

Plan Preparation & Submittal Guidelines for Open Code Cases with Building and Land Use Enforcement

December 2024

Permit Requirements

- Demolition Permit: Required when structures will be completely removed, including foundation. Exceptions exist for some structures less than 500 square feet, without plumbing or electrical. Typically, plans are not required for demolition permits (see Information Bulletin 710 – How to Obtain a Demolition Permit).
- Building or Combination Permit: Required for new construction or the removal or demolition of only part of a structure.
- Electrical, Plumbing or Mechanical Permits: Separate electrical, mechanical and plumbing permits are required for multifamily and nonresidential construction projects, or for single family and duplex projects that only involve electrical, mechanical or plumbing/gas work without any building permit work. Electrical, Mechanical, Plumbing/Gas Permits can be obtained at the same time the Building permit is issued.
- Grading and Public Right-of-Way (including EMRA) Permits: These are construction permits required for grading on private property and the construction, reconstruction, or repair of improvements within the public right-of-way. Reference Section 3 of the Project Submittal Manual.
- Refer to the following DSD webpages for additional processing information:
 - <https://www.sandiego.gov/development-services>
 - <https://www.sandiego.gov/development-services/permits>

Plan Requirements - *See EXAMPLE on page 3 for clarification.

The following plan requirements for open cases in the Building and Land Use Division (BLUE) are in addition to those listed in the Development Services Department (DSD) Project Submittal Manual, located at:

<https://www.sandiego.gov/development-services/codes-regulations>

1. **Scope of Work** - The scope of work must be listed on the first page and include the words “Code Enforcement Case” along with the case number (Example: **CE-0123456**).
2. **The following labels must be used on all plan drawings for submittal:**
 - a. **“Proposed”** - All work to be reviewed is proposed. This can be unpermitted or newly added work.
 - b. **“Existing”** - Only work that was legally permitted and that will remain unchanged can be labeled “existing.”
 - c. **“Non-permitted or unpermitted”** – Use these designations for all unpermitted construction to remain or be removed.

3. Define areas that are unpermitted on the plans:

- a. These areas can be shaded or darkened (highlighted) in the unpermitted areas to denote they are installed without permits.
- b. A legend can be provided to identify the unpermitted work and a numbering symbol can be placed next to the work area.
- c. Clarify what is “to remain” and what is “to be removed.” Work must be identified as “non-permitted to be removed” or “non-permitted to remain.”

4. Additional Work:

- a. If an applicant wishes to add new construction (work not yet started) to the plans along with legalizing the unpermitted construction (work already completed or in progress without the required permits) both must be clearly shown and labeled on the plans.
 - b. The scope of the work and the drawings need to identify which areas are “new construction” and which areas are “unpermitted.”
- The applicant can continue with the submittal process per the DSD Project Submittal Manual and the assigned BLUE investigator/inspector will review the plans to verify they include the required components.
 - Contact the assigned BLUE investigator/inspector for questions. Call (619) 236-5500 to determine the assigned BLUE investigator/inspector.
 - See the next page for an example site plan.

*** EXAMPLE**

Sample Site Plan

NOTE: All floor plans, elevations and other required plans must be similarly marked to accurately reflect the scope of work.

SITE PLAN

SCOPE OF WORK:

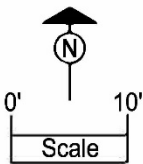
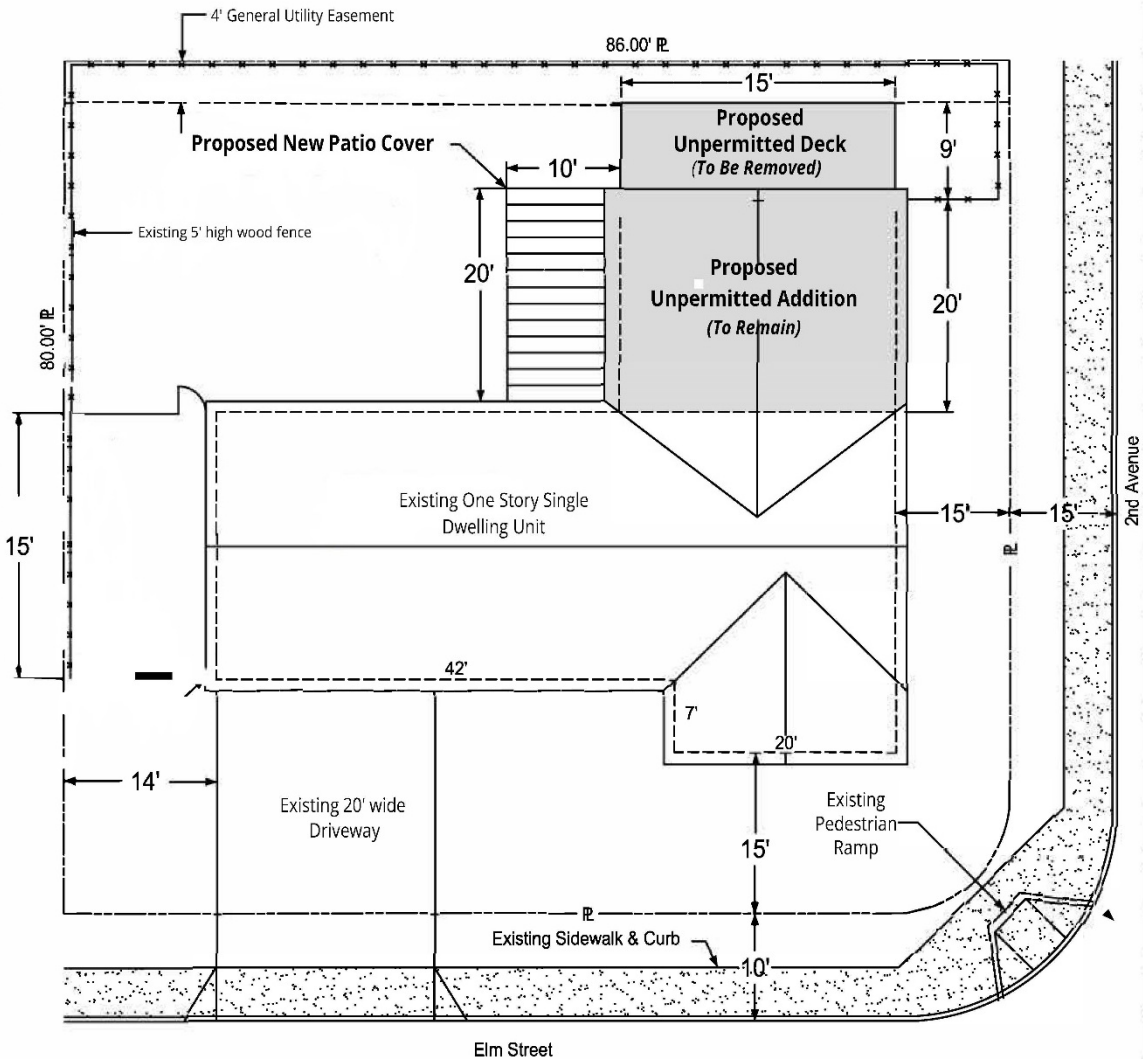
Unpermitted work addressed in this permit:

1. Maintain upermitted addition to existing one story, single dwelling unit.
2. Remove unpermitted deck.

New construction addressed in this permit:

3. Construct new patio cover.

Code Enforcement Case: CED #123456



Legal Description:
Lot 123, Block 4 of
City Heights Subdivision
Map 5678
APN# 123-456-78

Site Address:
1234 Elm Street
San Diego, CA
92100

Ownership Information:
Mr. & Mrs. Smith
1234 Elm Street
San Diego, CA 92100
(619) 555-1234