

## How to Establish Master Plans for Miscellaneous Structures

### INFORMATION BULLETIN

# 114a

July 2025

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### Submittal Requirements

All forms, documents and applications must be submitted electronically. Visit the [Development Services Department \(DSD\) website](#) to begin the submittal process. Additional information, including a detailed [User Guide PDF](#), is also available. Provide the following forms/documents upon submittal:

1. Building Construction Plans. Structural plans showing compliance with the California Building Code (CBC). All plans must have a scope of work and be stamped and signed by an engineer and/or architect licensed in the State of California.
2. Exterior Elevations and Sectional drawings (for Accessory Dwelling Units).
3. Structural Calculations stamped and signed by an engineer and/or architect licensed in the State of California.

### Master Plan Establishment Review Process

As each reviewing discipline completes a review, they will email an Issues Report (if not approved) to the point of contact. The Issues Report will contain the reviewer's comments and instructions for resubmittal.

### Master Plan Establishment Permit Issuance Process

To request issuance of the Master Plan Establishment approval, contact your assigned project manager. The following documents are required for issuance:

1. Final versions of building construction plans that have been reviewed and approved by required review discipline(s).
2. [Project Contact Information Form \(DS-345\) PDF](#)

### Master Plan Production, Review, and Issue Process

Follow the Submittal Requirements Section 2 and 2A of the [Land Development Manual](#), Project Submittal Requirements, for a detailed description of the required documents for accessory structures. Indicate clearly on plans the scope of work and the City of San Diego approved Master Plan number being used. Approved established Master Plan drawings must have the original wet stamp and signature of the designer owning the plans.

### Master Plan Expiration

Master Plans will expire with the City's adoption of a new CBC or other State-mandated regulations.

### How do I obtain a Building Permit or Combination Building Permit using an Approved Master Plan?

After the Master Plan Establishment Project is approved and Issued, a copy of these pre-approved plans, together with the architectural plans, may be submitted for a Building Permit or Combination Building Permit. See [Land Development Manual](#), Project Submittal Requirements Section 2 or 2A for Building Permit/Combination Building Permit submittal requirements.

### Fees

For your convenience, DSD offers:

#### 1. Online Payments

Customers are encouraged to make [online payments](#) by e-check or credit card. Bank and processing fees apply. There are no minimum or maximum credit card transaction amounts when making payments online.

#### 2. Onsite Payments

Customers can [request a Payments appointment](#) to make credit card or check payments in person at the [Mission Valley location](#). With in-person payments, the minimum credit card transaction amount is \$10, and the maximum is \$99,999.99. Payments with an "SAP Invoice Number" are not accepted here. I

Please note that plan check fees and other administrative fees are non-refundable. For additional refund information, see the Refund Policy stated within the [Refund Application Form \(DS-721\)](#).

The following administrative fees and plan check fees are non-refundable. The following administrative fees and plan check fees are required to be paid prior to review unless otherwise indicated below. See "[Fee Schedule for Construction Permits](#)" (IB-501) for other submittal and issuance fees applicable to construction permits.

#### A. Mapping Fee

This fee is charged when there are plans, drawings, maps or other geographical documents utilized for project review.

Mapping Fee.....\$11.34

#### B. Plan Check Fee

Pool/Spa-Establish Master Plans.....\$1,564.56

ADU-Establish Master Plans; see 'Single Dwelling Unit/Duplex Addition/Remodel' fee in IB-501.

Hourly Rate for Master Plan other than pool/ spa; see IB-501.

### References

- [How to Establish and Permit Master Plan Residential Phased Development for Single Dwelling/Duplex Unit \(IB-114\)](#)

### VIII. Previous Versions of this Information Bulletin

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

- [2025-07-29 | IB114a PDF](#)
- [2025-05-02 | IB114a PDF](#)
- [2025-02-10 | IB114a PDF](#)
- [2024-06-30 | IB114a 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