



**HOW TO OBTAIN A
Residential High Occupancy Permit**

City of San Diego
Development Services Department
1222 First Avenue, MS 301, San Diego, CA 92101-4101

**INFORMATION
BULLETIN
158
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This information bulletin describes the minimum submittal requirements for a Residential High Occupancy Permit (RHOP) application. This permit is required for a single dwelling unit that does not comply with San Diego Municipal Code Section 123.0502 (a) through (b). Approval of a permit will require compliance with SDMC Residential Regulations in Chapter 13, Article 1, Division 4 and Parking Regulations in Chapter 14, Article 2, Division 5. The decision on an application for a Residential High Occupancy Permit shall be approved in accordance with Process One.

I. PURPOSE OF RESIDENTIAL HIGH OCCUPANCY PERMIT

To provide an annual review of high occupancy single dwelling units for conformance with the applicable zoning regulations.

II. WHEN A RESIDENTIAL HIGH OCCUPANCY PERMIT IS REQUIRED

For a single dwelling unit when the occupancy of the dwelling unit would consist of six or more persons eighteen years of age and older residing in the dwelling unit for a period of 30 or more consecutive days.

A. Submittal Requirements

Provide the following application package documents:

- 1. Form DS-20**
Request for Residential High Occupancy Permit application.
- 2. Building Plans (2 sets)**
 - a. Site Plan. The applicant shall demonstrate parking regulation compliance and indicate all required off street parking spaces (per Sec. 142.0520) on the premises. Refer to IB 122 for information on how to prepare a site plan. Minimum sheet size is 11x17".
 - b. Floor plans. Showing number of all bedrooms, per the last legally permitted configuration.

3. Additional documents (if applicable per Sec 123.0503).

**Documents referenced in this
Information Bulletin**

- **San Diego Municipal Code, (SDMC)**
- **Site Plan Information Bulletin (IB-122)**
- **Request for Residential High Occupancy Permit Application, DS-20**

- a. Copy of the rental/lease agreement.
- b. Notarized affidavit or other form of document to provide evidence to the satisfaction of the City Manager to demonstrate the need for a lower parking requirement, in cases where an occupant eighteen years of age and older does not have a vehicle or a valid driver's license. This shall be documented in the permit record.

III. FEES

Payment of these fees is required for all RHOP applications at time of submittal.

Residential High Occupancy.....	\$1020
Mapping	\$10
Records.....	\$20

IV. MODIFICATIONS/CHANGES

If an increase in the number of occupants or vehicles is proposed after an RHOP has been issued, a new RHOP submittal and fee is required, as described in SDMC Section 123.0505.

V. RENEWAL

The RHOP is valid for 12 months. A new permit (complete application package) is required and shall be submitted 30 days prior to the expiration of an existing RHOP.

VI. OPTIONS FOR SERVICE

Project submittal appointments are recommended and can be made by calling 619-446-5300. Walk in service is also available at DSD located at 1222 1st Ave, 3rd Floor.