



Building Permit Issuance

City of San Diego
Development Services Department

July 2020

This Information Bulletin describes the documents typically required in order to issue a building permit.

Currently, there are two processes (paper or electronic), depending on your application date. In both processes, the type of required documents is the same. The difference is that "paper" projects will require multiple plan sets and a manual distribution. Electronic processing only requires one uploaded set of documents, with the stamping and issuance process occurring electronically.

I. ISSUANCE REQUIREMENTS

To obtain a building permit, you must have the following completed documents:

A. Plans

1. For "Paper" projects, three sets of approved plans are required. The first two sets of plans must be complete, identical, and contain all applicable stamps and signatures of approval. The third set is for the County Assessor and it may include cover Sheet, site plan and floor plans only.

Stamp Transfers: The applicant is responsible for obtaining all stamps and signatures of approval on two of these final sets of plans (commonly referred to as a 'stamp transfer').

2. For "Electronic" projects, the final plan set must be uploaded electronically when all issues have been satisfactorily resolved and the applicant has been instructed to upload the final version of the plans.

B. Forms*

1. General Application ([DS-3032](#)).
2. Owner-Builder Verification ([DS-3042](#)) (if permit issued to owner-builder).
3. San Diego Regional Hazardous Materials Questionnaire ([HM-9171](#)) (Non-Residential projects).

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 146](#), School Fees
- [Information Bulletin 501](#), Fee Schedule for Construction Permits - Structures
- [Land Development Code](#)
- San Diego Municipal Code ([SDMC](#))
- General Application, [DS-3032](#)
- Owner-Builder Verification, [DS-3042](#)
- San Diego Regional Hazardous Materials Questionnaire, [HM-9171](#)
- Hazardous Materials Reporting Form, [DS-165](#)
- Waste Management Form for Construction & Demolition Debris, [ES-008](#)
- Water Meter Data Card, [DS-16](#)
- No FAA Notification Self-Certification Agreement, [DS-503](#)

4. Hazardous Materials Reporting Form ([DS-165](#)) (Non-Residential projects).
5. Waste Management Form for Construction & Demolition Debris ([ES-008](#)).
6. Water Meter Data Card ([DS-16](#)) (if adding/removing plumbing fixtures).
7. No FAA Notification Self-Certification Agreement ([DS-503](#)) (when applicable).

C. Other Documents Approved During Plan Check*

1. Structural Calculations.
2. Truss calculations (two sets).*
3. Geotechnical Report.

4. Other required items identified by the reviewer.

***For “Electronic” projects**, a single copy of all completed documents must be uploaded.

D. Payment

1. 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.
2. Water and Sewer fees can be paid by credit card (Visa or Master Card), check (drawn on a United States bank) or cash. Make checks payable to "City Treasurer." These are paid separately from the permit fees.
3. Proof of school fee payment will be required prior to permit issuance. Please contact the applicable school district(s), www.sdcoe.net/about-sdcoe/pages/san-diego-county-school-districts.aspx, for instruction on paying school fees. See [Information Bulletin 146](#) for more information.

II. ISSUANCE INSTRUCTIONS

A. For “Paper” projects only, customers should bring resubmittals and requests for stamp transfers to the first floor lobby of the Development Services Center,

located at 1222 First Avenue, Monday through Friday, from 7 a.m. to 4 p.m. While DSD is closed for business between 11:30 a.m. to 12:30 p.m. during weekdays, the first floor will remain open during this time to allow for document drop off. This is an unstaffed location for document drop off only. Read the posted instructions carefully and attach the correct form to your securely wrapped and marked resubmittal package.

B. For “Electronic” projects, all forms, documents and resubmittals are now submitted electronically. Visit the Development Services Department website at sandiego.gov/DSD and use your existing account to continue the permitting and issuance 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.

Building Permit Issuance

To obtain a building permit, please have the following items ready:

PLANS:

“Paper” projects only:

- Two (2) complete sets of plans with all wet stamps of approval.
- One (1) set of plans for the County Assessor (cover sheet, site and floor plans only).

“Electronic” projects only:

- One (1) Final plan set (only upload when instructed to do so).

FULLY COMPLETED FORMS (Both Paper and Electronic projects):

- General Application ([DS-3032](#)).
- Owner-Builder Verification ([DS-3042](#)) (if permit issued to owner-builder).
- San Diego Regional Hazardous Materials Questionnaire ([HM-9171](#)) (Non-Residential projects).
- Waste Management Form for Construction & Demolition Debris ([ES-008](#)).
- Water Meter Data Card ([DS-16](#)) (if adding/removing plumbing fixtures).
- No FAA Notification Self-Certification Agreement ([DS-503](#)) (when applicable).

OTHER DOCUMENTS USED DURING PLAN CHECK:

- Structural Calculations.
- Truss calculations (*Two sets needed, for “Paper” projects only).
- Geotechnical Report.
- Other required items identified by the reviewer.

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.
- Water and Sewer fees can be paid by credit card (Visa or Master Card), check (drawn on a United States bank) separately from the permit fees or cash. Make checks payable to "City Treasurer."
- Proof of school fee payment will be required prior to permit issuance. Please contact the applicable school district(s), www.sdcoe.net/about-sdcoe/pages/san-diego-county-school-districts.aspx, for instruction on paying school fees. For San Diego Unified School District, see www.sandiegounifed.org/developer-fees. See [Information Bulletin 146](#) for more information.