questions?

Item 3

Industry Technology Working Group

Rimah Khouri-Velez



Invitation to Join the DSD Technology Working Group

Gathering Stakeholder Feedback
for a New Online Permitting System

Rimah Khouri-Velez, DSD Assistant Director



Technology Working Group Announcement

- DSD is excited to announce the formation of a new **Technology Working Group** (*TechWG*) aimed at leveraging technology with Industry feedback to enhance the permitting processes.
- DSD is committed to innovation and continuous improvement. We are gathering stakeholder input via the *TechWG* to inform of the technical requirements for the upcoming **Online Permitting Software RFP** in Summer 2026.



Invitation to Participate in the new TechWG

- DSD cordially invites Stakeholder members of the DSD Ad-Hoc Technical Advisory Committee (TAC) to join the new Technology Working Group. Your insights and expertise are invaluable!
- The RFP is an opportunity for DSD to continue to innovate processes with the goal of developing a more user-friendly online permitting system.
- This is a unique opportunity to contribute to a pivotal project that will shape the future of San Diego's Development Services permit process.

Technology Working Group Purpose

Gather comprehensive feedback from stakeholders on current processes and pain points

Collectively explore innovative technology solutions that can streamline and improve these processes

Review the technical requirements for the new online permitting system

Technology Working Group Tasks

Stakeholders share
what technology
they currently use

DSD shares high
level responses
from 2025 RFI

Discuss Draft 2026
RFP Technical
Requirements

Time Commitment



Expect to participate in Bi-weekly meetings over the next three months



Meetings will be a mix of in-person, hybrid, and virtual (MS Teams)



Meetings are open to the public, and will follow basic Brown Act meeting requirements although no decisions or voting will take place



Public invited to submit agenda item feedback electronically

How to Join



Email Assistant Director Rimah Khouri-Velez at rkhouri@sandiego.gov



Thank you for your continued support and engagement.

Item 3

Questions?

Item 4

Updates to Requirements for Digital Plans and Documents

Scott Robinson

Item 4

Questions?

Item 5

DSD Fiscal Year 2026 Fee Increase

Kent Morris



FY26 DSD Fee Increase

Technical Advisory Committee (TAC)

Kent Morris
Deputy Director

3/10/26

2 pm – 4 pm

- DSD is an Enterprise Fund
 - Must be cost recoverable
 - Fees primary driver of Revenue
 - Implementation of Dynamic Pricing in FY2026
- Labor and technology costs are largest expense
- DSD can adjust fees for labor and inflation costs routinely when projections indicate costs outpacing revenues





- What factors are considered for a fee adjustment?

- Negotiated Salary Increases
- Inflation
- Fixed fringe costs
 - Other Post-Employment Benefits (OPEB)
 - Workers' Comp
 - Pension & Retirement Account Cost
- Citywide vacancy levels

- What will be the fee adjustment?

- 7.25% increase
- Tentatively planned to be effective May 4, 2026 for all fees assessed but ***not yet invoiced.***

Fee Adjustment Process:

- Fiscal calculations based on projections, assumed rates, and updates on labor related costs
- Fee adjustments are only applicable to DSD Enterprise fees
 - State and other City department fees are not affected
- Fee adjustments prepared and internally tested in the system
- Public Courtesy notices provided
- Information Bulletins updated





Questions?

Technical Advisory Committee (TAC)

Kent Morris, Deputy Director

March 11, 2026

Next Meeting

June 24, 2026