This Information Bulletin describes the documents typically required when submitting building permit applications.

I. SUBMITTAL REQUIREMENTS
To apply for a building permit, you must have the following:

A. Plans/Calculations
   Per instructions in the Project Submittal Manual, Section 2 or 2A:
   1. Complete Plans
   2. Structural Calculations and/or Truss Calculations.
   3. Geotechnical Report

B. Forms
   Per instructions in the Project Submittal Manual, Section 2 or 2A:
   1. General Application (DS-3032) completed and signed for all projects.
   2. Water Meter Data Card (DS-16) completed and signed for any project that includes new plumbing fixtures or, in the case of commercial construction, added/and or removed plumbing fixtures.
   3. Storm Water Requirements Applicability Checklist (DS-560) completed and signed for all projects except interior alterations.
   4. Affordable Housing Requirements Checklist (DS-530) completed and signed for all residential projects proposing two or more units.
   5. Hazardous Materials Reporting Form (DS-165) completed and signed for all non-residential projects (except retaining walls, fences, and similar projects).
   6. High-Piled Combustible Storage Form (DS-164) completed and signed for all new or existing High-Piled Combustible Storage as defined in the California Fire Code.

C. Payment. Plan Check Fees are due at the time of project submittal. 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 United States banks, and be made out to “City Treasurer.” Please include in the memo of the check the invoice number or project number or attach the invoice to the check. Cash payments are only accepted by appointment; email DSDCashiers@sandiego.gov to schedule an appointment.

II. SUBMITTAL INSTRUCTIONS
All forms, documents, and applications are now submitted electronically. Visit the Development Services Department website at sandiego.gov/dsd to create an account and begin the submittal process. A detailed User Guide is also available.

For more information and clarification of the process, visit the Development Services Department website at sandiego.gov/dsd.
To apply for a building permit, please have the following for your electronic submittal:

PLANS/CALCULATIONS:
- Complete Plans as required per Project Submittal Manual, Section 2 or 2A.
- Structural Calculations and/or Truss Calculations (one set) when required per Project Submittal Manual, Section 2 or 2A.
- Geotechnical Report as required per Project Submittal Manual, Section 2 or Section 2A.

FORMS:
- General Application (DS-3032) completed and signed for all projects.
- Water Meter Data Card (DS-16) completed and signed for any project that includes new plumbing fixtures or, in the case of commercial construction, added and/or removed plumbing fixtures.
- Storm Water Requirements Applicability Checklist (DS-560) completed and signed for all projects except interior alterations.
- Affordable Housing Requirements Checklist (DS-530) completed and signed for all residential projects proposing two or more units.
- Hazardous Materials Reporting Form (DS-165) completed and signed for all nonresidential projects (except retaining walls, fences and similar projects).
- High-Piled Combustible Storage Form (DS-164) completed and signed for all new or existing High-Piled Combustible Storage as defined in the California Fire Code.

PAYMENT:
- DSD offers online payments through OpenDSD. Alternatively, 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 United States banks, and be made out to “City Treasurer.” Please include in the memo of the check the invoice number or project number or attach the invoice to the check. Cash payments are only accepted by appointment; email DSDCashiers@sandiego.gov to schedule an appointment.

Visit our web site at sandiego.gov/gsd.
Upon request, this information is available in alternative formats for persons with disabilities.

DS-5152 (05-2021)