



HOW TO OBTAIN A PUBLIC RIGHT-OF-WAY PERMIT FOR  
**Standard Public Improvements**

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
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 CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION  
 BULLETIN

**165**

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This Information Bulletin covers procedures to obtain over-the-counter Public Right-of-Way Permits for the following standard improvements:

1. Removal and replacement of existing curb, gutter and sidewalk.
2. Minor new improvements such as sidewalks next to existing curb, missing curbs and gutters connecting two established curb lines.
3. Water services and sewer laterals (see Information Bulletin 166, "How to Obtain a Permit for Water, Sewer or Fire Service").
4. Sidewalk underdrains.
5. Removal, replacement or new driveways serving a residential use. Driveways and access must comply with Section 142.0560(j) of the San Diego Municipal Code.
6. Exploratory trenching or soil test borings within improved rights-of-way.

Standard public improvements associated with building construction for single dwelling units and duplexes may be shown on the building construction plans in lieu of a separate drawing. All other Public Right-of-Way Permits must be submitted for review in accordance with the Land Development Manual, Project Submittal Requirements, Section 3.

**I. CONSTRUCTION PLAN REQUIREMENTS**

Plans must be prepared on the City of San Diego Construction Plan (DS-3179), available on the 3rd floor of the Development Services Department. At a minimum, the plans must be fully dimensioned and include the following information (see Figure 1):

- A. Address and legal description of property (i.e., lot number, block number, subdivision name, map number and assessors parcel number).
- B. Property owner's name.
- C. North arrow
- D. Curb
- E. Curb-to-property line distance
- F. Existing and proposed sidewalk (if any), dimensioned.
- G. Front and side property lines, dimensioned.
- H. Location and width of existing and proposed driveway(s) (if any)
- I. For new or enlarged driveways. Also show:
  1. Existing and proposed structures onsite.
  2. Length and width of off-street parking.

**Documents Referenced in this Information Bulletin**

- SDMC ([Section 142.0569\(j\)](#))
- [San Diego Regional Standard Drawings](#)
- [Land Development Manual, Project Submittal Requirements, Section 3](#)
- [Information Bulletin 166, How to Obtain a Permit for Water, Sewer or Fire Service](#)
- [Information Bulletin 177, How to Obtain a Permit for Traffic Control](#)
- [Information Bulletin 502, Fee Schedule, Construction Permits - Grading and Public Right-of-Way](#)
- [City of San Diego Construction Plan, DS-3179](#)

3. Distance from side property lines to proposed driveways.
4. Alley width (if any).
5. In addition to the plot plan, provide photos of the existing site conditions.

**II. INSTALLATION STANDARDS**

All standard public right-of-way improvements must be installed in accordance with the approved plans and consistent with the latest edition of the San Diego Regional Standard Drawings and Standard Specifications for Public Works Construction. Upon request, copies of specifications relating to the proposed work will be included with the permit. A complete package of these specifications may be purchased on the second floor of the Development Services Department.

**III. APPROVALS**

All improvements require review and approval. The approvals listed in this bulletin may be obtained on the third floor of the Development Services Department on a walk-in basis. Phone (619) 446-5152 for more information.

New residential driveways on major streets and all commercial driveways are required to be submitted for review. See Land Development Manual, Project Submittal Requirements, Section 3 for submittal information.

A Right-of-Way Permit for traffic control may also be required. A separate fee is charged for this permit. For more information, see Information Bulletin 177, "How to Obtain a Public Right-of-Way Permit for Traffic Control" or phone (619) 446-5150. Public Right-of-Way Permits for Traffic Control are issued on the third floor of the Development Services Department.

**IV. PERMIT FEES**

Permit and inspection fees are paid at the time the permit is issued. See Information Bulletin

502, "Fee Schedule, Construction Permits - Grading and Public Right-of-Way" for a list of the required fees.

**Figure 1 / Typical Construction Plan for standard Public Right-of-Way Permit**

