

TO: BUILDING PERMIT APPLICANT

SUBJECT: Processing Your Building Permit under Section 51.501 Et. Seq. of the County Code; Department of Public Works “Centerline Review” Process

BEFORE WE CAN PROCESS YOUR PLANS, YOU WILL, NEED TO DELIVER THREE PLOT PLANS AND \$1435.00 DEPOSIT AND \$430 STREET LIGHT DEPOSIT TO:

Department of Public Works
Grading & Improvements Counter
5201 Ruffin Road, Suite D
San Diego, CA 92123

Your plot plan will be checked for special building setback as required by Section 51.501 et. Seq. of the County Code. Your plans will be given a Preliminary Stamp that will allow you to submit your building plans into plan checking. Ordinance No. 4815 (New Series) requires that:

“No building permit will be issued for the construction or alteration of buildings on parcels of land in commercial, manufacturing and multiple residential zones; unless the person securing such permit shall be required to assure that the standard of adequacy for the right-of-way of streets abutting such parcels and the standard of adequacy for the improvements of such streets have been complied with.”

A copy of the building permit application should be submitted along with the plot plans.

A file number starting with the letters “UY” will be assigned to your project. This number should be used when submitting information or inquiring about your project.

Based on field investigation and office check, we will determine the requirements for any additional street improvements and right-of-way dedication. You will be sent a letter with this information. If it is determined that street improvements are required, you should contact a licensed Civil Engineer, have him/her prepare a street improvement plan and submit it to our department for approval. It is imperative that your street improvements plan and plan check deposit is submitted as soon as possible due to the time lag involved in plan checking. The assigned UY number should be indicated on all plans and deposits.

DEPOSIT SCHEDULE
SECTION 51.511.3

1. When submitting the three (3) plot plans, a \$1435.00 deposit is required to cover the cost of field investigation and \$430 deposit for street light review.
2. When submitting a Grant Deed and Lot Book Report for right-of-way, irrevocable offer of dedication, or relinquishment of access rights, a deposit is required to cover the cost of preparing and processing these documents. Processing is done by the Real Property Division, located in Building 2 of the County Operations Center, 5555 Overland Avenue.
3. When submitting cost estimates, brief legal descriptions, and sample signature blocks for secured agreements, contract documents, covenants, or lien agreements, a \$400 deposit is required to cover the cost of preparing and processing these documents.
4. When submitting Improvement plans for checking: 1 blueline, the Improvement Plan Checklist, and \$2445.00 deposit are required.
5. Prior to obtaining a construction ("C") permit, the following deposits and fee are required:
 - a. \$3000.00 minimum or five (5%) percent up to \$100,000.00 plus three (3%) percent of the amount exceeding \$100,000.00 for Construction Inspection.
 - b. \$400.00 minimum or one and one half percent (1%) up to \$50,000.00 plus one percent (1%) of the amount exceeding \$50,000.00 for lab fees;
 - c. Street lighting deposit to finance the start-up costs (annexation, energizing and resource fees) associated with this development will be determined when the improvement plan is submitted. Any unused portion of this deposit will be refunded after this development is annexed to a special district and the energizing cost for the balance of the fiscal year is subtracted.
 - d. If only streetlights are being constructed, the \$600.00 inspection deposit is required when applying for a construction permit.
 - e. \$110.00 fee for issuance of the permit.

If we can answer any questions or provide further information, please contact the Department of Public Works at (858) 694-2055.

OFFICIAL CENTERLINE

ZONING: _____

FILE REF: UY#: _____

ASSESSOR'S PARCEL NUMBER(S) _____

ROAD / AREA _____

OWNER: _____ PHONE#: _____

ADDRESS: _____

CO-ORDINATOR: _____ PHONE#: _____

ADDRESS: _____

	DESIGNATED PERSON	DATE
FILE OPENED / HANDOUT RECEIVED BY APPLICANT:	_____	_____
FIELD INVESTIGATION (DPW):	_____	_____
SPHERE OF INFLUENCE LETTER:	_____	_____
REQUIREMENTS LETTER SENT:	_____	_____
REQUEST FOR ST. LIGHT SENT:	_____	_____

	PROJ TEAM OKAY	DATE	COUNTER STAFF STAMP	DATE
PRELIM BLDG PLAN CHECK	_____	_____	_____	_____
BLDG PERMIT STAMP:	_____	_____	_____	_____
OCCUPANCY STAMP:	_____	_____	_____	_____

DOCUMENT	CONVEYED	RECEIVED	ROUTE FOR SIG.	TO RECORDER	TO CONSTR.
SECURED AGREEMENT	_____	_____	_____	>>>>COPY>>>>	_____
IOC/SLC/BOND	_____	_____	_____	>>>>COPY>>>>	_____
LIEN(S)	_____	_____	_____	_____	_____
COVENANTS	_____	_____	_____	_____	_____
ROW / IOD	_____	_____	[REAL PROPERTY]	_____	_____
RLNQSHMNT	_____	_____	[REAL PROPERTY]	_____	_____
RELEASE	_____	_____	_____	_____	_____

CONSTR.-PERMIT ISSUED: _____ FILE CLOSED/INACTIVE: _____

REMARKS: _____

	AMOUNT	DATE PAID		AMOUNT	DATE PAID
UY DEPOSIT	_____	_____	CONSTR INSP	_____	_____
PLAN CHECK DEP.	_____	_____	MATERIAL LAB	_____	_____
STR. LIGHT REVIEW	_____	_____	STR. LIGHT DEP.	_____	_____
_____	_____	_____	_____	_____	_____

**DEPARTMENT OF PUBLIC WORKS
LAND DEVELOPMENT
FINANCIAL RESPONSIBILITY FORM**

[All lines in red must be completed by LD Counter Staff]

Date: _____ PROJECT #: _____

PERMIT # _____ PERMIT TYPE: _____

OWNER:

Name: _____

Mailing Address: _____

Phone Number: _____

FINANCIAL RESPONSIBLE:

Name: _____

Mailing Address: _____

Phone Number: _____

Signature

Date

Print Name

(Entered into KIVA: Date: _____ By: _____)

New _____ Change _____