



HOW TO ESTABLISH MASTER PLANS FOR MISCELLANEOUS STRUCTURES

CITY OF SAN DIEGO DEVELOPMENT SERVICES DEPARTMENT

INFORMATION
BULLETIN

114a

July 2020

This information bulletin describes the process to establish master plans for miscellaneous structures, such as spiral stairs and swimming pools. A Master Plan Establishment Project submittal allows for the review and approval of structural drawings and details for miscellaneous structures. After the Master Plan Establishment Project is approved and issued, the applicant may submit these pre-approved plans, together with the architectural plans necessary for a building permit. For information on the Master Plan Establishment process for Single Dwelling/Duplex Units, see Information Bulletin 114.

Documents Referenced in this Information Bulletin

- California Building Code, (CBC)
- [Information Bulletin 501, Fee Schedule, for Construction Permit-Structures](#)
- [Information Bulletin 114, How to Establish and Permit Master Plan Residential Phased Development for Single Dwelling /Duplex Units](#)
- General Application, [DS-3032](#)
- Refund Application, [DS-721](#)

I. SUBMITTAL REQUIREMENTS

To begin the submittal process, obtain a project number by emailing the Master Plan Coordinator at

DSDMasterPlanCoord@SanDiego.gov

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

A. General Application (DS-3032).

B. Building Construction Plans—structural plans showing compliance with the California Building Code. 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.

C. Structural Calculations stamped and signed by an Engineer and/or Architect licensed in the State of California.

II. 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.

III. 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:

A. Final versions of building construction plans which had been reviewed and approved by required review discipline (s).

B. General Application (DS-3032)

IV. 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 original wet stamp and signature of the designer owning the plans.

Visit our web site at www.sandiego.gov/development-services.

Upon request, this information is available in alternative formats for persons with disabilities.

V. MASTER PLAN EXPIRATION

Master Plans will expire with the City's adoption of a new California Building Code (CBC), or other State mandated regulations.

VI. 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.

VII. FEES

For your convenience, DSD offers online payments through [OpenDSD](#). Payment drop-off in a touchless drop safe can also be made in the first-floor lobby of the Development Services Center, located at 1222 First Avenue in Downtown San Diego. This safe is checked daily, and payments processed the following business day. All payments must be in the exact amount, drawn on US banks, and be made out to "City Treasurer." Please include in the memo of the check the invoice # or Project # or attach the invoice to the check. Cash payments are only accepted by appointment; email DSDCashiers@sandiego.gov to schedule an appointment

Please note that plan check fees and other administrative fees are non-refundable. See Refund Policy noted within Refund Application Form DS-721 for additional refund information.

The following administrative fees and plan check fees are required to be paid prior to review unless otherwise indicated below. See Information Bulletin 501, Fee Schedule for Construction Permits, 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.....\$10.00

B. Plan Check Fee

Pool /Spa-Establish Master Plans.....\$1,738.40
Hourly Rate (for Master Plan other than Pool/Spa.....See Information Bulletin 501.

C. Records Fee

This fee is charged at the time of permit issuance.

Records Fee.....\$21.26