



THE CITY OF SAN DIEGO

HOW TO OBTAIN A

Residential High Occupancy Permit

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS-301 SAN DIEGO, CA 92101-4101

INFORMATION
BULLETIN

158

OCTOBER 2015

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 Land Development Code Section 123.0502 (a) through (b). 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 documents:

1. Application Package

Request for Residential High Occupancy Permit application (DS-20).

2. Site Plan

- a. The applicant shall demonstrate on submitted plans proposed floor plan and that one off-street parking space per occupant eighteen years of age and older, less one will be accommodated on the premises.
- b. In cases where an occupant eighteen years of age and older does not have a vehicle or a valid driver's license, the applicant shall provide evidence to the satisfaction of the City Manager to demonstrate the need for a lower parking requirement, which shall be documented in the permit record.
- c. Parking spaces shall conform to regulations in Chapter 14, Article 2.

3. Floor Plans (2 sets)

The floor plans shall show and number all bedrooms, per the last legally permitted configuration.

4. Copy of the lease agreement, where applicable.

Documents Referenced in this Information Bulletin

- San Diego Municipal Code, Residential High Occupancy Permit ([SDMC](#))
- San Diego Municipal Code, Parking Requirements ([SDMC](#))
- Request for Residential High Occupancy Permit application, [DS-20](#)

5. Fees

Payment of this fee is required on an annual basis when renewing or modifying the permit.

Residential High Occupancy.....\$ 1000

III. 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.

IV. RENEWAL

The RHOP permit is valid for 12 months. A renewal permit is required and shall be submitted 30 days prior to the expiration of the existing RHOP permit.

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