



THE CITY OF SAN DIEGO

HOW TO OBTAIN

No-Plan Permits

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 301 SAN DIEGO, CA 92101-4101
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION
BULLETIN

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This Information Bulletin defines “No-Plan Permits” and the procedures for obtaining a no-plan permit. For clarification or additional information in regard to a specific project, visit Development and Permit Information at the Development Services Department, 1222 First Ave., third floor, or call (619) 446-5000.

I. WHAT IS A “NO-PLAN PERMIT”?

Unless specifically exempted by the City of San Diego Municipal Code Section 129.0203, a permit is required for all construction work. If in doubt, consult Information Bulletin 115, “Regulations Covering Construction Permit Exemptions,” or call (619) 446-5000 for information.

Certain permits may be obtained without plans and the formal plan review process. For example, the installation of a water heater does not require building plans.

If electrical, mechanical or plumbing work is being done as part of the repair/replacement, a combination permit will be issued for single family residences or duplexes. For multifamily residence and commercial buildings, separate permits are necessary, but one application is sufficient for all permits when obtained at the same time.

After the permit has been issued, the Field Inspector may determine that the work is too extensive to qualify as a “No-Plan Permit” permit and may request that plans be submitted for review.

II. HISTORICAL REVIEW

Refer to Table A below to determine what type of historical review is required for your no-plan permit.

Table A / Requirements for Historical Review

Scope of Work	Any site with a structure 45 or more years old	Not designated, located within a Historic District	Designated Historical Resource
Mechanical, Plumbing, or Electrical Only	No Historical Review required	No Historical Review required	Plans required for Historical Review (<i>See IB 581 Designated Historical Resource Review</i>)
Interior Remodel Only	Need for Historical Review and plan submittal determined by General Application (<i>See General Application and IB 580 Potential Historical Resource Review</i>)	Plans required for Historical Review (<i>See IB 581 Designated Historical Resource Review</i>)	
Exterior work (including windows, stucco, siding, roof)	Historical Review and plan submittal required (<i>See IB 580 Potential Historical Resource Review</i>)		

Documents Referenced in this Information Bulletin

- San Diego Municipal Code, ([SDMC](#))
- [Information Bulletin 103](#), Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical
- [Information Bulletin 115](#), Regulations Covering Permit Exemptions
- [Information Bulletin 117](#), Regulations Covering Permit Expiration and Extension
- [Information Bulletin 120](#), How to Obtain Project Inspections
- [Information Bulletin 123](#), Minimum Standards for Renewal of Roof Covering
- [Information Bulletin 501](#), Fee Schedule, Construction Permits - Structures
- [Information Bulletin 580](#), Potential Historical Resource Review
- [Information Bulletin 581](#), Designated Historical Resource Review
- General Application, [DS-3032](#)
- Permit Fax Credit Card Authorization, [DS-3099](#)

A. If the building is located on a site that contains structures 45 or more years old the General Application will determine if a Potential Historical Resource Review and plan submittal is required. Please refer to Information Bulletin 580, “Potential Historical Resource Review” for more information.

B. If the building is a Designated Historical Resource or is not designated but is located in a Historic District, you will be required to submit plans to the Development Services Department for historical review. Please re-

fer to Information Bulletin 581, “Designated Historical Resource Review” for more information.

III. WHERE TO OBTAIN A NO-PLAN PERMIT

- A. If requesting a Mechanical, Electrical or Plumbing Permit you can:
1. Use the e-permit program by going to www.sandiego.gov/development-services and select the [Simplepermits](#) icon.
 2. Visit the Kearny Mesa Office at 9601 Ridgehaven Court, Suite 220.
- B. If requesting Mechanical, Electrical, Plumbing, Repair in-kind, Roof Structure and Stucco/Drywall Repair you can:
1. Visit the downtown office at 1222 First Avenue, 3rd floor.
 2. Fax your request to (619) 236-7687, you will need the General Application, a complete description of work, copy of your contractor’s license and proof of worker’s compensation insurance, fee schedule (Information Bulletin 103) and a Credit Card Authorization form.

IV. FORMS TO COMPLETE

A. GENERAL APPLICATION

All building or combination permits require a fully completed General Application (DS-3032). Refer to the back of the permit application for instructions on completing the application. Important: there are no exceptions to the workers’ compensation insurance requirements.

If the property owner is doing the construction work or is hiring a number of different contractors, a separate Owner-Builder Verification form must be signed by the owner at the Development Services Department before the permit can be issued.

The application must contain a complete description of work. If the space on the application is insufficient, attach an addendum to the application. A separate permit application must be submitted for each separate address.

B. FEE SCHEDULE AND WORKSHEET FOR MECHANICAL, PLUMBING/GAS ELECTRICAL

In most cases, the no-plan permit will include one or more of these items found on Information Bulletin 103, “Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical.”

C. INSURANCE CERTIFICATION

If the project involves paid employees, a Certificate of Workers’ Compensation Insurance must be provided. A certificate of automobile

liability insurance is required for Transportation Permits (Permit to Move).

V. NO-PLAN PERMITS TYPES

These “no plan” permits include: plumbing, mechanical and electrical permits; repair in kind permits; roof resheathing; stucco; permits to move; and final only permits, with appropriate documentation:

A. MECHANICAL, PLUMBING/GAS ELECTRICAL PERMITS

A separate Building, Mechanical, Plumbing/Gas & Electrical permit is required for all commercial and multi-family construction. For more information refer to Information Bulletin 103, “Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical.”

B. REPAIR/REPLACEMENT-IN-KIND PERMITS

“Repair/Replacement-in-kind” refers to construction to repair structural damage caused by fire, flood, insects, collision, and normal wear and tear. Enough of the structural components must remain so that the Field Inspector can verify that the new work matches the existing. If the structure is located in the Coastal Zone, restrictions may apply.

After the permit has been issued, the Field Inspector may determine that the damage is too extensive to qualify as a “repair/replacement-in-kind” permit and may request that plans be submitted for review.

C. ROOF COVERING REPAIR/REPLACEMENT

No permit is required to replace the existing roof covering if replacing with the same material or with materials installed to the same specifications.

Repair/replacement permits are issued for roof structure alterations, such as the replacement of existing skip sheathing. The description of work should include the grade, thickness of the plywood, and new roof covering material. Also provide the square footage being replaced.

If the new roof covering is heavier than the existing or if the roof configuration is being altered, plans will be required for review. For more information refer to Information Bulletin 123, “Minimum Standards for Renewal of Roof Covering.”

D. STUCCO OR DRYWALL REPAIR/REPLACEMENT

No building permit is required for the application of a new color coat to existing stucco walls.

No building permit is required for minor dry-wall replacement associated with electrical, mechanical or plumbing work as it will be inspected with those permits.

Otherwise, permits are required, but may be obtained without plans. Provide the square footage of stucco or drywall to be permitted in the description of work on the application.

E. FINAL ONLY PERMITS

Final only permits are issued for expired permits where all inspections were passed except final inspection.

F. PERMIT TO MOVE

Permit to move is issued to allow transportation of any vehicle, load, trailer, or combinations over or across any public right of way under the jurisdiction of The City of San Diego.

Section 85.21 of the SDMC limits the vehicle, load, trailer, or combinations height, width, length, size or weight. For more information call (619) 446-5000.

VI. PERMIT FEES

The cost of building permits is determined by the nature of the proposed construction. Most construction activities are listed in Information Bulletin 501, "Fee Schedule, Construction Permits - Structures.", Information Bulletin 501a, "Fee Schedule for Construction Permits - Single Family Dwelling/Duplex." and Information Bulletin 103, "Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical."

VII. WHEN THE PERMIT IS ISSUED

When a building or combination permit is issued, an Inspection Record Card will be provided. If electrical work is included, a Circuit Card will be provided that must be completed by the permittee prior to field inspection.

VIII. INSPECTIONS

Inspections may be requested for the day after the permit is issued by calling (858) 581-7111. For information on required inspections consult Information Bulletin 120, "How to Obtain Project Inspections." Combination, building, and miscellaneous permits are active for 180 days. A scheduled, passed inspection will extend the permit 180 days from the date of inspection. Additional information regarding permit expiration and extension can be found in Information Bulletin 117, "Regulations Covering Permit Expiration and Extension."