

## Grading & Right-of-Way Permit Issuance

### INFORMATION BULLETIN

# 353

December 2025

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Grading and Right-of-Way permits are issued once the project application has been reviewed and signed off by all the required review disciplines and the Deputy City Engineer (DCE), if applicable. All projects will be automatically placed into a permit issuance queue and processed in the order received. During the permit issuance process, staff will perform a completeness check. The applicant will receive an email if additional documents are required or if additional plan check fees are due.

### Issuance Requirements

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

### Required Documents

#### A. Supplemental Right-of-Way Permit Application (DS-3037 PDF)

Required for the following projects:

1. Grading and Right-of-Way
2. Right-of-Way  
\*Not required for Grading Only projects

#### B. Project Contacts Information (DS-345 PDF)

Required for Grading only projects.

#### C. Deposit Account/Financially Responsible Party

Required for DCE – Grading and Public Improvement projects only.

1. Grading and Right-of-Way Permit
2. Right-of-Way Permit
3. Grading Permit

#### D. Bond – Construction

When the reviewer indicates that a Bond is required on the completed Construction Cost Estimate, a Bond in the form of a **Performance Bond, Cash Bond** or **Letter of Credit** is required. For additional information, refer to [Information Bulletin 126 Bonding for Grading/Public Right-of-Way Permits and Maps](#).

### Fees

#### • Outstanding Plan Check Fees

Any outstanding plan check fees must be paid prior to uploading the requested Issuance Checklist Items shown on the the Project Issues Report for permit issuance.

#### • Inspection Fees

Inspection fees will be invoiced once all required issuance documents have been submitted (as requested during permit issuance). These fees must be paid to finalize permit issuance and download the approved plans.

#### • Inspection Deposit

An Initial Inspection Deposit fee will be charged at the time of issuance for DCE – Grading and Public Improvement projects. A deposit into a Trust Fund account with an initial deposit to pay for the inspection, and/or management services is required.

The initial deposit is drawn against to pay for these services. The initial amount for this fee will be invoiced at the time of issuance and will be separate from all the associated plan check fees.

The "Financially Responsible Party" will receive a monthly statement reflecting the charges made against the account, and an invoice when additional deposits are necessary to maintain a minimum balance. When applicable, payment of the invoice will be required to continue processing the project. Once the project has been finalized and/or the As-Built has been approved by the Resident Engineer, all remaining funds will be returned to the Financial Responsible Party.

#### • Construction Bond

For additional information, refer to [Information Bulletin 126 "Bonding for Grading/Public Right-of-Way Permits and Maps"](#).

For any additional fees, refer to [Information Bulletin 502](#).

### Payment Methods

#### • 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.

#### • Onsite Payments

1. Customers can drop check payments into the payment drop-off safe located on the first-floor lobby of the Development Services Department Mission Valley location [during business hours](#). All payments must be made out to "City Treasurer."
2. Customers can also [request an appointment](#) to make credit card or check payments in person at the Development Services Department Mission Valley location. With in-person payments, the minimum credit card transaction amount is \$10, and the maximum is \$99,999.99.

### Additional Resources

#### • Permit Procedures

[Application Extension Request for Grading/Right-of-Way and Mapping Projects PDF](#) (Form DS-4100)

[Project Submittal Manual Section 3 - Construction Permits - Grading and Public Right-of-Way PDF](#)

[Project Submittal Manual Section 5 - Subdivision Approvals PDF](#)



San Diego Mayor  
**TODD GLORIA**



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Office of the City Clerk  
Office of the Independent Budget Analyst  
Personnel Department

#### Government Agencies

County of San Diego  
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