

Building Permit Issuance

City of San Diego Development Services Department

INFORMATION BULLETIN

153

April 2026

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Construction permits are issued once the project application has been reviewed and signed off by all the required review disciplines. All projects will be automatically placed into a permit issuance queue for staff to conduct pre-permit issuance reviews. During pre-permit issuance, the applicant will receive an email if additional documents are required. Customers are encouraged to [schedule a Virtual Appointment](#) to expedite permit issuance.

Issuance Requirements

Visit the [Development Services Department \(DSD\) online permitting portal](#) and log in to your account to submit the required issuance documents requested by permit issuance staff. Review the [User Guide PDF](#) for detailed instructions on submitting documents electronically.

Required Documents

 If applicable, these documents must be submitted to the related agencies PRIOR to permit issuance.

- 1. Project Contact Information (DS-345 PDF)**
Required for all projects.
- 2. Owner-Builder Verification (DS-3042 PDF)** (Required if the permit will be issued to the owner-builder.)
The form must be notarized if the property owner is not present to provide proof of identity.
- 3. San Diego Regional Hazardous Materials Questionnaire (HM-9171 PDF)**
Required for all non-residential projects, all residential multi-family buildings with four or more dwelling units per building and all residential projects where the property contains more than one detached residential building (excluding garages and small outbuildings not used as dwelling units).
- 4. Waste Management Form (ES-008)**
If applicable, the Waste Management Form must be submitted to the Environmental Services Department PRIOR to permit issuance.
- 5. Proof of Water and Sewer Payment**
Review [Information Bulletin 501 PDF](#) for applicability.
- 6. Proof of School Fee Payment**
Review [Information Bulletin 146 PDF](#) for applicability.


Fees

- A. Outstanding Plan Check Fees**
Any outstanding plan check fees must be paid prior to uploading the requested Issuance Checklist Items shown on the attachment for permit issuance.
- B. Inspection Fees**
Inspection fees will be invoiced at the time of permit issuance and must be paid before construction starts.
- C. Water & Sewer Fees**
If applicable, proof of water and sewer payment will be required before permit issuance. See [Information Bulletin 501 PDF](#) for more information.
- D. School Fees**
Please contact the applicable school district(s) directly to pay a school fee and obtain a Certificate of Compliance. See [Information Bulletin 146 PDF](#) for more information.
- E. Development Impact Fees (DIF)**
These fees are part of land development within the City of San Diego and are paid at building permit issuance. [Learn more.](#)

For any additional inspection fees, refer to [Information Bulletin 501 PDF](#).

Fee Reminders

- A. Water and Sewer Invoices**
Water and sewer invoices must be paid in person with a [scheduled Payments appointment](#). The water and sewer invoice must reflect the same date as the appointment. Invoices without the correct date will require staff to generate a new invoice, which may exceed the 15-minute appointment time. When this occurs, customers will be required to wait in the lobby until a new invoice is generated and the corresponding payment is processed.
- B. DIF Fees**
DIF payments must be made in person with a check, money order, or cashier's check made out to the "City Treasurer."

 Invoices without the correct date will require staff to generate a new invoice, which may exceed the 15-minute appointment time. When this occurs, customers will be required to wait in the lobby until a new invoice is generated and the corresponding payment is processed.

Payment Methods

- 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. Instead, these invoices can be paid with the City Treasurer. [Learn more.](#)

Previous Versions

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

- [2026-04-30 | IB-700 PDF](#)



San Diego Mayor
TODD GLORIA



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Office of Mayor Todd Gloria
City Attorney Heather Ferbert
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Office of the City Auditor
Office of the City Clerk
Office of the Independent Budget Analyst
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Government Agencies

County of San Diego
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Federal Government