Checklist of Clearances Required for Issuance of Your Building Permit

The following ***SAMPLE*** Conditions of Approval are provided as a guide to help the applicant understand what may be required to issue a building permit. Most projects will not require all of these conditions. A customized Conditions of Approval will be generated with conditions specific to your project when the building permit application is received. Supporting documents (forms, packages, etc.) will be provided at project submittal. For questions, please contact the Building Division at (858) 694-2960.

❑ ! ISSUANCE REQUIREMENTS STATEMENT!

-= REQUIREMENTS FOR PERMIT ISSUANCE · PLEASE READ THIS CAREFULLY =-

The Building Division will make every effort to determine all requirements for issuance when you submit an application for a permit, at the very beginning of the process. However, in some rare and unforeseeable cases, code changes, new ordinances or the availability of new information not available to the Building Division at the time of application submittal may change or add requirements. If this happens, you the applicant may be required to meet additional obligations before the permit can be issued.

The County of San Diego, PDS Building Division extends its sincere regrets should this occur. If you have any questions, please ask a Land Use Technician.

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The customer is responsible to retain all versions of signed documents and plans throughout the plan check process. Please be prepared to present them upon request. Once the permit is issued, only the final perforated sets of plans and supporting documents are to be retained.

❑ AGENCY CLEARANCE LETTER

AGENCY CLEARANCE LETTER: Water, Sewer and School fees must be paid prior to permit issuance. The Building Division has provided you with form PDS #510 that must be signed by all districts and the original returned to the Building Division as evidence that the water, sewer and school fees have been paid. It is suggested that the district offices be contacted to determine fees and office hours. Please refer to form PDS #804, the agency contact lists. If your district is not listed, please consult the Yellow Pages.

FIRE DISTRICT APPROVAL: After ALL plan check corrections have been made, the fire district must stamp the final sets of plans and complete the Fire Mitigation Fee form (PDS #308A). The Fire Mitigation Fee form was given to you when you initially submitted your plans to the County. (Note: A common mistake applicants make is obtaining the fire department stamps on plans other than the final sets. This will necessitate an additional trip to the fire department to re-stamp the final sets of plans.)

Some fire districts require one additional set of plans so they can keep a set on file. Please check with your fire district to verify if an additional set of plans will be required for your project.

The fire district should be contacted early in the project design stage because they may have requirements that will affect the design of the project. Please refer to form PDS #804 for fire department contact information. If the fire district is listed as "County," then the fire district review will be performed at the Overland Ave. offices of the Building Division.

SAMPLE

❑ AIR POLLUTION CONTROL DISTRICT

Please obtain required stamps per instructions on form. Return the completed original at issuance.

A completed form DEH-HM-#9171 (form DEH:HM-9171, available online at the Department of Environmental Health web site in PDF or Microsoft Word DOC format at http://www.sdcounty.ca.gov/deh/hazmat/hmd_forms.html) (commonly referred to as the "hazmat form") must be submitted to the Land Use Technician prior to issuance of the permit. Some businesses are required to obtain a stamp of approval from APCD prior to issuance of a building permit. Please read form DEH-HM-#9171 for additional information.

Air Pollution Control District
10124 Old Grove Rd.,
San Diego, CA 92131-1649
(858) 586-2600

❑ ASSESSOR SET

When a permit is issued, a third set of plans must be provided for the Tax Assessor. Please bring one additional set of the plot plan (Site Plan) page, all floor plan pages, and all exterior elevations at issuance.

❑ BEST MANAGEMENT PRACTICES/STORMWATER

Form LUEG:SW must be completed and signed by the property owner. The Land Use Technician must attach the signed, completed form to the plans prior to issuance.

For grading plan submission, the LUEG:SW form, along with the Right of Entry form, the grading application and the grading plans MUST all be signed by the property owner in order for the Technician to be able to accept the plan submission.

All building projects are required to use Best Management Practices (BMPs) to control stormwater runoff. BMPs are activities or practices designed to reduce or eliminate pollutants in stormwater. Proper selection and implementation of BMPs will help you to prevent stormwater pollution from leaving your construction site.

The purpose of this condition is to inform all applicants that they are legally responsible for ensuring that sediment and other construction-related pollutants are properly managed. This means that pollutants from your site shall not be permitted to enter the storm drain system or any receiving water (such as creeks, streams, etc.) either directly or indirectly.

Note that during the rainy season, from October 1st to April 30th, stormwater (SW) monitoring inspections will commence upon issuance of a building permit. If a refund is requested and the only inspections that have been performed are stormwater monitoring inspections, the refund amount, if granted, will reflect the cost of performing these inspections.

❑ CEQA GRADING REVIEW

CEQA is IN. If a grading permit application is submitted Building Division personnel will route the grading plans to Resource Planning for review.

❑ CEQA QUESTIONNAIRE-PDS646

PDS form #646 is to be completed and signed by customer and included in package with your minor grading application.

❑ CONTRACTOR LICENSE INFO

Box 3 on the permit application must be completely filled out. Box 2 must be signed and dated by the contractor.

The contractor must sign the permit application and provide evidence that their license is still current and active. Also see the description of Worker's Compensation requirement. (If an owner chooses not to hire a contractor, they must sign the permit application as an Owner-Builder and complete the Owner-Builder Certification, Form PDS #421.)

❑ CORRECTED PLOT PLAN REQUIRED

The plot plans must be corrected and comply with all requirements shown on form PDS#090 (available from the Building Division counter person or online at http://www.sdcounty.ca.gov/PDS/docs/PDS090.pdf).

Additionally, please make the following corrections:

❑ DPW CENTERLINE APPROVAL

Please see the Department of Public Works for preliminary "UY Centerline" stamps and information on how to obtain final UY stamps. Both stamps are required on the final, corrected copies of the plot plans before a permit can be issued. Contact the County Department of Public Works at (858) 694-2055. (Technician: Please flag permit for inspector to insure UY sign-off by DPW prior to final.)

❑ DPW CONSTRUCTION & DEMOLITION REVIEW

Please visit the PDS Land Development counter (with the referral slip given by the building division) at the County office located at 5510 Overland Ave, Suite 110, San Diego, CA 92123 as early in the plan check process as possible to determine if the Construction & Demolition Ordinance is applicable and to obtain their clearance.

Land Development will clear this condition once you have completed the requirements of the C&D Ordinance (if any). This clearance must be obtained prior to issuance of this building permit. Please note that the PDS Building Division cannot clear this condition; clearance MUST be obtained from Land Development.

Background: The County of San Diego, as a part of its recycling obligations under AB939 and mandates from the Board of Supervisors has adopted a Construction and Demolition Recycling Ordinance (Ordinance #9840). The ordinance went into effect on April 20th, 2007. For more information, please refer to the DPW C&D Ordinance Webpage online at http://www.sdcounty.ca.gov/dpw/recycling/cdhome.html or call (858) 874-4285.

❑ DPW DRAINAGE FEES

Please see the Land Development Counter (with the referral slip given by the building division) to have drainage fees assessed on your project.

In some areas of the County of San Diego, drainage fees are required to be collected if the proposed project is in a drainage-impacted area. The fee will be assessed by the County Department of Public Works (DPW) located at 5510 Overland Ave, Suite 110. The drainage fee will be collected with the building permit issuance fee. Contact the Flood Control Division of DPW at (858) 694-2055

❑ DPW DRIVEWAY REVIEW

Your project includes creation or modification of a driveway onto a publicly maintained road. Please use the referral slip given to visit the Department of Public Works (DPW) counter at 5510 Overland Ave, Suite 110, San Diego, CA 92123 for review and clearance.

Please return the referral slip at time of permit issuance with DPW clearance for "DRIVEWAY REVIEW" so that we may clear this condition.

❑ DPW FLOOD CONTROL

Please obtain 'Flood Control' stamps on both sets of the final copies of the plot plans. The County Department of Public Works (DPW) should be contacted as soon as possible because the DPW Flood Control requirements may affect the design of the structure. Contact the Flood Control Division of DPW at (858) 694-2055.

❑ PDS LAND DEVELOPMENT GRADING PERMIT

PDS Land Development L-grading or Minor Grading pursuant to section 87.206-(c) of the County ordinance must be completed and approved before this permit can be issued.

All grading must be completed, all slopes must be planted and the DPW grading inspector must approve the rough grading inspection before a building permit will be issued. When the grading is completed and ready for inspection, call (858) 694-2055 to request a rough grading inspection. Please keep in mind that a verbal approval from the DPW grading inspector is not sufficient. The Land Use Technicians must be able to verify approval with the DPW grading inspection office or the applicant must provide written approval from the DPW grading inspector. In addition, compaction reports must be provided for all fill over one (1) foot in depth. See the separate item in these Conditions of Approval that specifically addresses Soil & Compaction Reports.

❑ DPW PARCEL MAP IMPROVEMENTS

If your lot was created by a Parcel Map with an Improvement Certificate, a written release of the Improvement Certificate is required before a permit will be issued. The written release is issued by the Department of Public Works (DPW). They can be contacted at (858) 694-3281. The Improvement Certificate will appear on the Parcel map.

❑ DPW ROUTE LOCATIONS

Requires approval by the Department of Public Works (DPW). Please obtain stamps on the final sets of building permit plans.

If the plans have been reprinted since they were first submitted, you must bring the final, corrected set of plans to DPW so they can be re-stamped before the permit will be issued. Contact the County Department of Public Works at (858) 694-3281.

When you are referred to the Department of Public Works, Route Locations Section, please bring the following with you:

1. Two (2) complete sets of building plans, including the plot plans.
2. A copy of the septic tank layout, if public sewer will not serve the lot.

The purpose of this approval is to protect and preserve the future right-of-ways of all Circulation Element Roads and Bicycle lanes shown on the County General Plan. This review procedure is an attempt to place private facilities in locations that will not require the County to acquire homes and business structures when the construction of the planned roads becomes necessary and timely.

❑ DPW TRANSPORTATION IMPACT FEE REQUIREMENTS

The purpose of the Transportation Impact Fee (TIF) program is to provide funding for construction of transportation facilities needed to support traffic generated by new development to meet State law requirements. Per Board of Supervisors ordinance, effective June 19th, 2005, the Department of Public Works is required to collect a TIF at issuance of the building permit for projects that generate traffic.

PLEASE BE ADVISED THAT YOU MUST HAVE THIS FEE ASSESSED BEFORE BUILDING PERMITS ISSUED.

Please visit the Land Development counter at 5510 Overland Ave, Suite 110, San Diego, CA 92123 as early in the plan check process as possible for Transportation Impact Fee (TIF) calculation and assessment to satisfy this condition. Please verify your assessment is up to date prior to issuance of the building permit.

For more information, please see the County's TIF web page at http://www.sdcounty.ca.gov/dpw/land/tif.html.

❑ DPW WASTE WATER DISCHARGE PERMIT

Your project is in a County Sanitation District. You must have the County Department of Public Works (DPW) determine the fee and complete the Waste Water Discharge Record. The fee will be collected at the time of permit issuance.

FOR RESIDENTIAL PROJECTS: Parts of the Waste Water Discharge Permit will be completed at the Building Division counter. The Land Development counter at 5510 Overland Ave, Suite 110, San Diego, CA 92123 will complete the rest of the application. For information regarding your Waste Water Discharge Permit, contact the Department of Public Works at (858) 694-3273 .

FOR COMMERCIAL PROJECTS: Parts of the Waste Water Discharge Permit (form PDS/C 93B) will be completed at the Building Division counter. Follow the instructions given to you with the form and bring the completed form and a copy of the building plans to the Land Development counter at 5510 Overland Ave, Suite 110, San Diego, CA 92123 and have them complete the rest of the form. The time required for DPW to process the application is dependent on the type and size of the business and varies from three (3) to ten (10) days. You must then return the completed Waste Water Discharge form to the PDS Building Division permit counter and deliver it to a Land Use Technician. For information regarding your Waste Water Discharge Permit, contact the Department of Public Works at (858) 874-4093 or (858) 874-4128.

❑ ELECTRICAL APPROVAL

Obtain approval from the electrical plan-checker. When the plan review of your project is completed, refer to the electrical plan-check correction list and address all deficiencies noted in the correction list. The electrical plan-checker's approval stamps must be on both sets of plans.

❑ EXPEDITE FEES DUE

Additional plan review fees will be added to your invoiced fees to pay for the overtime resulting in the expedited plan processing which you requested when you submitted your plans.

Initial expedited plan review fees were charged at intake. Balances due at issuance are based on time/labor as follows:

Engineer: _____hrs. - 1hr. charged at intake = _____hrs.
Planner: _____hrs. - 1hr. charged at intake = _____hrs.

❑ EXPIRED PERMIT

Please provide documentation that the permits listed have passed final inspection. Alternately, renew (or resubmit) all expired permit(s). EXPIRED PERMIT #_____

❑ EXPIRED PLAN CHECK

There is/are expired plan check(s) on this parcel that can no longer be renewed; however, plan check services were performed by the PDS Building Division. The Technician has verified that the parcel has not changed hands since the plan check services were performed and fees are due.

Expired plan check number(s):
Invoices given by:

Please take the invoice(s) given for the expired plan check fee(s) to the cashier and present the paid receipt(s) to a counter Technician prior to issuance of this permit.

❑ FICO FEES DUE-VIOLATION

Obtain the necessary approvals from the PDS Code Enforcement staff member that has been working with you on your case. Their phone number is located on the correspondence you already received from them. They must review and stamp your plans prior to you submitting them to the Building Division for plan check, as well as prior to issuance of your building permit to correct the violation. Typically, double permit fees (not punitive fees) are charged at permit issuance in order to recover administration costs for the additional work resulting from the enforcement action.

❑ FINAL REVIEW BY PERMIT COUNTER

This item is not approved until immediately before the permit is issued. The Technician at the Building Division counter will review all clearances and recheck that the design or the proposed use of the building complies with all ordinances.

Tech: Please remember to verify that the DISTURBED AREA OF LAND is accurately entered in the "Geo Codes" tab.

❑ FIRE DISTRICT APPROVAL

FIRE DISTRICT APPROVAL: After ALL structural plan check corrections have been made, the fire district must perform a plan review (that could take several days to complete), stamp the FINAL sets of plans and complete the Fire Mitigation Fee form (PDS #308A). The Fire Mitigation Fee form was given to you when you initially submitted your plans to the County. (Note: A common mistake applicants make is obtaining the fire department stamps on plans other than the final sets. This will necessitate an additional trip to the fire department to re-stamp the final sets of plans.)

Some fire districts require one additional set of plans so they can keep a set on file. Please check with your fire district to verify if an additional set of plans will be required for your project.

The fire district should be contacted early in the project design stage because they may have requirements that will affect the design of the project. Please refer to form PDS #804 for fire department contact information. If the fire district is listed as "County" or "CSA" the fire district review will be performed at the Overland Ave offices of the Building Division.

❑ FORM 433/MH ON PERMANENT FOUNDATION

When a mobile home will be installed on a foundation system, state law requires that the owner complete the California Department of Housing and Community Development(HCD) form 433A and related forms. The Building Division Land Use Technician has provided a packet with all the forms required and instructions on how to complete the forms. Additional forms can be downloaded from http://www.sdcounty.ca.gov/PDS/docs/PDS103.pdf

Note: You MUST include the metes and bounds description of your parcel (from your deed) when completing form 433a. If you need help with this, please ask a Technician at the Building counter.

Please complete and return all required forms prior to issuance.

❑ GNATCATCHER FORM

Unless this project is in the MSCP area (Technician will verify) the property owner must certify the project will not damage gnatcatcher habitat. Form PDS #252 must be signed and given to Building Division staff prior to issuance of the permit.

❑ HAZARDOUS MATERIALS

A completed Hazardous Materials Questionnaire (form DEH:HM-9171, available online at the Department of Environmental Health web site in PDF or Microsoft Word DOC format at http://www.sdcounty.ca.gov/deh/hazmat/hmd_forms.html) must be submitted to the Land Use Technician prior to issuance of the permit for which you have applied. Some businesses are required to obtain a stamp of approval from the Department of Environmental Health Hazardous Materials Division prior to the issuance of a permit. Please read both sides of the Hazardous Materials Questionnaire (form DEH:HM-9171) for additional information and contact phone numbers.

Please obtain the required stamps per the instructions on the Hazardous Materials Questionnaire (form DEH:HM-9171). Return the completed 'wet' stamped original prior to issuance of the permit.

❑ HEALTH REGULATED

You must obtain the approval of the Department of Environmental Health (DEH) plan-check division. ALL PAGES of the FINAL sets of plans MUST have approval stamps from DEH. Contact DEH at (858) 505-6700 or in North County at (760) 471-0730. Generally, projects that require this approval either serve food, provide health care or a public swimming facility. If the project deals with health care and radiology (X-Ray) machines are involved, please contact the Occupational Health Division of DEH at (858)694-2888.

Department of Environmental Health original (wet) stamps MUST BE ON ALL PAGES of BOTH SETS of the final plans prior to issuance. NOTE: DEH stamps will not be accepted on any other plans.

❑ IMPACT FEE DEFERRAL PROGRAM

The Impact Fee Deferral Program became effective on April 24th, 2009 and concludes on June 30, 2013. This Board Action allows applicants for subdivision tracts (10 or more total build out) and commercial building permits to defer Transportation Impact fees (TIF), Parklands Dedication Ordinance (PLDO) fees, Drainage fees and County Sewer fees (WWDP). The deferred fees must be paid (by certified check) in order to schedule a final inspection. A non-refundable $175 processing fee will be added to the permit fees at issuance and an originally signed "Financial Agreement" form must be submitted prior to issuance should you choose to enter into the Impact Fee Deferral program agreement. Please note that the deferral process can only be applied to unpaid fees. Payment of any applicable fees prior to permit issuance will preclude deferral of those fees.

Applicable fees and amounts (to be completed by the Technician at issuance):

1. TIF (total):$
2. Park: $
3. Drainage: $
4. WWDP: $

Customers that participate in the Impact Fee Deferral Program will not be able to access the automated inspection phone line (IVR). All inspections will need to be made (by phone or in person) directly with County staff during regular business hours.

TECHNICIAN: IF THE APPLICANT CHOOSES NOT TO PARTICIPATE IN THIS PROGRAM, LEAVE THE CONDITION IN AND MAKE NOTE BELOW BEFORE SIGNING THIS CONDITION OFF AT ISSUANCE, NOT BEFORE.

APPLICANT CHOSE: _____(TECHNICIAN TO COMPLETE)

❑ LEGAL LOT

See PDS Policy G-3 for details.

❑ MASTER PLAN REVIEW

We MUST have the original Master Plan (the permitted set) in order to complete the intake process for this tract phase.

❑ MECHANICAL APPROVAL

Obtain the approval of the mechanical plan-checker. When the plan review of your project is completed, refer to the mechanical plan-check correction list and address all deficiencies noted in the correction list. Provide at least two sets of corrected plans and always bring all old sets of plans whenever visiting the Building Division offices.

❑ MOBILE HOME ASSEMBLY MANUAL

Two copies of the Assembly Manual for a new manufactured home must be provided prior to issuance. If the manufactured home is used, please provide copies of the Assembly Manual if available.

❑ MOBILE HOME STATE FEE

When the permit is issued, the Building Division will collect a fee of $11.00 per transportable unit (per 'wide'). This fee must be paid by a separate cashier's check or money order made payable to the State of California at permit issuance.

❑ MSCP APPROVAL

This project is "IN" the MSCP area. You will be required to provide an additional (fourth) copy of the plot plan to the Building Division Land Use Technician prior to issuance. This is in addition to all other sets of plans used for permitting.

❑ NOTICE OF EXEMPTION

Technician to fill out N.O.E. at issuance of grading permit.

❑ OWNER BUILDER FORM

Please return the original Owner-Builder form (PDS #421 available online at http://www.sdcounty.ca.gov/PDS/docs/PDS421.pdf) completed and wet signed by the *owner* of the property.

❑ PARK FEES

The Technician will include park fees at permit issuance. Park fees are mandated by the County's Parklands Dedication Ordinance. You can find out more online at http://www.sdcounty.ca.gov/parks/ or by calling (858) 966-1348.

When a permit is issued for a dwelling unit, a park fee is collected. These funds are used to acquire land for future parks. The fee is based upon the first three digits of your Tax Assessor's Parcel Number (APN). Park fees are determined and collected at permit issuance. If the lot is in a major subdivision, park fees may have been pre-paid through the subdivision map process, which will be verified by the Land Use Technician when your permit application is being submitted.

❑ PARK MANAGER SIGNATURE ON APPLICATION

We *MUST* have the Park Manager's original signature on the permit application (or on form DEH-BLDG-36 or DEH-BLDG-55) prior to application acceptance of the permit for which you have applied.

❑ PDP SWQMP REQUIRED

This project is a "Priority Development Project" as defined by the County's Watershed Protection Ordinance and RWQCB Municipal Stormwater Permit. As such, a Priority Development Project Storm Water Quality Management Plan (PDP SWQMP) must be reviewed and approved by PDS Land Development prior to issuance of the building permit.

Please contact the PDS Land Development Counter at (858) 694-2055 for submittal requirements. Please visit the PDS Land Development counter (with the referral slip given by the Building Division) at the County Permit Center at 5510 Overland Ave. Suite 110 and ask to speak to, or make an appointment with, your Project Manager in order to obtain his/her approval. The referral slip must be wet signed by the PDS Land Development Project Manager once the PDP SWQMP has been approved by PDS Land Development.

Best Management Practice (BMP) plans stamped by PDS Land Development shall be included in each building plan set and reflect the requirements of the approved PDP SWQMP. The PDS Building engineer will verify these BMP plans do not conflict with the proposed scope of work.

Maintenance agreements associated with any Structural BMPs required by the PDP SWQMP shall be recorded with the County. Complete Structural BMP verification documentation and a copy of the recorded maintenance agreement shall be submitted to the building inspector as soon as possible to avoid delays in obtaining building occupancy.

❑ PLANNER APPROVAL

Obtain the approval of the Planner. When the plan review of your project is completed, refer to the Planning plan-check correction list and address all deficiencies noted in the correction list. Provide two sets of corrected plans and always bring the old sets of plans whenever visiting the Building Division offices.

Once all deficiencies have been addressed, verify that there is a signature on the zone block stamp (found on your plot plan) by a Planner. You may need to return to the Building Plan Pre-Submittal Review (BPPR) counter at the building division office located at 5510 Overland Ave, Suite 110, San Diego, CA 92123 to obtain the signature.

❑ PLUMBING APPROVAL

Obtain the approval of the plumbing plan-checker. When the plan review of your project is completed, refer to the plumbing plan-check correction list and address all deficiencies noted in the correction list. Provide at least two sets of corrected plans and always bring all old sets of plans whenever visiting the Building Division office.

❑ RED DOT

A 'Red Dot' is an archaic term used prior to the installation of the County's computer system to describe an issue that must be resolved prior to issuing permits. The following description indicates what actions are necessary in order to resolve the Red Dot. RED DOT #____:

❑ RIGHT OF ENTRY-GRADING PERMITS

To be submitted with your PDS minor grading (pursuant to County ordinance section 87.206-(b)) permit application. (Note: Must be an original signed by the property owner, not 'agent'.) Available online at http://www.sdcounty.ca.gov/PDS/docs/PDS620.pdf.

❑ ROUGH GRADING APPROVAL

A minor grading permit through the Planning & Development Services (PDS) pursuant to County Code section 87.206-(b) is required for this project.

All grading must be completed, all slopes must be planted, all erosion control measures must be installed and the inspector must approve the rough grading inspection before a building permit will be issued. When the grading is completed and ready for inspection, call (858) 565-5920, or the 24-hour inspection request line (888) 336-7553 to request a rough grading inspection. In addition, compaction reports and form PDS #73 (available from the Building Division personnel or online at http://www.sdcounty.ca.gov/PDS/docs/PDS073.pdf) must be provided for all fill over one (1) foot in depth. Also see the separate item titled "SOIL & COMPACTION REPORT" elsewhere in these Conditions of Approval that specifically addresses soils and compaction reports.

If the parcel is graded without a grading permit, there will be an additional $500.00 Grading Violation Fee collected when the grading permit is obtained. An existing pad which was created without a grading permit is considered a grading violation regardless of whether a previous owner or the current owner did the grading.

❑ SCHOOL DISTRICT

AGENCY CLEARANCE LETTER: Where applicable, water, sewer and school fees must be paid prior to permit issuance (the applicable agencies will be listed on your Agency Clearance letter; if it isn't listed, it doesn't apply). The Building Division has provided you with form PDS #510 which must be "wet" signed by all districts and the original returned to the Building Division as evidence that the water, sewer and school fees have been paid. Fees and office hours vary, and some districts only review and accept fees by appointment. We recommend that you contact the district offices directly for more information. Please refer to form PDS #804 for district contact information (available online at: http://www.sdcounty.ca.gov/PDS/docs/PDS804.pdf). If your district is not listed, please consult the Yellow Pages.

❑ SCHOOL#1 (ELEMENTARY)

❑ SCHOOL#2 (HIGH SCHOOL)

❑ SEPTIC

Provide proof that the Department of Environmental Health (DEH) has issued a permit for a septic system and approved the plans for the proposed project. The County Department of Environmental Health (DEH) should be contacted as soon as possible because the DEH Septic requirements may affect the design of the structure. Please bring the original copy of the DEH septic tank permit (form DEH:LU-701) to the Building Division counter for review by the Land Use Technician. (Please note that the approved layout will not satisfy this condition.) For questions regarding septic permits, contact the DEH Land Use Division at one of the following locations:

San Marcos, 110 East Carmel, (760) 471-0730
Kearny Mesa, 5510 Overland Ave, Suite 110, San Diego, CA 92129 (858) 565-5173

❑ SEWER

Signature by sewer agency required prior to issuance.

❑ SITE INSPECTION

Before a permit can be issued, the Building Inspector must make a site inspection. Orange SITE CARDS are being provided to you by the Land Use Technician (if not provided, please ask any Building Division staff). Please complete and post the SITE CARDS, stake the property lines and the location of the proposed structure and then request a site inspection. Please have the computer plan-check number available when calling for the inspection and verify that the orange SITE CARDS are still posted at the time of inspection so the inspector can locate and inspect the project. If the site inspection reveals that there are other issues (such as a grading permit is needed or there are existing building violations on the site), these issues must be addressed before a building permit can be issued. Remember to verify the results after the inspection is complete.

Site inspections can be arranged by calling the 24-hour inspection request line at (888) 336-7553.

Note: Whether or not a County Building Inspector does a site inspection for your project, you will be responsible to comply with the County Grading and Stormwater Ordinances. If at the first inspection, the Building Inspector determines that substantial grading has been done to require a grading permit it is possible that a "Stop Work" order will be issued. In this case, all work will cease until the grading permit is obtained and rough grading is approved.

❑ SOIL & COMPACTION REPORT

Compaction reports and a completed current form PDS #73 (available from the Building Division personnel or online at http://www.sdcounty.ca.gov/PDS/docs/PDS073.pdf), the "Minor Grading Certification" form (if a PDS Minor Grading permit pursuant to County Code section 87.206-(b) was issued) must be provided for all fill over one (1) foot in depth.

Please present three (3) copies of the soils & compaction report for final structural approval.

Note: PDS #73 is not required for PDS L-graded or minor graded (pursuant to County Code section 87.206-(c)) projects.

Please note that a Geotechnical Report is not the same as a Compaction report and will not satisfy this condition.

❑ STRUCTURAL APPROVAL

Your project requires review by the Building Division's Structural Engineers. After the first review of the plans by the Engineer, a structural plan-check correction list may be supplied to you. Please address all deficiencies noted on the correction list. The structural plan-check correction list (as well as all old sets of plans) MUST always accompany the plans during the plan-check process. Provide two sets of corrected plans and always bring all old sets of.

If grading is required for project, final structural approval is subject to submission of the completed Compaction reports (with form PDS #73 if applicable).

❑ SUBJECT TO FIELD

Subject to Field

❑ SWIMMING POOL LETTER

The property owner must comply with the County of San Diego swimming pool enclosure and safety feature requirements for swimming pools. Form PDS #379 (available at the Building Division counter or online at http://www.sdcounty.ca.gov/PDS/docs/PDS379.pdf) must be read and attached to the final set of building plans prior to issuance of this permit.

❑ UNDER 5K SQ. FT. LANDSCAPED AREA

AN OUTDOOR WATER USAGE APPLICATION IS A REQUIREMENT FOR THE IRRIGATED LANDSCAPE AREA

Landscape Ordinance requirements apply to all applications for primary SFD/MH permits submitted on February 16th, 2010 or later.
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* UNDER 5,000 SQUARE FEET: For permit applications for a primary single family dwelling or manufactured home where the irrigated landscape area will be less than 5,000 square feet, the "APPLICATION FOR RESIDENTIAL OUTDOOR WATER USAGE COMPLIANCE" form (PDS #401) must be completed and returned to the Building Division Technician at the time of permit issuance. Form PDS #401 was given to the person who applied for the permit. If the form has been lost, you can download another copy online at http://www.sdcounty.ca.gov/luegdocs/PDS%20FORMS/Cover%20Sheets/Zoning%20Forms/PDS-401,%20Application%20for%20Residential%20Outdoor%20Water%20Use%20Compliance.pdf.

* 5,000 SQUARE FEET OR GREATER: If the irrigated landscape area for your single family dwelling or manufactured home project will be 5,000 square feet or greater, contact the Zoning Counter at (858) 565-5981 for more information. This should be done as early in the process as possible in order to avoid delays issuing the building permit.

❑ VERIFICATION OF AG. OPERATIONS LETTER

1) All Farm Employee Housing permit applicants must provide an original completed Verification of Agricultural Operations checklist letter from the Department of Agriculture Weights and Measures at intake in order for the plan check process to continue (available online at http://www.sdcounty.ca.gov/reusable_components/images/awm/Docs/verification_ag_app.pdf or call (858) 694-2739). Sorry, we cannot process a permit application without this form.

2) The Planning & Development Services (PDS) Farm Employee Housing Agreement form must be submitted for Planner review and approval prior to issuance. The Planner will supply the PDS Farm Employee Housing Agreement form after first review of the plans during the plan check process.

❑ WATER DISTRICT

❑ WATER SIGN-OFF FOR GRADING ONLY

Before a grading permit can be issued, the water agency must sign the AGENCY CLEARANCE LETTER form (PDS #510) given to you when the plans for the house (or the structure for which the grading is to take place) were submitted. The original "wet" signed AGENCY CLEARANCE LETTER must be presented to the Building Division Technician prior to issuance of the grading permit.

❑ WDID -- DISTURBED AREA OF LAND

Please show total disturbed area of land on the plot plan and on LUEG:SW form. If the disturbed area is equal to or greater than one acre, provide your Waste Discharge Identification Number (WDID). To obtain additional information please check the State Water Resources Control Board web site at:
http://www.swrcb.ca.gov/water_issues/programs/stormwater/construction.shtml.

❑ WORKER'S COMPENSATION

The contractor must provide evidence of valid worker's compensation insurance or certify on the permit application that they are exempt. Owner-builders must also provide evidence of valid worker's compensation insurance or certify on the permit application and the Owner-Builder form (PDS #421) that they are exempt.

Please complete box 8 of the permit application. If providing Workers Compensation Insurance, please provide a Certificate of Workers Compensation Insurance at issuance.