Technical Advisory Ad Hoc Committee Virtual Meeting

November 4, 2026

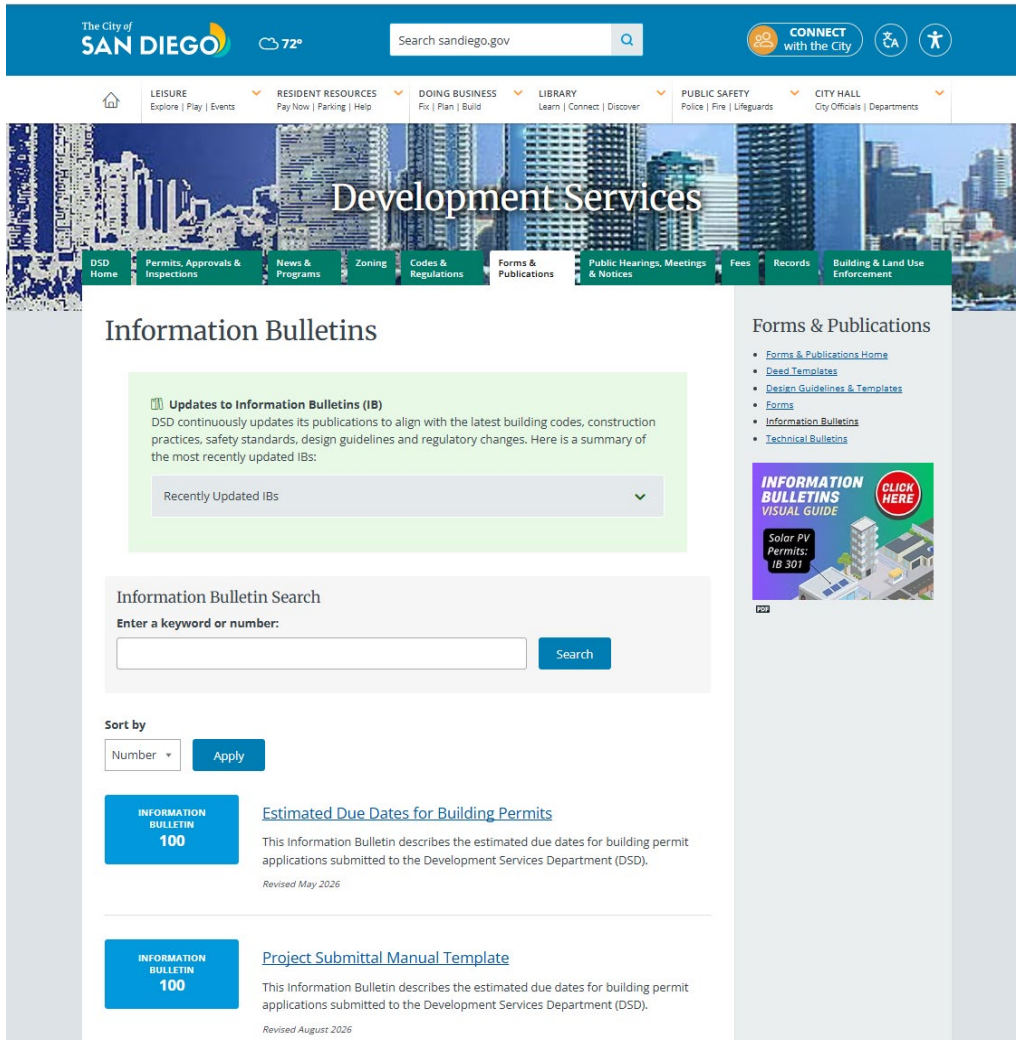
The City of SAN DIEGO

TAC Agenda – November 4, 2026

Announcements - DSD Publication Updates

- ITEM-1 Accela Front Page Modernization – David Saborio & Dave Slifka
- ITEM-2 EPR Modernization – JC Thomas & Kelly Charles
- ITEM-3 Preliminary Review Process – Lara Gates
- ITEM-4 Reorganization Update/New Division – JC Thomas
- ITEM-5 IB Updates – Evan Habib
- ITEM 6 Reviewer Guide – Lara Gates
- ITEM 7 Sidewalk Panel Replacement Program – JC Thomas
- ITEM 8 Next TAC Meeting – January 27, 2027

Announcements – DSD Publication Updates



Item 1

Accela Front Page Modernization

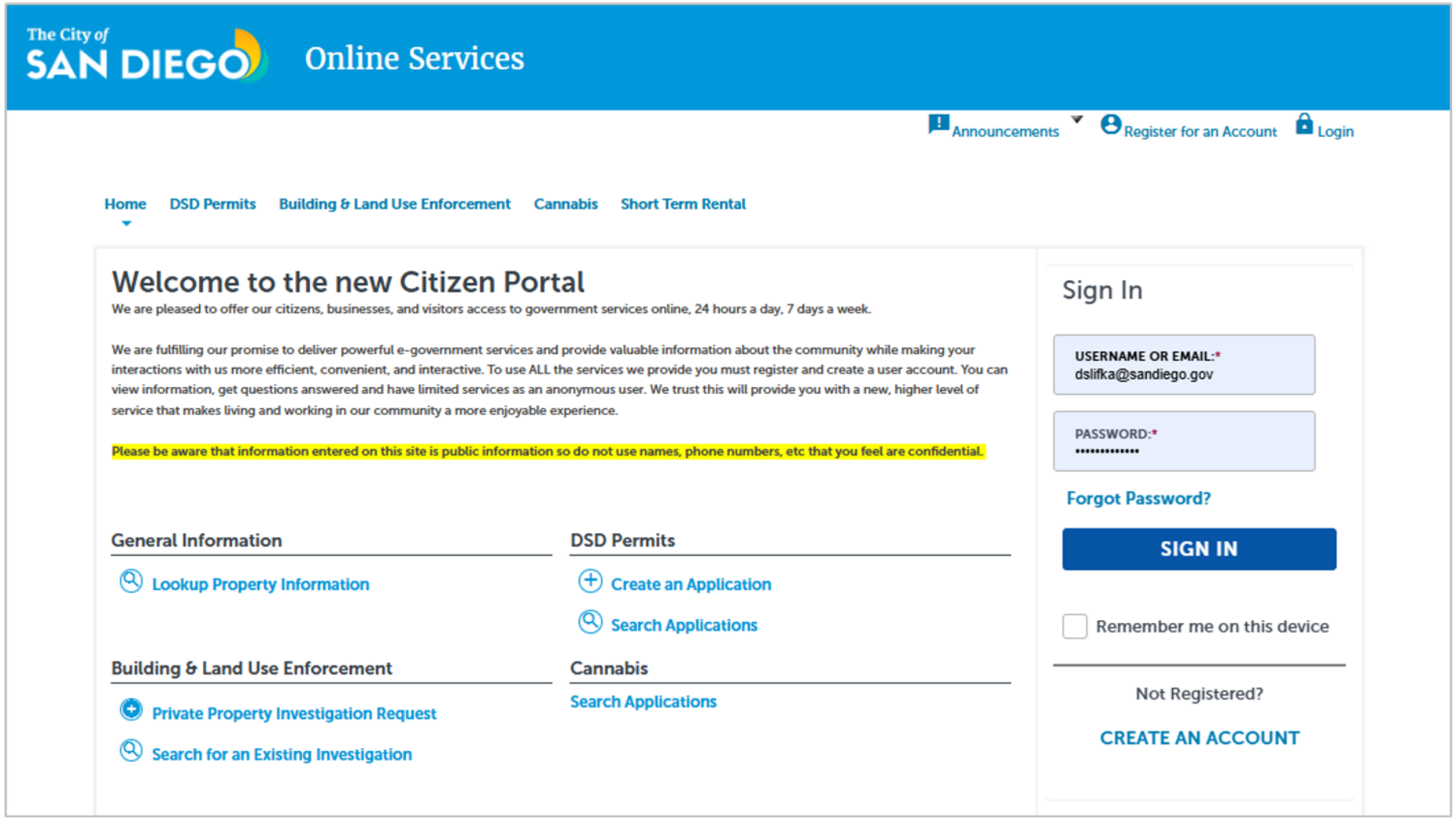
David Saborio & Dave Slifka

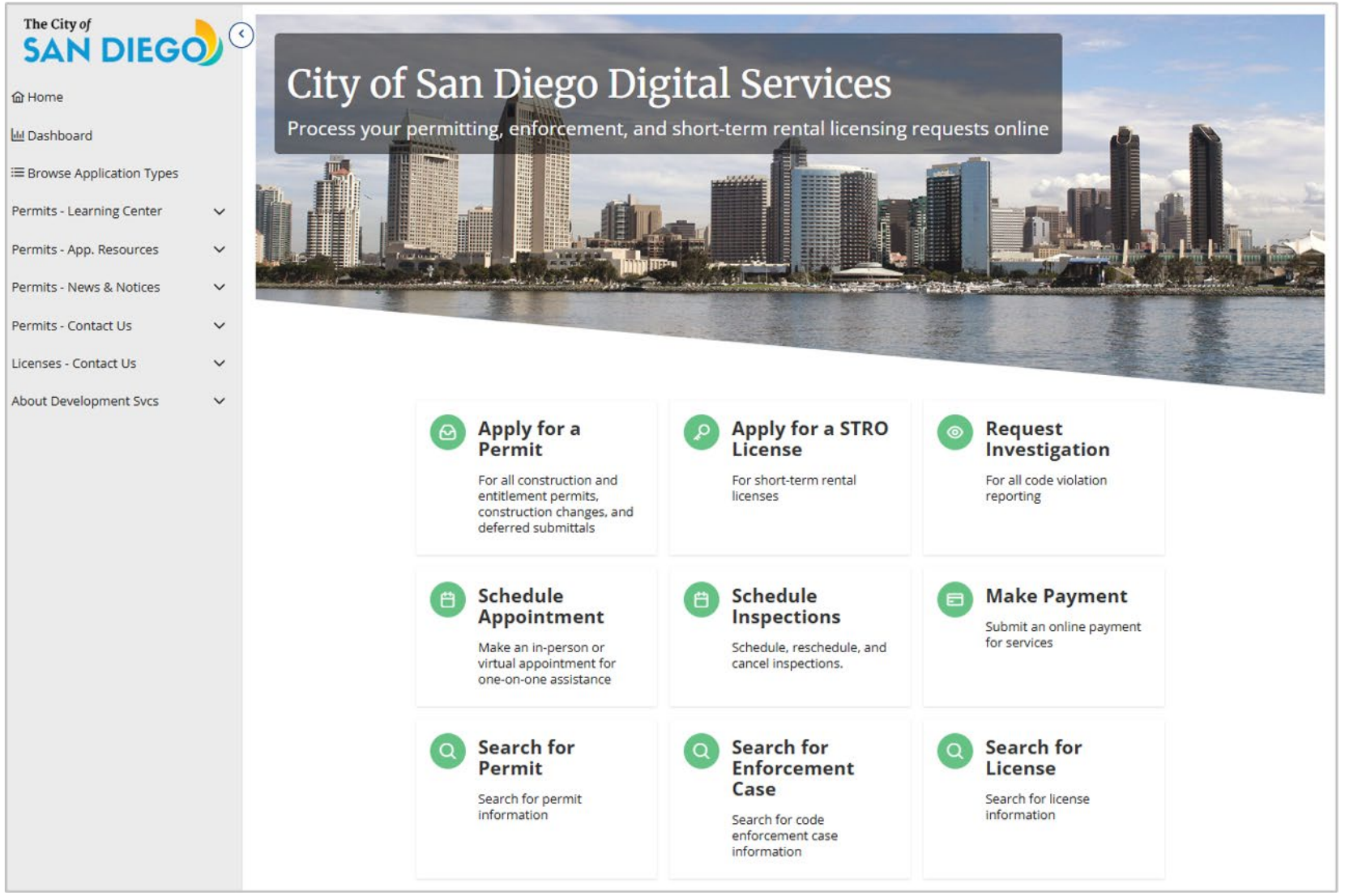
The City of SAN DIEGO

Accela Public Portal Preview

DAVID SABORIO, DAVE SLIFKA

The City of SAN DIEGO


The City of SAN DIEGO
Online Services
Announcements
Register for an Account
Login
Home
DSD Permits
Building & Land Use Enforcement
Cannabis
Short Term Rental
Welcome to the new Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.
We are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.
Please be aware that information entered on this site is public information so do not use names, phone numbers, etc that you feel are confidential.
General Information
Lookup Property Information
DSD Permits
Create an Application
Search Applications
Building & Land Use Enforcement
Private Property Investigation Request
Search for an Existing Investigation
Cannabis
Search Applications
Sign In
USERNAME OR EMAIL:*
dslifka@sandiego.gov
PASSWORD:*
Forgot Password?
SIGN IN
Remember me on this device
Not Registered?
CREATE AN ACCOUNT


The City of SAN DIEGO
Home
Dashboard
Browse Application Types
Permits - Learning Center
Permits - App. Resources
Permits - News & Notices
Permits - Contact Us
Licenses - Contact Us
About Development Svcs
City of San Diego Digital Services
Process your permitting, enforcement, and short-term rental licensing requests online
Apply for a Permit
For all construction and entitlement permits, construction changes, and deferred submittals
Apply for a STRO License
For short-term rental licenses
Request Investigation
For all code violation reporting
Schedule Appointment
Make an in-person or virtual appointment for one-on-one assistance
Schedule Inspections
Schedule, reschedule, and cancel inspections.
Make Payment
Submit an online payment for services
Search for Permit
Search for permit information
Search for Enforcement Case
Search for code enforcement case information
Search for License
Search for license information

Item 1

Questions?

The City of SAN DIEGO

Item 2

EPR Modernization

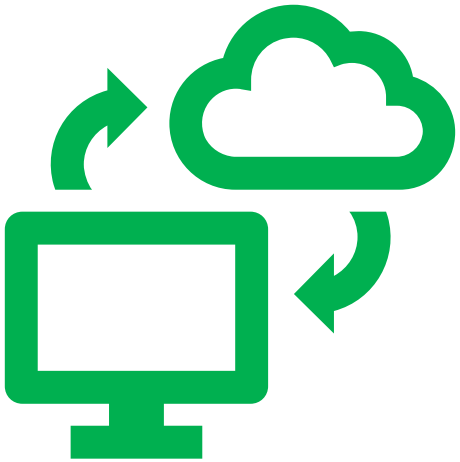
JC Thomas & Kelly Charles

The City of SAN DIEGO

DSD's Electronic Plan Review Tool

Updates in development to improve customer and DSD reviewer experience.

- DSD is working with its vendor ePlanSoft on two important upgrades:



1) Levering new technology tools that will improve DSD reviewer experience making plan check more efficient and provide greater insight into customer submittals.

2) New Document Stacking Solution that will eliminate "repeated" document uploads during recheck and alert the customer when a document is requested or resubmitted. See screen shot.

DSD's Electronic Plan Review Tool

Attachments

To upload attachments:
1. Click Add to start the process
2. Click Add for each file to upload

The maximum file size allowed is **200 MB**.
html;htm;mht;mhtml;exe;mdb;accdb;zip;jpe;jfif;png;gif;webp;tiff;tif;psg;bmp;heic;raw are disallowed file types to upload.

Issuance Checklist (1) | Approved or Reviewer Issues (4) | Attachments (3)

	File Name	File Size	Status	Upload Date	Type	Refresh
Actions	Sign Plans PRJ-1169437.pdf	1.4 MB	Resubmitted	10/27/2026 04:43 PM	Sign Plans	
Actions	Applicant Response to Issues PRJ-1169437.pdf	128.95 kB	Uploaded	10/30/2026 00:02 PM	Applicant Response to Issues	
Actions	Sign Plans PRJ-1169437.pdf	1.39 MB	Resubmittal Required	10/30/2026 00:02 PM	Sign Plans	

Add Attachment

DSD's Electronic Plan Review Tool

Attachments

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2. Click Add for each file to upload

The maximum file size allowed is **200 MB.**

html;htm;mht;mhtml;exe;mdb;accdb;zip;jpe;jfif;png;gif;webp;tiff;tif;psg;bmp;heic;raw are disallowed file types to upload.

Approved or Reviewer Issues (4) | Attachments (6)

	File Name	File Size	Status	Upload Date	Type	Refresh
Actions	Reference Material PRJ-1166727.pdf	1.16 MB	Uploaded	10/06/2026 04:43 PM	Reference Material	
Actions	Applicant Response to Issues PRJ-1166727.pdf	229.08 kB	Uploaded	10/12/2026 10:18 AM	Applicant Response to Issues	
Actions	Applicant Response to Issues PRJ-1166727.pdf	139.65 kB	Uploaded	10/26/2026 07:31 AM	Applicant Response to Issues	
Actions	Sign Plans PRJ-1166727.pdf	1.29 MB	Resubmitted	09/14/2026 01:53 PM	Sign Plans	
Actions	Sign Plans PRJ-1166727.pdf	1.41 MB	Resubmitted	10/12/2026 10:16 AM	Sign Plans	
Actions	Sign Plans PRJ-1166727.pdf	2.28 MB	Routed to EPR	11/02/2026 09:17 AM	Sign Plans	

Item 2

Questions?

The City of SAN DIEGO

Preliminary Review Process Updates

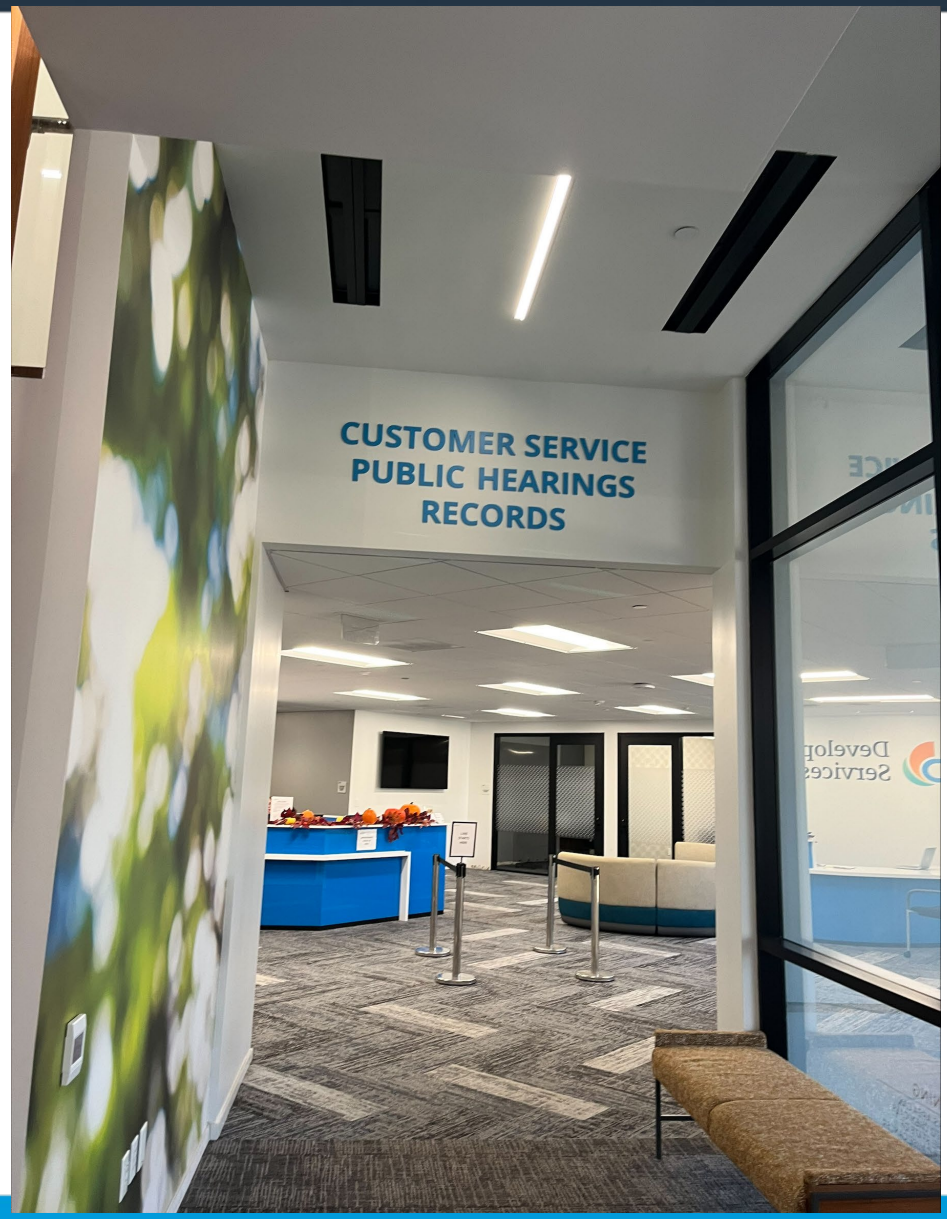
Development Services Department

November 4, 2026
Technical Advisory Committee

The City of SAN DIEGO

Discussion Topics

- Current Process
- Statistics
- Goals
- Potential Options
- Next Steps
- Discussion



Current Preliminary Review Process Highlights

- Assess feasibility and identify potential issues before full submittal.
- Single or multiple-discipline options.
- 10 question maximum.
- 20-business day review period.
- Not intended as comprehensive plan check.



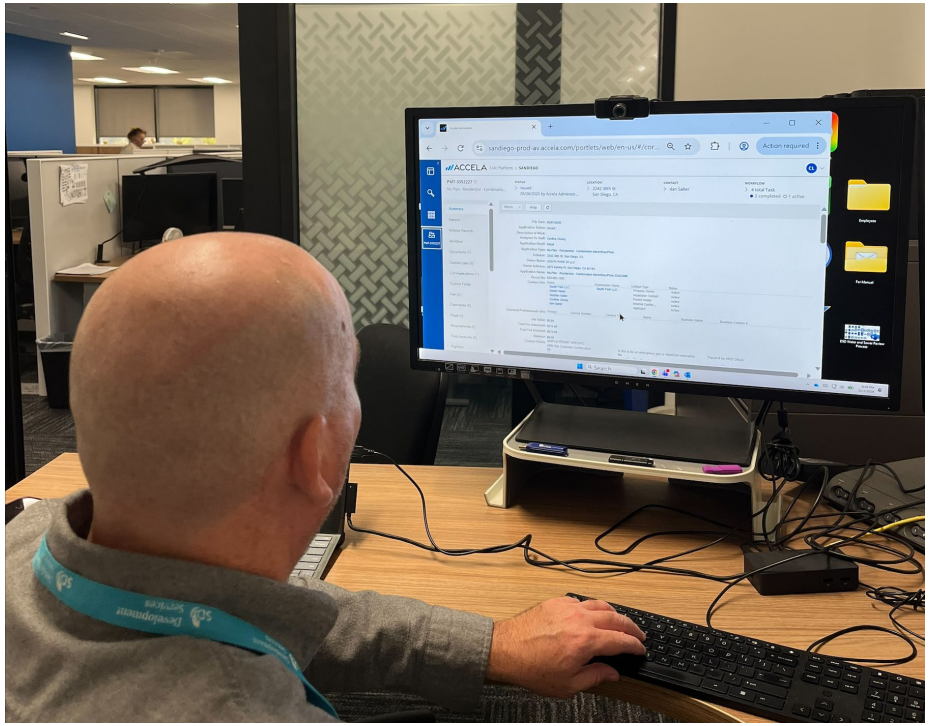
Single Discipline Highlights

Cost

- $1,588.73

What's included

- Up to 4 hours of staff review.
- Up to 10 project-specific questions.



Multiple Discipline Highlights

Cost

- $12,983.99

What the fees include:

- Up to 4 hours of staff review per discipline.
- Up to 10 project-specific questions.
- Assigned Development Project Manager (DPM).

Additional charges

- Additional DSD staff charges apply beyond 4 hours
- External Reviewers bill separately (City Planning, Parks and Rec, Fire).
- Applicant meetings: separately billed based on staff attendance.

2026 Preliminary Reviews Thru September

2026	Monthly Average	Total
Multiple Discipline	13	113
Single Discipline	44	396
Total Prelims	57	509

Goals for Prelim Program Revisions

- Improve internal routing.
- Create a tiered approach to address costs.
- Align fees with amount and complexity of staff work.
- Set clear limits on the level of review, follow-up, and certainty provided.
- Implement state law (SB 1014).



Potential Prelim Options

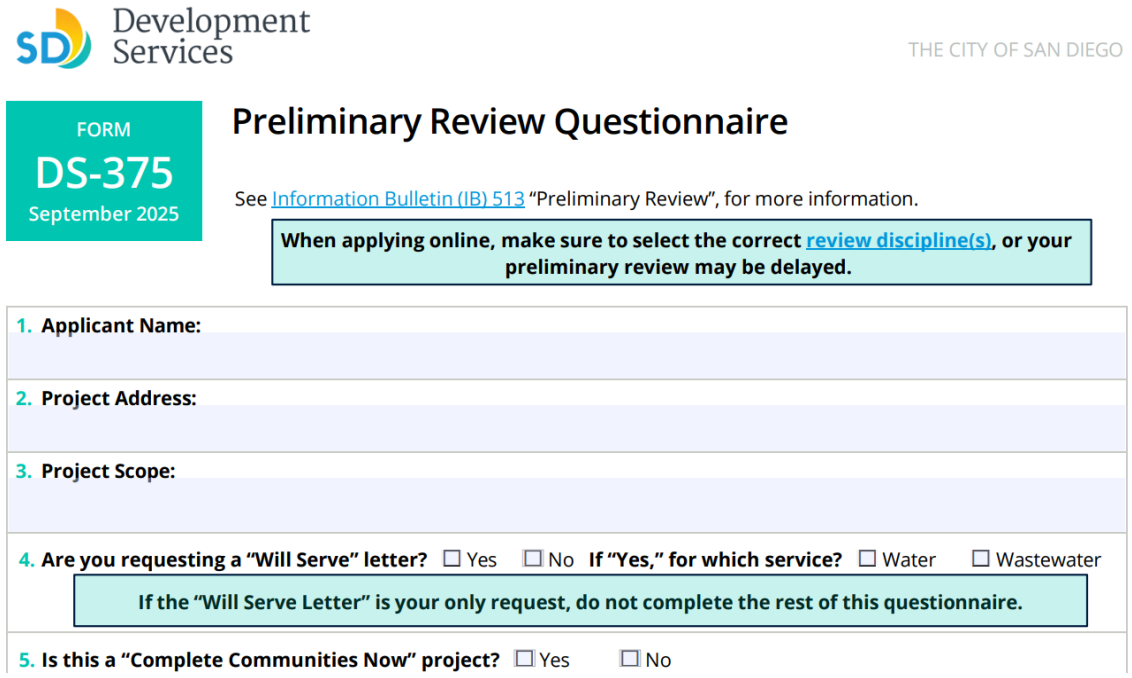
Proposed Service Levels

Level	Service	Use	Fee Approach
1	Prelim Short	Straightforward, pre defined list of questions that applicants can pick from.	Flat fee
2	Prelim Medium	Defined questions involving a limited number of disciplines.	Flat Fee
3	Prelim Complex/Long	More complex multidisciplinary review requiring active coordination. Major, iterative reviews.	Enhanced fee or deposit account, subject to fee study.

Next Steps and Time Frame

- Consider revisions Identified by Stakeholders

- 2027 Timeline
  - Q1: Meet with stakeholders
  - Q3: Plan to implement new process



Development Services

THE CITY OF SAN DIEGO

FORM
DS-375
September 2025

Preliminary Review Questionnaire

See Information Bulletin (IB) 513 "Preliminary Review", for more information.

When applying online, make sure to select the correct review discipline(s), or your preliminary review may be delayed.

1. **Applicant Name:**
2. **Project Address:**
3. **Project Scope:**
4. **Are you requesting a "Will Serve" letter?** ☐ Yes ☐ No **If "Yes," for which service?** ☐ Water ☐ Wastewater

If the "Will Serve Letter" is your only request, do not complete the rest of this questionnaire.

5. **Is this a "Complete Communities Now" project?** ☐ Yes ☐ No

Discussion

Item 4

Reorganization Update / New Division

J.C. Thomas

The City of SAN DIEGO

Reorganization Update

- To help meet increasing customer demand and adapt to evolving permit requirements, DSD has made changes to its Engineering Divisions.

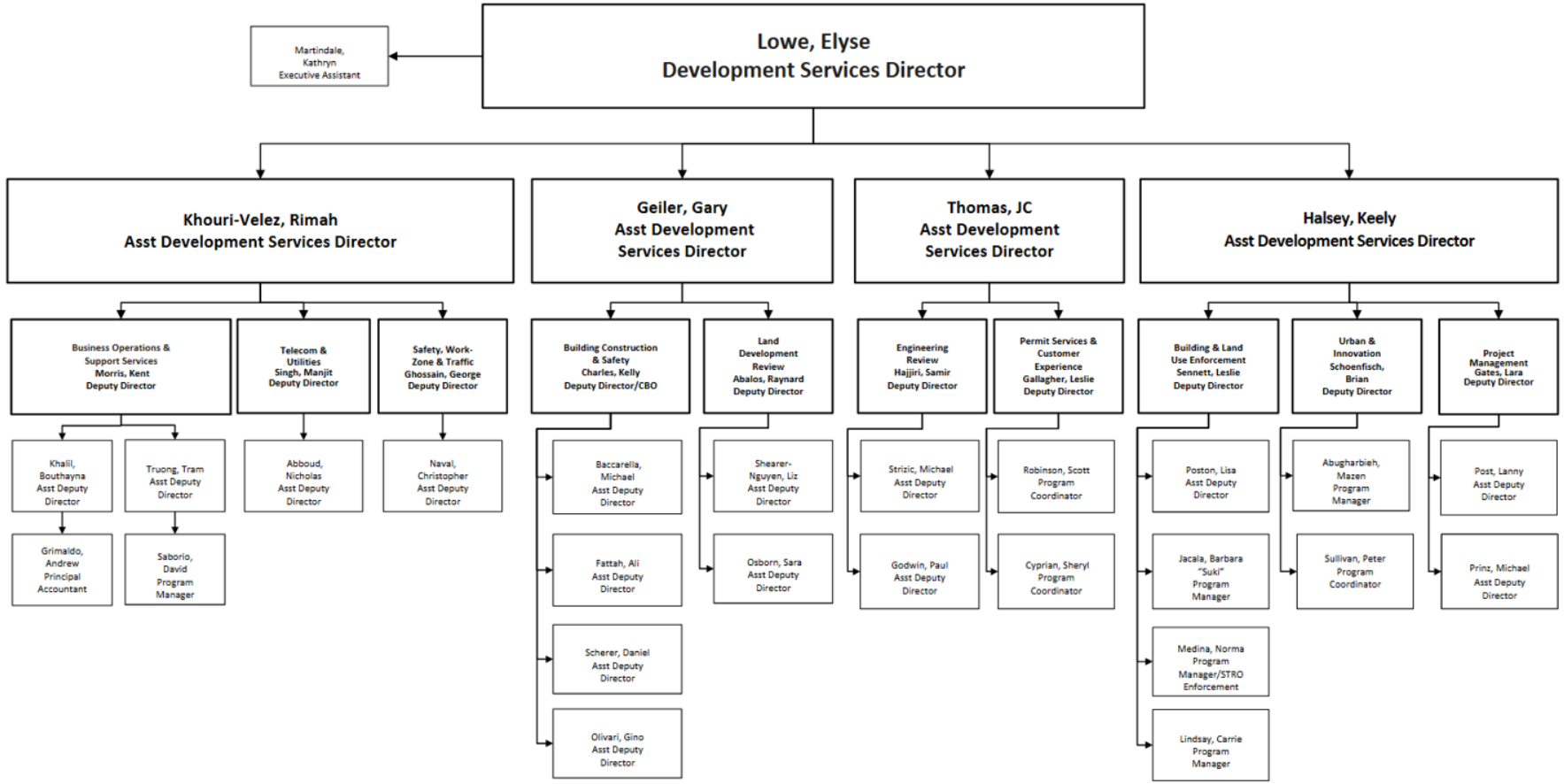
- The existing organization had two Engineering Divisions: Engineering Review and Telecom & Utilities (incl. Field Inspection Team).

- The new organization now has three Engineering Divisions: Engineering Review, Telecom & Utilities, and SWAT Engineering.

- The new SWAT Engineering – Safety, Work-Zone & Traffic includes the Field Inspection Team and Traffic Control Review.

Reorganization Update

The City of SAN DIEGO — Development Services Department



October 2026

Item 4

Questions?

The City of SAN DIEGO

Item 5

IB Updates

DSD Staff

The City of SAN DIEGO

Development Services Department (DSD)
Safety, Work-Zone & Traffic (SWAT) Engineering Division

Right of Way Field Inspection Team (FIT)

IB-900 Closeout Process for Grading/Public Right-of-Way Permit

The City of SAN DIEGO

Executive Summary

- IB-900 establishes a standardized closeout process for Grading and Public Right-of-Way permits.
- Provides consistent requirements for project acceptance, permit closure, and bond release.
- Creates a single reference document for Civil, Electrical, and Traffic closeout activities.

Purpose and Goal

- Standardize permit closeout requirements across City departments.
- Define required documents, certifications, inspections, redlines, and as-built plans.
- Ensure compliance with approved plans, City standards, and regulations.

Why This Bulletin Matters

- Reduces uncertainty for staff, permittees, and applicants.
- Improves consistency in project acceptance decisions.
- Prevents delays caused by incomplete closeout documentation.
- Strengthens accountability and infrastructure recordkeeping.

Who Benefits

- DSD, SWAT, FIT, and E&CP staff.
- Resident Engineers and inspectors.
- Public Utilities, Transportation, and Stormwater departments.
- Permittees, contractors, developers, and the public.

Key Management Benefits

- Standardizes Civil, Electrical, and Traffic closeout checklists.
- Provides clear roles and expectations for permittees and City staff.
- Improves interdepartmental coordination.
- Supports permit closure, bond release, and occupancy milestones.
- Creates a comprehensive, documented and auditable process.

Closeout Process Overview

- Complete all approved work and maintain the project account above the Minimum Required Balance (MRB).
- Submit required reports, certifications, redlines, and as-built plans.
- Resolve punch-list items and obtain final acceptance.
- Close permit and process bond release.

Item 5

Questions?

The City of SAN DIEGO

Procedure 5.01: Guidelines for Review Comments

November 4, 2026
Technical Advisory Committee Presentation

ITEM 6

The City of SAN DIEGO

Guideline Purposes

- Clarity
- Consistency
- Improved customer service
- Greater customer comprehension and compliance
- More efficient internal coordination

Comment Dispositions

Open Comments

- Require applicant action
- Informational comments that appear in an *Open Issues* report
- Informational comments for future reviewers

Comment Dispositions

Closed Comments

- Do not require applicant action
- Cleared comments from previous reviews
- Informational comments that do not appear in an *Open Issues* report

Comment Dispositions

Conditional Comments

- State requirements that must be met for project approval or permit issuance

Comment Guidelines

#1 One Issue per Comment

List one issue per comment that can be addressed and cleared independently of others

AVOID

1: Provide *retaining wall heights*, identify *fencing materials*, revise grading quantities, and *clarify driveway dimensions*.

INSTEAD

1: Provide a site plan that *dimensions all improvements*, including *retaining wall heights*.

2: Identify existing and proposed *fencing materials* on the site plan.

Comment Guidelines

#2 Being Clear and Concise

- Use short, focused sentences
- State the issue first
- Be specific
- Avoid irrelevant and non-essential information
- Avoid internal terms unfamiliar to applicants
- Minimize acronyms unless widely understood
- Minimize the use of “please”

Comment Guidelines

#2 Being Clear and Concise

AVOID

The landscape plans appear incomplete because there may be irrigation controller locations missing and staff cannot verify compliance at this time.

INSTEAD

Revise the landscape plan to identify irrigation controller locations.

Comment Guidelines

#3 Addressing Comments to Applicant

Direct comments toward the applicant or design professional — not City staff.

AVOID

DPM: Please ask the applicant to provide a cross-section.

INSTEAD

Provide a cross-section demonstrating compliance with maximum retaining wall height requirements.

Comment Guidelines

#4 Maintaining Consistent Formatting

- Use standard fonts and font sizes
- Use proper grammar and spelling
- Avoid excessive bolding, italics, colors, and underlining
- Avoid ALL CAPS except for standard abbreviations
- Use complete sentences when appropriate
- Only use bulleted or numbered lists when necessary
- Maintain a professional and neutral tone

Comment Guidelines

#5 Providing Constructive Regulatory Feedback

- Identify the issue
- State the required correction or action
- Cite applicable regulations, standards, manuals, and guidelines, as necessary
- **Do not** simply state and/or copy the code section; explain how the project does/does not conform

Comment Guidelines

#5 Providing Constructive Regulatory Feedback

EXAMPLE

Brush Management Zone 1 Trees [§142.0412(g)(5)]: Trees within Zone 1 shall be located away from structures to a minimum distance of 10’ as measured from the structure to the drip line of the tree at maturity.

Please relocate proposed trees to meet the minimum distance requirement.

Comment Guidelines

#6 Editing Prior Comments

EDITING PRIOR COMMENTS CAN:

- Create confusion in the historical record
- Make it difficult to track applicant responses
- Complicate issue resolution
- Weaken accountability
- Reduce transparency

Comment Guidelines

#6 Editing Prior Comments

STANDARD PRACTICE

- Create a new comment for each review cycle
- Mark prior comments “Closed” and leave unedited
- Use new comments to clarify unresolved deficiencies

Example of an unresolved comment that needs repeating:

[2nd Request (Add Date) – Replaces Comment #15]
Provide a revised grading plan demonstrating compliance with maximum slope height requirements.

Comment Guidelines

#7 Graphics Standards

Graphics may not display consistently across EPR outputs

DO

- Refer to plan sheets, details, or sections directly
- Write descriptions that make sense even if a graphic does not display
- Mark up documents outside of comments, when necessary

DO NOT

- Rely on images alone to explain deficiencies
- Embed images without context
- Insert graphics that disrupt formatting

Comment Guidelines

#8 Specifying Conditions of Approval

- Identify clearly, and separately from correction comments
- Set EPR comment disposition to “Conditional”
- Specify activity that cannot proceed until the condition is met
- A condition should state which approval it applies to
- Identify who is responsible for clearing the condition
- Do not duplicate conditions from other disciplines
- Conditions should not duplicate standards in the Muni Code

Comment Guidelines

#8 Specifying Conditions of Approval

EXAMPLES

Prior to issuance of any construction permit, Owner/Permittee shall record a covenant of easement for the proposed drainage facilities.

[Tentative Map Condition] Prior to the recordation of the first final map, dedicate an additional five feet of right of way adjacent to the site on Sesame Street, to the satisfaction of the City Engineer.

Thank You

Procedure 5.01: Guidelines for Review Comments

November 4, 2026
Technical Advisory Committee Presentation

Development Services

Item 7

Sidewalk Panel Replacement Expedite Program

JC Thomas

The City of SAN DIEGO

Sidewalk Panel Replacement Expedite Program

A simpler path to safer sidewalks: Sidewalk Replacement Expedite Program

- Launching Thursday, Nov. 5, 2026

Sidewalk Panel Replacement Expedite Program

- City of San Diego Transportation Department introduced a sidewalk panel replacement no-fee approval two years ago.
- The program resulted in 470+ repairs representing $3M+ investment in new sidewalk panels.
- The program ended on July 1, 2026 due to budget reductions.
- The program demonstrated that simplifying the permitting process and reducing cost can turn required repairs into completed improvements.

Sidewalk Panel Replacement Expedite Program

Repair responsibility depends on the cause

PROPERTY OWNER

Usually responsible when damage comes from:

- Normal wear and tear
- Aging infrastructure
- Privately owned trees

THE CITY

Usually responsible for City-related conditions:

- Sidewalks next to City-owned property
- Damage caused by City utilities or heat expansion
- Damage from City right-of-way trees

Sidewalk Panel Replacement Expedite Program

- DSD's new program will allow property owners or licensed contractors to apply under the new streamlined process to replace up to 3 broken sidewalk panels.
- Fee is **$190** representing over **96%** reduction compared to standard right-of-way permits, which cost $3,000 for review alone.
- The fee is to recover the cost of administering the self-certification program.
- The program maintains the legal requirement for all applicable construction standards to be followed, while providing an expeditious affordable path to compliance for property owners responsible for sidewalk maintenance.

Sidewalk Panel Replacement Expedite Program

Permit Requirements

- Applications must be submitted online.
- Submit the Transportation Department letter that identified the damaged sidewalk or Project Issues Report that identified the needed repair during a project/permit review.
- Hire a CA licensed contactor Classification A or C-8.
- Pay $190 permit processing fee.
- Submit a self-certification photo of the completed work to DSD.

This reduced administrative fee of $190 may be subject to future incremental increases based upon the future salary adjustments, fringe benefits, and consumer price index increases.

Item 7

Questions?

The City of SAN DIEGO

Next Meeting

January 27, 2027

The City of SAN DIEGO