



HOW TO APPLY FOR A BUILDING PERMIT FOR  
**RELOCATION OF STRUCTURES**

City of San Diego  
Development Services Department

INFORMATION  
BULLETIN

**711**

June 2019

This bulletin describes the building permit requirements for the relocation of a residential or non-residential building from its original construction site within the State of California to a new permanent site or to a temporary storage site within the City of San Diego.

**I. PERMIT REQUIREMENTS**

A Building Permit for relocation is required for the placement of an existing building on a new permanent site. The scope of work under the permit includes the foundation for the relocated building and any required repairs, additions or alterations to the building that are shown on the approved plans.

Storage of residential or non-residential buildings on a temporary site within the City of San Diego does not require a Building Permit. The temporary storage site must be zoned for that purpose. Please refer to section II to determine what other permits are required

Building permits for relocation will not be issued for a relocation to a property where a development permit (Neighborhood Use Permit, Neighborhood Development Permit, Conditional Use Permit, Variance, Coastal Development Permit, Site Development Permit, or Planned Development Permit) is also being processed. Building Permits for Relocation will not be issued until a decision has been made by the appropriate decision maker in accordance with Section 129.0105 (a),(b),(c) and (d) of the Land Development Code.

**II. ADDITIONAL PERMIT REQUIREMENTS**

Please refer to the [Table 1](#) to determine which required permits are needed when relocating a building from an original site or a temporary storage site to a new permanent site.

**A. Neighborhood Development Permit** - If a building is to be moved onto a site which already contains a building, a Neighborhood Development Permit is required (LDC 126.0402) prior to submitting for a building permit for relocation.

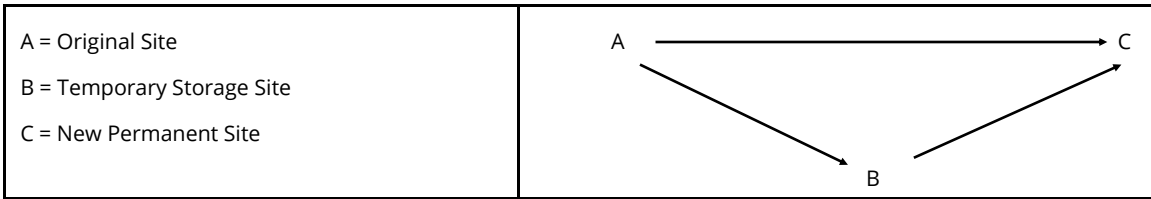
**B. Site Development Permit** - If the building to be relocated is a designated historical resource, a Site Development Permit may be required prior to applying for a Building Permit for Relocation. Refer to Information to Information Bulletin 581, "Designated Historical Resource Review" for additional Historic Review information.

**C. Coastal Development Permit** - If the building to be relocated is to be moved onto or from a site located in the coastal zone, a Coastal Development Permit is required prior to submitting for a Building Permit for relocation.

**D. Demolition/Removal Permit** - Prior to applying for a Building Permit for relocation, a demolition/removal permit will be required for the removal of a building from its original construction site.

**E. Transportation Permit** - This permit is for transporting the building over the public right-of-way. This permit is only issued to a licensed contractor who has been issued a class A or C-21.

SECTION II TABLE 1



When Moving Structures from:	ADDITIONAL REQUIREMENTS	REQUIRED PERMITS
A to B	Coastal Development Permit (if <b>A</b> or <b>B</b> are located within a coastal zone)  Site Development Permit (if structure being relocated is a designated historical resource)	Demolition/Removal Permit (IB 710) Transportation Permit (Form DS-3094)
B to C	Coastal Development Permit (if <b>B</b> or <b>C</b> are located within a coastal zone)  Site Development Permit (if structure being relocated is a designated historical resource)  Neighborhood Development Permit (if <b>C</b> already contains a building)  Approved Pre-Relocation Examination <sup>1</sup>	Building Permit for Relocation Transportation Permit (Form DS-3094)
A to C	Coastal Development Permit (if <b>A</b> or <b>C</b> are located within a coastal zone)  Site Development Permit (if structure being relocated is a designated historical resource)  Neighborhood Development Permit (if <b>C</b> already contains a building)  Approved Pre-Relocation Examination <sup>1</sup>	Building Permit for Relocation Demolition/Removal Permit (IB 710) Transportation Permit (Form DS-3094)

<sup>1</sup>The Pre-Relocation Examination must be performed by Development Services staff and approved during the review of the Building Permit for Relocation. This Pre-Relocation examination approval is required prior to the issuance of the Demolition/Removal permit.

**Note:** A Transportation Permit will not be issued until a Building Permit for Relocation and/or Demolition/Removal permit are/is also issued.

Refer to Form [DS-3094](#) "Transportation Permit" for additional permit information

**III. PRE-LOCATION EXAMINATION REPORT:**

**A.** The application for relocation of a building to a new site will require a pre-relocation examination report, unless the building is to be placed at a storage site that is an approved use as a storage site in accordance with the (LDC 129.0204(e)).

If a pre-relocation examination report determines that a residential building proposed to be relocated is substandard, a Building Permit will not be issued until the plans are revised to include additional work necessary to eliminate the substandard condition (LDC 129.0213(d)).

A pre-relocation examination report must be submitted and shall be included with Building Permit application. The report shall indicate that:

1. The building to be relocated is not substandard; and
2. The building is structurally adequate to be transported; and

3. Building has record of prior construction permit and inspection approval.

The pre-location examination report shall be performed no more than 30 days prior to the relocation of a structure to a new location. The report must be prepared by a California registered design professional in accordance with Business and Professions code section 6735 and 6737.

**Note:** Any structure that is proposed for relocation that has been damaged, has had portions removed, has been cut into sections, or has been otherwise structurally altered after the re-relocation examination may be considered a substandard structure or nuisance and may be abated in accordance with the Land Development Code. (per Section 121.0302(h).

#### **B. Designated Historical Resources.**

If the new permanent site contains a designated historical resource or is within a designated historical district, plans and the historical resource information package must be submitted for historic review.

Refer to Information Bulletin 581, "Designated Historical Resource Review" for additional Historic Review information.

### **IV. SUBMITTAL REQUIREMENTS**

#### **A. FORMS AND DOCUMENTS REQUIRED:**

1. **General Application Form** ([DS-3032](#)) must be submitted with all projects. **The address the building is being relocated from must be included in the description of work.** For example "relocate one-story residence presently located at 1222 First Avenue."
2. **Water Meter Data Card** ([DS-16](#)) must be completed.
3. **Hazardous Materials Reporting** ([DS-165](#)) for non-residential structures.
4. **San Diego Regional Hazardous Materials Questionnaire** ([HM-9171](#)) for non-residential structures.
5. **Storm Water Requirements Applicability Checklist** ([DS-560](#)).
6. **Owner Builder Verification Form** ([DS-3042](#)) is required if the property owner is not hiring a licensed contractor to perform the work but intends on performing the work himself/herself. Pre-relocation examination report per section III is required.
7. **Pre-relocation Examination Report** per Section III.

#### **B. PLANS REQUIRED**

Additions and alterations to relocated Dwelling Units must comply with requirements for a new structure. Refer to the [Project Submittal Manual Section 2A](#) "Single Dwelling Units/ Duplex and Accessory Structure."

Relocated non-residential buildings must comply with all the requirements of a new structure in accordance with California Existing Building Code 409.1. Refer to the [Project Submittal Manual Section 2](#) "Construction Permits –Structure."

**Potential Historic Resource:** If the new permanent site contains structures 45 years old or older, plans and the historic resource information package must be submitted for historic review. Refer to [Information Bulletin 580](#), "Potential Historical Resource Review" for supplemental submittal requirements.

The plans must include:

**1. Scope of Work**

The Title Sheet of Plans shall have a brief statement specifying the scope of work of the project. The address the building is being relocated from must be included in the scope of work. For example "relocate one-story residence presently located at 1222 First Avenue."

**2. Site Plan**

See [Information Bulletin 122](#) for detailed information

**3. Foundation plan**

Foundation for a relocated structure shall be designed and detailed by a California registered design professional.

**4. Exterior Elevation**

Elevations with dimension are recommended. Zoning and Planning regulations require transparency, building articulation and other architectural design features.

**5. Landscape Plan**

For more information, refer to [Landscape Plan Review Section](#).

**6. Details**

Sufficient details must be shown to clearly explain the method of construction and means of connection.

**Note:** If the proposed project is in the Very High Fire Hazard Severity Zone, the provisions of California Residential Code, Section R327 (or the provisions of California Building Code Chapter 7A) shall apply.

Visit the Development and Permit Information counter (DPI) on the 3rd floor of the Development Services Center to determine if your property is in the Very High Fire Hazard Severity Zone.

**7. Stormwater Best Management Practices (BMP's)**

The following notes must be added to the plans:

Project shall comply with all requirements of the State permit; California Regional Water Quality Control Board, San Diego, Order No. R9-2007-001, NPDES, the City of San Diego Land Development Code, and Storm Water Standards Manual.

**8. California Energy Code Requirements**

While relocated buildings may not have to comply with California Energy Efficiency Standards, all single dwelling units, duplex or non-residential additions and alterations are required to comply with the California Energy Efficiency Standard.

**V. FEES****A. Building Permit Fees**

The following fees are charged for Building Permits for relocation:

1. Manufactured home fee for relocations of SDU/Duplexes.
2. Commercial coach fee for relocation of commercial coaches
3. Hourly plan check fee for relocation of non-residential/MDU buildings.

Refer to [Information Bulletin 501](#), "Fee Schedule, Construction Permits-Structures", for all applicable fees

**B. Plumbing/Gas, Electrical Fees**

All electrical, plumbing/gas installations conducted outside of the structure to be relocated require a permit from and shall be inspected by the City of San Diego.

See [Information Bulletin 103](#), "Fee Schedule and Worksheet for Mechanical, Plumbing/gas, Electrical" for charges.

**C. Water and Sewer Fees**

Water Sewer capacity fees are due when the structure to be relocated contains plumbing fixtures and/or the property will be irrigated. For more information, see "[Schedule for Water and Sewer Fee](#)" bulletin.

**D. Impact Fees**

A relocated structure is subject to Impact fees. Impact fees are paid at building permit issuance. For information regarding the [Impact Fee Schedule](#), [Demolition Credit Requirements](#), or the process to waive, adjust, or reduce the Development Impact Fees (DIF), contact Facilities Financing at (619) 533-3670 or [facilitiesfinancing@sandiego.gov](mailto:facilitiesfinancing@sandiego.gov).

**E. School Fees**

A school fee may be assessed by the local school district(s) for a relocated structure. DSD [Information Bulletin 146](#), School Fees, provides information about school fee requirements, how the fees are calculated, and how to pay school fees to the school district prior to permit issuance.

**VI. OPTION FOR SERVICE**

There are examples of how to format fees in your bulletin.

- A. Appointments are recommended and can be scheduled by calling (619) 446-5300.
- B. Phone by calling (619) 446-5000.

**VII. PERMIT EXPIRATION**

Building Permit for the relocation of a residential structure shall expire in two years (four years for non-residential structure) after date of permit issuance.

**REFERENCES**

- General Application, [DS-3032](#)
- Owner Builder Verification, [DS-3042](#)
- Water Meter Data Card, [DS-16](#)
- Hazardous Materials Reporting, [DS-165](#)
- San Diego Regional Hazardous Materials Questionnaire, [HM-9171](#)
- Storm Water Requirements Applicability Checklist, [DS-560](#)
- Transportation Permit, [DS-3094](#)
- [Information Bulletin 710](#), Building Demolition/Removal
- [Information Bulletin 581](#), Designated Historic Resource Review
- [Information Bulletin 580](#), Potential Historic Resource Review
- [Information Bulletin 122](#), Site Plan
- [Information Bulletin 501](#), Fee Schedule, Building Permits
- [Information Bulletin 103](#), Fee Schedule and Worksheet for Mechanical, Plumbing/gas, Electrical
- [Information Bulletin 146](#) , School Fees
- [Project Submittal Manual Section 2A](#), Single Dwelling Units/Duplex and Accessory Structure
- [Project Submittal Manual Section 2](#), Construction Permits–Structure
- [Landscape Plan Review Section](#)
- [Schedule for Water and Sewer Fee](#)
- [Impact Fee Schedule](#)
- [Demolition Credit Requirements](#)

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.