



The City of



Planning Department

NOTICE

Required Building Plan Information – 4/25/17

To facilitate your project's review with Facilities Financing, provide the required information below on your building plans for commercial, industrial, and mixed-use development.

1. **Scope of Work:** On the first sheet or title sheet of the building plans, provide the complete description of work to be performed, including any areas of demolition, existing and proposed improvements.
2. **Zone:** On the first sheet or title sheet of the building plans, provide the property's zone and overlay zoning designations.
3. **Uses:** On the first sheet or title sheet of the building plans, Facilities Financing requires the following on the building plans: a) State the previous business name with the specific use of the tenant space/building, in order to determine if the project qualifies as a change in use, and b) State the proposed business use and name of the tenant space/building.
4. **Related Approvals:** On the first sheet or project title sheet of the building plans, provide the approved discretionary permit number with the project number, or state that there is none.
5. **Gross Floor Area:**
Facilities Financing requires the plans to include a table stating the project's Gross Floor Area (GFA), for both the existing and proposed project as defined in the San Diego Municipal Code 113.0103 & 113.0234. The GFA table is to be provided preferably on the title sheet of the building plans. The table is to state the GFA for each floor & the total GFA for the project. If the project has a change in use, include the GFA of the existing use and the GFA of the new use. GFA for the "area of work" is not sufficient, the GFA must be provided for the complete area of the project.
6. **Site Plan:** Provide a site plan of the project with scale.
7. **Floor Plans:**
 - a) Provide a floor plan for all floors of the project with all floors labeled;
 - b) Facilities Financing requires all floor plans to have dimensions shown to the exterior walls. Please refer to Gross Floor Area in the San Diego Municipal Code Sections 113.0103 and 113.0234;
 - c) Provide floor plans with a scale;
 - d) Facilities Financing requires an existing floor plan(s) indicating the existing use(s) of all rooms, including those with a change use. Facilities Financing also requires floor plans to indicate the proposed use(s) of all rooms.

INFORMATIONAL NOTE: After Facilities Financing has the required information on the building plans, we are able to verify approval by Structural and Zoning/Planning, stamp the plans, and sign-off the project.



