

INFORMATION
BULLETIN

719

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Phased Projects

This information bulletin describes the submittal requirements and approval process for ministerial phased projects.

I. What is a Phased Project?

A phased project involves a construction sequencing to accommodate occupancy of a portion of the project prior to project completion. A phased project may include phased construction, phased development, phased occupancy or a combination of any of the three.

A. Phased Construction

Phased construction is defined as when the construction of a building is divided into stages such as foundation only, foundation and podium, or structural frame. Certificate of Occupancy will be issued when construction of the final portion of the building is completed and approved. See [Partial Permits](#) (IB-189) and [Certificate of Occupancy](#) (IB-585) for more information.

B. Phased Development

Phased development is defined as development that consists of several independent buildings on a site needing occupancy of a building prior to completion of the entire site, such as a master development for multi-dwelling units. A Phasing Plan is required for any project requesting a phased development.

C. Phased Occupancy

Phased occupancy is defined as when a portion of the building is requested to be occupied prior to the completion of the entire building, such as podium projects or wrap-around buildings. A Phasing Plan is required for any project requesting phased occupancy.

II. Requesting a Phased Project and Kick-off Meeting

It is important to involve Development Services Department (DSD) early in the process to understand the project scope and phasing intent. Contact DSDMinisterialPM@sandiego.gov to request a Kick-Off Meeting before submitting for a permit.

A. Development Project Manager (DPM)

A ministerial DPM will be assigned to the phased project. The assigned DPM will be the point of contact and will assist the applicant through the review process and facilitate any necessary meetings.

B. Kick-Off Meeting

The kick-off meeting provides the applicant, the design professional and City staff with an opportunity to discuss the project's scope of work, the intent of the proposed phasing plan, the project timeline or any additional parameters. The kick-off meeting will be scheduled by the DPM and will require DSD staff, the project's owner and design team to be in attendance.

III. Phasing Plan Requirements for Phased Development or Phased Occupancy Projects

The purpose of the phasing plan is to clearly identify and demonstrate the phasing intent for each phase of the development. The phasing plan is required for any project requesting a phased development or phased occupancy. Review and approval of the phasing plan is required prior to issuance of the first building or phase. The approved phasing plan is required to be submitted with every subsequent phase of the development.

A. Key Points to Consider When Requesting a Phased Project

1. Each completed phase must be independently code-compliant, including the requirements for exiting, accessible path of travel and parking, landscaping and path of travel to public right of way, etc.
2. Each completed phase must have all required fire and life safety systems including fire sprinkler and fire alarm systems installed and tested independently per phase.
3. Construction activity and staging during construction must be safely maintained throughout construction. Access to the completed phase(s) must be separated from the construction areas without requiring the occupants, emergency vehicles or utility services to pass through construction areas.
4. Identify any temporary elements constructed to meet codes and regulation, requirements per phase.
5. Attention should be given to the application expiration date and permit utilization timelines.

B. Phasing Plan

The Phasing Plan is a graphic exhibit with narrative components that clearly shows the various phases of the overall site or building. The following requirements must be shown on the phased development or phased occupancy unless otherwise noted:

1. **Accessible Path of Travel.** Show the accessible path of travel and parking per phase. Show how it will be maintained throughout construction.
2. **Accessible Dwelling Units.** When applicable, identify accessible units per phase.
3. **Construction Fences.** Show the location of construction fences per phase. Clearly show how fencing will be located per phase to ensure occupants will not travel through a construction zone at any time.
4. **Deferred Submittals.** Identify all deferred submittals. Not required for phased development as the individual building permit submittals will include the deferred submittals proposed.
5. **Discretionary Conditions.** When applicable, identify the discretionary conditions and in which phase they will be satisfied.
6. **Egress.** Identify egress and show how it will be maintained throughout construction per phase. This also includes showing the phasing of landscaping, streets, sidewalks and public pathways for each phase.
7. **Fire Access.** When applicable, provide previously approved fire access plan. Show how fire access will be maintained per phase throughout construction.
8. **Fire Protection Systems.** Provide an installation and programming schedule on the plans for all fire and life safety, including fire sprinklers and alarm systems per phase.
9. **Mechanical & Plumbing Systems.** Show how the mechanical and plumbing systems, including meters and submeters, will be installed and functional per phase. Not required for phased development as the individual building permit submittals will include the deferred submittals proposed.

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10. **Narrative.** Provide a description of the work proposed on the plans to accompany the graphic exhibit clearly identifying the phasing intent.
11. **Phasing Boundaries.** Clearly show the phasing boundaries and dimensions of buildings to property lines.
12. **Related Projects & Permits.** Reference all related projects and permits, including public and private improvement projects associated with the site.
13. **Sections.** Provide building sections as needed to show phasing intent.
14. **Stormwater Treatment.** Show permanent and temporary Best Management Practices (BMPs) per phase as applicable.
15. **Traffic Maintenance Plan.** Show how the infrastructure will be maintained throughout construction per phase. For example, street corridor, sidewalk closures, emergency vehicles, mail & trash service, etc. Not required for phased occupancy of a building.
16. **Utilities.** Show water and sewer, fire underground systems and fire hydrants per phase.

IV. Review of Phased Development or Phased Occupancy Projects

All phased projects will go through a submitted completeness review. After the completeness review, the DPM will notify the applicant via email whether the application is ready for full submittal or whether additional information/clarification is required. Requirements for the full submittal can be found in [Section 2 of the Land Development Manual Project Submittal Requirements](#).

V. Fees

The fees associated with the review of the project will be charged according to the fee schedule. If the phasing plan is submitted as a multi-prelim review, associated fees will be charged on an hourly basis. See Information Bulletin 501 for fee schedule and Information Bulletin 513 for Preliminary Review.

VI. Hand-off Meeting

Prior to issuance of the phased project, the DPM may schedule a hand-off meeting with the field inspection DPM. The field inspection DPM will be the point of contact during the inspection process. The hand-off meeting will require DSD staff, the project’s owner and construction team to be in attendance.

VII. Changes to an Approved Phasing Plan

When changes are made to the approved phasing plan, it will be necessary to submit for a construction change to show the new phasing intent. Changes to the approved phasing plan may need additional meetings. The review time and additional meetings will be charged on an hourly basis. Contact the assigned DPM for assistance.

Reference Table
<ul style="list-style-type: none"> • San Diego Municipal Code (SDMC) • Land Development Manual Submittal Requirements (Section 2, Construction Permits-Structures) • Fee Schedule for Construction Permits-Structures (Information Bulletin 501) • Partial Permits (Information Bulletin 189) • Construction Changes to Approved Plans (Information Bulletin 118) • Certificate of Occupancy (Information Bulletin 585)