



NO-PLAN BUILDING PERMIT

City of San Diego
Development Services Department
1222 First Avenue, MS 301, San Diego, CA 92101-4101

INFORMATION
BULLETIN

203

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This Information Bulletin establishes the procedure for types of work which are eligible to obtain a building permit without a plan review for conformance with current building codes. Please note that only buildings and structures, which have been legally permitted, constructed, and passed final inspections are allowed to obtain No-Plan Building Permits.

If, after a "No-Plan Permit" is issued, the building inspector determines that the proposed work is too extensive or cannot verify that the existing construction qualifies as a "No-Plan Permit", construction plans will be required for review and a new permit will be issued.

A Historical Review may be required. Refer to Section IIIA and IIIB in this information bulletin for requirements.

I. BUILDING PERMIT EXEMPTIONS

A Building Permit is not required for the following activities, except when the work involves alterations, repairs, or improvements to a designated historical resource or is located within a designated historic district. See San Diego Municipal Code Section 129.0203 for a complete list of Building Permit exemptions.

A. Repairs that involve only the replacement of components or existing work with similar materials for the purpose of maintenance, that do not have an aggregate valuation of over \$1,000.00, and that do not affect any electrical, plumbing, or mechanical installations.

B. Installing replacement windows in existing window openings in detached single-family / duplex / townhouse residential dwelling buildings as defined in the CRC, where all of the following conditions apply:

1. no modifications are required to be made to the exterior weather resistive window flashings and,

Documents referenced in this Information Bulletin

- California Building Code, (CBC)
- California Residential Code, (CRC)
- California Energy Code, (CEnc)
- [San Diego Municipal Code, \(SDMC\)](#)
- [Information Bulletin 103, Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, electrical](#)
- [Information Bulletin 120, How to Obtain Project Inspections](#)
- [Information Bulletin 123, Minimum Standards for Renewal of Roof Covering](#)
- [Information Bulletin 137, Fire Alarm Systems](#)
- [Information Bulletin 139, Fire Sprinkler Systems](#)
- [Information Bulletin 501, Fee Schedule, Construction Permits - Structures](#)
- [Information Bulletin 580, Potential Historical Resource Review](#)
- [Information Bulletin 581, Designated Historical Resource Review](#)
- **General Application, [DS-3032](#)**
- **No-Plan Building Permit Supplemental Application, [DS-6005](#)**
- **Owner-Builder Verification, [DS-3042](#)**

2. no alterations or modifications are made to the existing rough openings and,

3. existing windows to be replaced are not required to be fire-resistive.

C. Replacement of drywall associated with repair of electrical, mechanical or plumbing work, when the total aggregate area of drywall being replaced does not exceed 100 square feet.

D. The application of a new color coat to existing stucco finish on walls.

II. NO-PLAN BUILDING PERMITS

A Building Permit may be issued for the following work without a plan review for conformance with building codes. However, plans may be required for Historic Review per Section III of this bulletin.

- A.** Window replacement (same size & type, no changes to existing opening size), for single-family / duplex / townhouse residential dwelling buildings constructed prior to August 27, 2009.

New windows must comply with the current and governing California energy code specifications.

- B.** Remodel of existing kitchen/ bathroom(s) within single-family/duplex buildings, (no changes to structural elements, wall framing, or exterior walls).

- C.** Re-stucco (removal and replacement of existing stucco).

- D.** Renewal of Roof Covering: For detailed requirements, see Information Bulletin 123, "Minimum Standards for Renewal of Roof Covering".

- E.** Damage repair and replacement-in-kind (same size and specifications) when the existing structural framing system and life/safety elements are sufficiently intact for verification by the City inspector.

Repair of damages for pre-engineered pre-manufactured structural elements such as trusses, glue-laminated beams or columns, Parallams, Microlams, truss-joists, etc. are not eligible for No-Plan Permit. Plans and structural calculations for such repairs are required and shall be submitted for review and approval.

- F.** Replacement-in-kind (same size and specifications) of damaged stair stringers and treads for single-family dwellings / duplexes / townhouses. Guards and handrails, where removed, shall comply with the specific requirements of the CRC in effect at the

time of replacement.

- G.** Replace existing pre-fabricated fireplace with an approved listed pre-fabricated fireplace in the same location, for single-family / duplex / townhouse residential dwelling buildings. Installation shall be as per the manufacturer's recommendations.

- H.** Siding (vinyl, wood, engineered Wood, fiber cement, fiberglass, light-gauge metal) over existing solid sheathing (plywood or OSB) with an approved weather-resistive barrier, per a valid ICC-ESR Evaluation Report number on exterior walls with a fire separation distance of 5 feet or more from property lines (including interior lot lines or assumed property lines) for single-family / duplex / townhouse residential buildings constructed prior to August 27, 2009. Applicant to provide a copy of the evaluation report to City inspector.

- I.** Replace siding with stucco on existing exterior walls for single-family / duplex / townhouse residential dwelling buildings for a maximum of two stories in height.

- J.** Drywall replacement or repair (no new walls added) within individual dwelling unit for single-family / duplex / townhouse residential buildings.

- K.** Drywall replacement or repair (no new walls added) for multi-family residential dwelling or non-residential buildings provided the remaining existing drywall is sufficiently intact for verification of fire-resistive type and attachment by the City inspector.

- L.** Drywall replacement or repair due to re-pipe or repair of the water/drainage/gas piping within buildings. Separate Plumbing, Mechanical, and/or Electrical Permits may be required for Multiple Dwelling Units or Non-Residential buildings where the scope of work includes those elements requiring such Permits. For additional information refer to Information Bulletin 103.

III. OTHER REQUIREMENTS

A. Historic Review—Designated Historic

If the project involves any parcel containing designated historical resource, or is located within the boundaries of an adopted historic district, plans will be required and shall be submitted for Historical Review. Please refer to Information Bulletin 581, "Designated Historical Resource Review" for additional Historic Review information.

B. Historic Review—Potential Historic Resource

If the site contains buildings or structures 45 years old or older, and the scope includes any exterior work (except in kind roof repair and replacement), plans and other information will be required and shall be submitted for Historical Review. (For other potential historic review exemptions, see Municipal Code Section 143.0212).

Because of a commitment to consider public information in the review of projects 45 years old or older, there is no over-the-counter review. The length of this review will typically be ten business days. See Information Bulletin 580, "Potential Historical Resource Review" for supplemental submit-tal requirements.

C. Smoke Alarms and Carbon Monoxide Alarms in Existing Dwelling Units

For all existing dwelling units, when a permit is required for the replacement of compo-nents, repairs, or maintenance of existing work, smoke alarms and carbon monoxide alarms in accordance with the require-ments of CBC or CRC shall be installed as applicable.

D. Fire Alarm and Fire Sprinkler System

Any work that obstructs or affects the func-tioning of sprinklers or fire alarms will re-quire a permit for such work. See Infor-mation Bulletins 137 and 139 for specific requirements.

IV. FORMS AND DOCUMENTS FOR NO-PLAN PERMIT

A. General Application (DS-3032)

The application shall include a complete description of scope of the work, the use of the rooms where the work is being per-formed, as specified on the Supplemental Application, whether it is interior or exterior work, and the construction valuation.

B. No-Plan Building Permit Supplemental Application (DS-6005)

C. Owner-Builder Verification Form (DS-3042)

Must be signed by the property owner if the property owner is obtaining the permit as "Owner-Builder." Tenants/Lessees may not sign this form.

D. Plans/Documents for Historic Review

In accordance with Section III of this bulletin.

V. FEES

The following fees are collected at the time of permit issuance:

Inspection Fee.....	See Table 501C of IB 501
Historic Review.....	\$154/ hour
Records Fee.....	\$20
Mapping Fee.....	\$10
Lead Hazard Prevention & Control (for structures built before 1979).....	\$31
State of California	See IB 501
Fee Collection-Other Agencies/Departments.....	\$10
Fees not includes in Table 501C of IB 501	Hourly Rate

VI. INSPECTIONS

A pre-construction inspection will be required for all repair/replacement in-kind permits. If the building inspector determines that the pro-posed work is too extensive or cannot verify the existing construction to qualify as a "No-Plan Permit," the inspector will require that construction plans be prepared for review and a new permit will be required.

For information concerning inspections, refer to Information Bulletin 120, "How to Obtain Project Inspections."

VII. OPTIONS FOR SERVICE

- A.** By Appointment - Building Permit submittal/issuance appointments are recommended and can be made by calling 619-446-5300.

- B.** Walk-in service is also available at the Development Services Department located at 1222 First Avenue, 3rd Floor.

For projects that do not require Historical Review, walk-in service is available at our Inspection Services Office located at 9601 Ridgehaven Court, 2nd Floor, Suite 220.

Please visit our web site for a list of business hours.