



# Permit Now Program

City of San Diego  
Development Services Department

INFORMATION  
BULLETIN

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This information bulletin describes the permit process associated with the “Permit Now Program.” This program streamlines the ministerial building permit process for all eligible projects by utilizing early involvement and open communication with the applicant, their design team and Development Services Department (DSD) staff.

Ministerial building permit projects proposing affordable housing units and/or any master plan developments (see [Information Bulletin 538, “Affordable, In-Fill Housing & Sustainable Buildings”](#) and [Information Bulletin 114, “Master Plan Residential Phased Development for Single Dwelling Units”](#)) may be eligible to participate in the Permit Now Program. Applicants interested to participate in the Permit Now Program shall first contact the DSD Executive Management Team. A Kick-off meeting including the applicant/owner, the DSD Executive Management Team, and an assigned Development Project Manager (DPM) will be scheduled to determine if the proposed project is a good fit for the Permit Now Program and to discuss all aspects of the proposed project including the scope of work, site requirements, environmental issues, discretionary permits, all prior conditions, cost, schedule and milestones. Note, prior development permits /entitlements related to the building permit (s) must be approved and recorded prior to entering the Permit Now Program.

## I. PERMIT NOW PROGRAM PROCESS

The Permit Now Program is designed for well-prepared and committed applicants with fully completed plans and technical studies who are responsive to the City’s requirements and staff’s review comments/ recommendations.

Streamlining the ministerial building permit process in the program is achieved by the following steps:

### A. Collaborative Completeness Review (CCR):

This essential step allows City staff to identify and address design related issues and regulations, submittal requirements, discretionary conditions, dependent approvals, and any construction or occupancy phasing (see [Information Bulletin 189, “Partial Permits”](#)). Applicants seeking general information or who have fundamental design questions should apply for a Preliminary Review (see [Information Bulletin 513, “Preliminary Review”](#)) prior to proceeding to full submittal.

The applicant must prepare and submit one copy of all plans and documents as identified in the Development Services Department’s Project Submittal Requirements ([Section 2](#) and [2A](#)). The CCR typically takes ten (10) working days and involves the assigned Development Project Manager (DPM), senior review staff, and or applicant’s design team. Staff will review the plans and documents to verify readiness for full submittal and to ensure that the correct approvals are properly setup for review and inspection. A separate meeting may be scheduled with the applicant’s team and DSD staff to discuss conditions and timelines.

The DPM will notify the applicant when the application is ready for full submittal and provide the applicant with the following items to have prepared for the submittal appointment:

1. Required documents and plans per Land Development Manual, Vol. 1, Ch. 2, Section 2 or 2a.
2. Plan check estimate per [Information Bulletin 501, “Construction Permits—Structures”](#).
3. Number of plan packages and technical studies.

**B. Submittal Appointment**

An appointment shall be scheduled with the DPM for the full submittal. At the appointment, the applicant will submit the required items as requested during the CCR. The project will be deemed complete and distributed to all reviewing disciplines.

**C. First Review**

The first review will be processed utilizing standard review turnaround times. The review comments will be sent to the applicant through the preferred communication method.

**D. Collaborative Review Meeting (s)**

After the first submitted review, all subsequent reviews will occur through Collaborative Review Meeting (s). These meetings require the attendance of the applicant/owner, their entire design team, the DPM, and all applicable DSD reviewers and senior staff involved in the project. The goal of these meetings is for the design professionals and DSD reviewers to collaboratively discuss and resolve all outstanding issues. Senior staff will be available during these meetings to provide second opinion and resolve any conflict to streamline the review and approval process.

The initial meeting will be scheduled ten (10) days from the completion of the first review. At the meeting, the applicant must bring: all redlined plans; responses to comments; current technical documents and calculations; revised set of plans for each remaining DSD discipline; and a master set for the DPM. If additional time is necessary to respond to the comments, the applicant must communicate their timeline to the DPM.

During the meeting, the revised documents will be reviewed and redlined by each DSD reviewer. If a review discipline can clear all their outstanding comments during the Collaborative Review Meeting, they will stamp two sets of plans (one set for the applicant and one for the DPM master set). Collaborative Review Meetings will continue to be scheduled by the assigned DPM until all review disciplines have signed off and the project is permit ready.

**E. Stamp Transfer & Issuance Requirements**

The DPM will set up an internal meeting with DSD reviewers to perform a stamp transfer with the master stamped sets and the final sets of plans provided by the applicant as a result of the collaborative meetings. After the meeting, the DPM will provide the applicant with an invoice estimate and quantitative list of documents and plans required at issuance.

**F. Issuance**

The applicant shall schedule an appointment with the DPM for issuance of the building permit. At the appointment, the applicant will need to provide all of the required issuance items.

**G. Inspections**

Once issuance fees are paid and permit (s) are issued, a pre-construction meeting can be scheduled with the field inspection DPM. The purpose is to assist the applicant, their construction team and DSD inspectors with the discussion of the potential construction issues, project milestones, and to facilitate the project through the inspection process.

**H. Associated Projects**

All future projects that are directly associated with a Permit Now Program project shall be processed through the assigned DPM. These projects include, but are not limited to: construction changes; deferred submittals; production phases of Master Plan development; etc.

**II. FEES**

Permit Now projects are charged in accordance with Development Services Fee Schedules. Refer to [Information Bulletin 501, "Fee Schedule, Construction Permits - Structures,"](#) for all applicable fees. Additional hourly fees for DSD staff time will be charged for any meetings scheduled throughout the review and approval process. Each meeting is charged at an hourly rate based on the number of review disciplines in attendance. The number and duration of meetings will depend on the complexity and number of outstanding review comments.

**References and Documents in this Information Bulletin**

- San Diego Municipal Code, ([SDMC](#))
- Land Development Manual, [Project Submittal Requirements](#)
- [Information Bulletin 501](#), Fees schedule for Construction Permits-Structures
- [Information Bulletin 189](#), Partial Permits
- General Application, [DS-3032](#)
- Owner-Builder Verification, [DS-3042](#)
- Development Services Department: <https://www.sandiego.gov/development-services>
- Contact and Location Information: <https://www.sandiego.gov/development-services/contact>

Visit our web site at [www.sandiego.gov/development-services](http://www.sandiego.gov/development-services).  
Upon request, this information is available in alternative formats for persons with disabilities.