



# Building Permit Submittal

City of San Diego  
Development Services Department

July 2020

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

### Documents referenced in this Information Bulletin

- Land Development Manual, [Project Submittal Manual 2](#)
- Land Development Manual, [Project Submittal Manual 2A](#)
- [Information Bulletin 122](#), How to Prepare a Site Plan and Vicinity Map
- [Information Bulletin 140](#), How to Obtain a Permit to Build A Residential Addition/ Alteration
- [Information Bulletin 501](#), Fee Schedule for Construction Permits - Structures
- [Land Development Code](#)
- San Diego Municipal Code ([SDMC](#))
- General Application, [DS-3032](#)
- Water Meter Data Card, [DS-16](#)
- Storm Water Requirements Applicability Checklist, [DS-560](#)
- Affordable Housing Requirements Checklist, [DS-530](#)
- Hazardous Materials Reporting Form, [DS-165](#)
- High-Piled Combustible Storage Form, [DS-164](#)
- Owner-Builder Verification, [DS-3042](#)

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](mailto: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/development-services](http://sandiego.gov/development-services) 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](http://sandiego.gov/DSD).**

## Building Permit Submittal

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](mailto:DSDCashiers@sandiego.gov) to schedule an appointment.