



Permit Records and Mapping Information

City of San Diego
Development Services Department
1222 First Avenue, MS 201, San Diego, CA 92101-4101

INFORMATION
BULLETIN

110

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The Records section of Development Services maintains comprehensive building permits, plans maps and other related data for land development projects in the city of San Diego. This information can be helpful for individuals purchasing a home, commercial or industrial property. It can also be useful to help determine if a project is regulated by **discretionary action** and was legally constructed and completed.

| Documents referenced in this Information Bulletin |
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| <ul style="list-style-type: none"> • Civic Code, Section 1351 • Curb to Property, DS-689 |

Please note: to access information you will need the property address, plan file number, approval number, permit number or legal description (which can be obtained through the County Assessor.)

I. TYPES OF RECORDS AVAILABLE

A. Permits and Drawings

B. Maps

C. Files and Reports

D. Plans

E. General Fees

- Copies.....\$0.25 per page
- Microprints.....\$2.00 per page
- Loan of Public Records Maps.....\$1.00 per series

B. Online

Development Services has many online resources available including:

1. An online [Building Records Request](#) form for construction projects issued since 1990.

II. HOW TO OBTAIN PERMIT RECORDS, PLANS, AND MAPPING INFORMATION

A. In Person

Visit the [Development Services Office located at 1222 First Avenue, San Diego, CA 92101](#). Records Counter, located on the 2nd Floor. Staff members are available to answer general records related questions. They can also show you how to research and locate much of the information yourself. Walk-ins are welcome, but priority is given to those with appointments. For an appointment, please call (619) 446-5300.

You are not permitted to make copies, tracings or take photographs when viewing building plans. Additionally, the California Health and Safety Code requires obtaining permission of both the current owner and the design professional who signed the plans before plans may be duplicated.

III. HOW TO OBTAIN CURBS TO PROPERTY LINE DISTANCE

If you want to obtain information regarding the Curb to Property Line distance. Please complete Form Curb to Property, [DS-689](#).

IV. VIEWING PLANS

Viewing of building plans is confined to the premises of the [Development Services Office located at 1222 First Avenue, San Diego, CA 92101](#). Records staff may be reached at (619) 446-5200.

PLANS

The Development Services Department maintains an official copy of buildings plans for which the department has issued a construction permit, except for certain exempt buildings.

The Department maintains plans that date back to about 1955. As of January 1, 1989, the department must also keep plans of common interest developments as defined by Section 1351 of the Civic Code. Duplicates of plans may not be made except

with:

1. The written permission, which shall not be unreasonably withheld, of the certified, licensed or registered professional or his or her successor who signed the plans.
 2. The written permission of the original or current owner, or the building is part of a common-interest development, the written permission of the board of governing body of the association established to manage the common interest development.
 3. By court order (subpoena or upon the request of any state agency).
- Fees are changed and periodically updated to reflect the actual cost of duplicating requested plans.

DUPLICATION OF PLANS

Step 1. The person desiring a duplicate of plans (the applicant). The applicant must have the correct address of the building for which duplicate plans are requested. Building addresses must be in a standard format, for example, 001234 1/2N., 43rd Street. The standard address format consists of up to a six digit street number, a fractional address (if any), the street direction (if appropriate), the street name, and the street suffix (e.g., St., Av., Rd.).

Step 2. The applicant is required to complete an application and affidavit for signature. Forms are also provided for the applicant to obtain permission to duplicate the plans of either the owner or in the case of a common interest development, the governing body.

Step 3. The applicant brings the completed application form, the signed affidavit, and the permission of the owner/governing body to the Records Section.

Step 4. The city sends the request to duplicate the plan and the affidavit, signed by the applicant to the professional (who signed the original plans or his or her successor) via certified mail. If the professional does not respond within 30 days of receipt of the letter or within 60 days if the City grants an extension, the City may determine that granting permission is being

unreasonably withheld. If as determined, the plans may be duplicated without the permission of the professional, providing that the current or original owner has given permission the make the duplicates.

Step 5. After the City determines that permission has been granted or unreasonably withheld, the applicant will be advised of the approximate costs of duplication. The City will contact the applicant: the applicant will make the duplicates. Payment is due when services are rendered.