



Permit Now Program

City of San Diego
Development Services Department

INFORMATION
BULLETIN

195

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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 100% affordable housing units (see [Information Bulletin 538, Affordable, In-Fill Housing & Sustainable Buildings](#)) and/or Master Plan Residential Phased Development for Multi-Family Dwellings may be eligible to participate in the Permit Now Program. Applicants interested to participate in the Permit Now Program shall first contact DSDMinisterialPM@sandiego.gov to request a meeting in order to determine eligibility.

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. Prior to entering the Permit Now Program, Grading and Public Improvement projects associated with the building must be issued and Development Permits /Entitlements related to the building permit (s) must be approved and recorded.

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

A. Eligibility Meeting:

Request an Eligibility Meeting by emailing DSDMinisterialPM@sandiego.gov. The meeting will be scheduled with the applicant/owner, the architect, the owner's consultants, the assigned Development Project Manager (DPM) and appropriate DSD staff to discuss the Permit Now Program process, expectations and all aspects of the proposed project including project scope, project timeline and funding deadlines. If any additional meetings are needed prior to submittal, they will be scheduled through the assigned DPM.

Applicants seeking general information or who have fundamental design questions should apply for a Preliminary Review (see [Information Bulletin 513, Preliminary Review](#)) prior to requesting participation in the Permit Now Program.

B. Completeness Review (CR):

Once eligibility is determined, the applicant will receive a project number from the DPM to upload a complete submittal package for the CR. This essential step coordinated through the DPM, allows City staff to identify and address design related issues and regulations, submittal requirements, discretionary conditions, dependent approvals, and any construction or occupancy phasing for Master Plan Residential Developments.

The applicant must prepare and upload all plans and documents as identified in the Development Services Department's Project Submittal Requirements ([Section 2](#) and [2A](#)) and during the Eligibility Meeting. The CR typically takes ten (10) working days in which 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 by the DPM with the applicant's team and DSD staff to discuss reviewer CR comments, project conditions and timelines.

C. First Review

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

D. Collaborative Review Meeting (s)

The Collaborative Review Meeting (s) are recheck meetings. The first Collaborative Review Meeting will be scheduled by the DPM ten (10) working days from the completion of the first review. If additional time is necessary to respond to the comments, the applicant must immediately communicate their timeline to the DPM. 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 virtual meetings to provide a second opinion and resolve any conflict to streamline the review and approval process. If subsequent Collaborative Review meetings are needed, each meeting will be scheduled by the DPM ten (10) working days from the last meeting.

All Collaborative Review meetings require the attendance of the applicant/owner, their design professional, their consultant, the DPM, the DSD reviewer for that discipline and senior staff involved in the project. The applicant will share the revised plans; responses to comments; current technical documents and calculations for each remaining DSD disciplines.

E. Pre-Issuance & Issuance

After the reviews are complete and no further recheck meetings are needed, the DPM will facilitate an internal Pre-Issuance Meeting. The Pre-Issuance typically takes five (5) working days in which reviewing staff will sign off on the Final Version of the plans. During this time, the DPM will provide the applicant with an invoice estimate and quantitative list of required documents, forms, calculations and reports for issuance. Once all requirements are met, the project will be issued and the approvals and final invoice will be provided to the applicant.

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 and will be processed through the typical review process. These projects include, but are not limited to: construction changes; deferred submittals; production phases of Master Plan development; etc. Demolition and Engineering permits are not processed through the assigned DPM and are not part of the Permit Now Program.

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.

III. FREQUENTLY ASKED QUESTIONS

Are projects proposing phased occupancy eligible to participate in the Permit Now Program?

No. Projects proposing phased occupancy are not eligible to participate in the Permit Now Program. Projects proposing phased occupancy will have a DPM assigned to the project and will require a kick off meeting to discuss phasing intent and requirements. Please email DSDMinisterialPM@sandiego.gov to request a meeting.

Are projects proposing Partial Permits eligible to participate in the Permit Now Program?

The overall project scope and construction intent shall be discussed at the Eligibility Meeting. For more information on Partial Permit, see Information Bulletin 189.

Are Engineering projects associated with the building eligible to participate in the Permit Now Program?

No. The Permit Now Program is only for eligible Ministerial Building Permits.

Are deferred items such as Fire Sprinklers, Fire Alarms and Solar Photovoltaic Systems required to be submitted at first submittal or can they be deferred?

Fire Sprinkler plans are required to be included in your Construction Document plan set at submittal. Fire Alarm and Solar Photovoltaic Systems can be deferred.

Will Construction Changes associated with the Building permit be processed through the Permit Now Program?

No. Construction Changes and Deferred Submittals will not be processed through the Permit Now Program, but they will be processed through your assigned DPM. Construction Changes and Deferred Submittals will be processed using the appropriate turnaround times.

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.
Upon request, this information is available in alternative formats for persons with disabilities.