

INFORMATION
BULLETIN

189

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Partial Permits

The purpose of this information bulletin is to establish submittal requirements and permitting process for partial permits. Partial permits are defined as projects that divide the construction of a building into phases such as foundation, foundation and basement retaining walls, foundation and podium slab, foundation and frame or structural frame.

A construction permit may be issued, and work may begin for the construction of part of a structure before the plans and specifications for the entire structure have been submitted or approved if adequate information and detailed statements have been submitted complying with all applicable requirements of the California Building Standards and this information bulletin per San Diego Municipal Code, Section 129.0215. Applications for partial permits are only accepted on certain types of buildings such as high-rise buildings, multi-story buildings with below grade levels and podium buildings with one or more buildings above a common podium.

I. Phasing Types Eligible for Partial Permits

A partial permit can be issued for any of the following phases of building construction:

A. Foundation

Scope of work is limited to the construction of the foundation system and elements associated with footings, piles, pile caps, grade beams, mat foundation, and concrete slab on grade.

B. Foundation and Basement Retaining Walls

Scope of work is limited to the elements specified under 'Foundation' and basement retaining walls.

C. Foundation and Podium Slab

This scope of work is limited to the elements specified under 'Foundation and Basement Retaining Walls' and also includes podium slab and below grade floors. This scope is only accepted when the lateral load system below podium is independent of lateral load resisting elements above.

D. Foundation and Frame

This scope of work is limited to the foundation and structural framing system (skeleton), excluding the exterior cladding system and any interior improvements.

E. Structural Frame

This scope of work is limited to the structural framing system (skeleton) of the building on a previously approved foundation or podium slab, excluding the exterior cladding system and any interior improvements.

II. Partial Permit Submittal Requirements

A. General

1. The scope of work for partial permits shall comply with the provisions of the governing California construction codes and all applicable local and State regulations in effect at the time the application is filed.
2. The plans must clearly show the extent of the work to be performed. Details and specifications shall be specific to the proposed scope of work. All additional plans, details, specifications, and documents provided that are not part of the scope of work for the phase being permitted, shall be clearly identified as "For Reference Only".

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3. Subsequent partial permit applications that are submitted shall include all sheets and drawings approved under previous partial permits. On the sheet index, each sheet and drawing approved under previous partial permit must have the following note: "For Reference Only — plans previously permitted under Project Number _____." Additionally, the cover sheet shall include a note stating the extent of the work covered by the previous permit(s) and previous project number(s).
4. The plans shall include a table specifying floor area and use of each floor for the purpose of school and pay in-lieu fee assessment. This information shall be provided on the plans for the permit for the first phase that includes the building, such as the frame. This information will be verified on each subsequent phase and adjustments may be required which results in additional fees to be paid as the future phases are permitted.

B. Design Requirements

1. The edition of the Building Code used as a basis of design for the Foundation Only permit shall be used for the design and construction of the subsequent partial permits.
2. Design loads for structural foundation will be assumed to be correct. The plans shall clearly include a tabulated design gravity and lateral loads for each floor, mezzanine and roof. Every subsequent partial permit must include the tabulated gravity and lateral loads. The design loads specified on this table will be verified on frame phase of permit. Any changes to the loads shall be clearly identified on this table and on plans.
3. Any electrical component that is proposed to be located within or below the foundation shall be shown on the plans including empty electrical conduits. The electrical plans shall specify all underground electrical conduits designed to service the building/structure. Plans shall clearly show the size, location, types and purpose of conduits being installed, along with a conduit schedule showing the sizes of the conduit and equipment and elevation drawings showing location of equipment.
4. Plans for mechanical and plumbing work that applies only to the scope of project shall be submitted. Where the scope of work includes construction of below ground parking garage, plans must include the mechanical ventilation system design and drainage system for the garage.
5. Any fire protection component that is proposed to be located within or under the foundation shall be shown on the plans, including but not limited to, water storage tanks, underground fire service connections, fire protection piping, and fire alarm conduit. For these items to be reviewed as a part of the foundation submittal, provide all necessary information such as sizing of the water storage tank, conduit sizing, and/or connections for the fire service underground.
6. Each phase of construction shall comply with accessibility provisions of CBC. For below grade parking levels, all entrances, exits and vehicular passageways to and from required accessible parking spaces, including loading/unloading access aisles within parking facilities, shall have a vertical clearance of 98 inches minimum measured from the finished floor to bottom of lowest projection of the ceiling (such as garage doors, joists, beams, girders, sprinkler pipes and heads, water/sewer pipes, ducts, signs, lights, fire-proofing material, etc.).

III. Historical Review

A. Designated Historic

If the project involves any parcel with a designated historical resource, or is located within the boundaries of an adopted historic district, historical review is required. Please refer to Information Bulletin 581,

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Designated Historical Resource Review for additional Historic Review information.

B. Potential Historic Resource

If the site contains buildings or structures 45 years old or older, plans must be submitted through the Development Services Department for historic review, unless the project scope exempted per San Diego Municipal Code, Section 143.0212. The length of this review will typically be ten business days. See Information Bulletin 580, Potential Historical Resource Review, for supplemental submittal requirements.

IV. Acknowledgement of Responsibility Notes on Plans

The following note shall be added on the cover sheet of the construction plans, with an electronic signature from the designer of record registered design professional:

“By submitting these construction plans for a partial permit, I, the building owner, authorized agent or designee, the registered design professional of record and the general contractor, hereby understand and acknowledge that:

1. The plans for the building in its entirety have not, at this time, been reviewed for compliance with applicable governing California construction codes and regulations in effect. In addition, the City has not approved the building in its entirety.
2. Work to be performed is limited to the scope of work stated on each partial permit.
3. If the Building Official determines that changes in the project's design are necessary after commencement of construction of the work under each partial permit, the applicant shall assume full responsibility associated with such changes.
4. As a condition of issuance of a partial permit, I, the applicant, agree that I proceed at my own risk without assurance by the City that the building permit for the subsequent phase(s) or for the entire structure will be issued.”

V. Project Review and Process

- A. An active Development Project Manager will be assigned to all partial permit projects.
- B. Submittal of partial permit scope of work other than listed on Section I of this information bulletin must have prior approval. This approval may be obtained through a Preliminary Review process. For additional information, please refer to Information Bulletin 513 Preliminary Review.
- C. All partial permit projects shall be submitted for a Completeness Review' prior to submittal of project. Once it is determined that submittal documents are complete and the appropriate plan check fees and deposits are paid, the application is deemed complete and project is distributed for review. Refer to the 'Land Development Manual, Section 2, Construction Permits – Structures' for detailed information.

VI. Certificate of Occupancy

A Certificate of Occupancy will be issued when construction of the final phase of the building is completed and is approved.

VII. Fees

A. Building Permit Fees

Refer to Information Bulletin 501, Fee Schedule, Construction Permits - Structures for all applicable fees.

B. Mechanical, Plumbing, Gas, and Electrical Fees

Refer to Information Bulletin 103, Fee Schedule for Mechanical, Electrical, Plumbing/Gas Permits for

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applicable fees.

C. School Fees

All projects subject to school fees will be required to pay this fee upon issuance of the permit for the first phase that includes the building, such as the frame. The plans shall include a table in accordance with Section II.A.4 in this information bulletin. For additional information regarding school fees, refer to Information Bulletin 146.

D. Pay In-Lieu Fee

All projects subject to pay in-lieu fee will be required to pay this fee upon issuance of the permit for the first phase that includes the building, such as the frame. The plans shall include a table in accordance with Section II.A.4 in this information bulletin. The fee will be assessed at the rate in effect at the time the application for this phase is filed. For additional information regarding Inclusionary Housing, refer to Information Bulletin 532.

E. Development Fees

All required impact fees (e.g. Development Impacts, Housing Trust Fund, Facilities Assessment, etc.) will be collected upon issuance of the first permit covering the phase that includes the building, such as the frame. For additional information regarding Development Fees, refer to Information Bulletin 501.

VIII. PROJECT INSPECTIONS

It is the responsibility of the permit applicant to schedule all required project inspections once the work is ready for inspection. Inspections, as noted on the project Inspection Record Card, can be scheduled through [online](#). Please be advised that inspections will not be performed for unpermitted work nor for work that is not shown on the approved plans.

Before each subsequent permitted phase of construction begins, all required City inspections as well as other requirements such as special inspections associated with the preceding phases, should be approved. For additional information regarding How to Obtain Project Inspections, refer to Information Bulletin 120.

Reference Table
<ul style="list-style-type: none"> • San Diego Municipal Code, (SDMC) • Land Development Manual, Project Submittal Requirements, Section 2 • Information Bulletin 103, Fee Schedule for Mechanical, Electrical, Plumbing/Gas Permits • Information Bulletin 120, How to Obtain Project Inspections • Information Bulletin 122, Site Plan and Vicinity Map • Information Bulletin 146, School Fees • Information Bulletin 501, Fee Schedule for Construction Permits-Structures • Information Bulletin 513, Preliminary Review • Information Bulletin 532, Inclusionary Housing • Information Bulletin 580, Potential Historical Resource Review • Information Bulletin 581, Designated Historical Resource Review

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