



County of San Diego, Planning & Development Services  
**TRACT SUBMITTAL REQUIREMENTS**  
**BUILDING DIVISION**

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NOTE: All model and phase submittals and model issuances are required to obtain an appointment for processing. Building Plan Pre-submittal Review (BPPR) sign-off is required<sup>1</sup> for Master Plans. Subsequent phases do not require BPPR sign-off or an appointment for issuance.

**A) Initial Submittal for Models/Master Plan**

1. Three complete sets of architectural drawing with plot plans, including reverse plans if applicable.
2. Two sets structural, energy and truss calculations (if applicable).
3. One Building Permit Application with left side filled out.
4. One Tract Processing Worksheet (PDS #194) with the following:
  - a) Final recorded map number and project lot numbers.\*
  - b) L-Grading permit number from the Department of Public Works.
  - c) Identify the models and square footage of residence, garage and all options.
  - d) Clearly identify any options that create or change square footage (if applicable).

\* Models may be issued without a final map if applicant enters into a Model Home Agreement with PDS. Additionally, a Model Home Agreement will be required for all temporary sales improvements such as a sales office, trap fencing, flags and hardscape.

**B) Submittal of Subsequent Phases (Production Units)**

1. Three plot (site) plans to scale (see form PDS #090 for plot plan instructions).
2. One Building Permit Application with left side filled out.
3. One Tract Processing Worksheet (PDS #194) with the following:
  - a) Final recorded map number and project lot numbers.
  - b) L-Grading permit number from PDS Land Development.
  - c) Identify the models and square footage of residence, garage and options.
  - d) Clearly identify any proposed options.
  - e) Identify original 1012 & 1013 plan check numbers from model submittal.
4. Bring the permitted master plans at phase submittal.
5. Bring a copy of the original Tract Processing Worksheet.
6. Supply 8x10 floor plans for each model/option (may use sales flyer or brochure).

NOTE: Subsequent Phases are submitted for cursory Planner review only (no BPPR review required).

**C) Issuance Process for Tract Home Projects (Models & Subsequent Phases)**

1. All three sets of plans shall be wet stamped with all County required stamps including the fire agency stamps.
2. All agency letters will be collected and verified for wet signatures.
3. Rough grading approval and two copies of the compaction report will be required for structural sign off.
4. All items on the Conditions of Approval checklist are required to be signed off prior to issuance of any building permit.
5. Major SWMP documents when requested.

<sup>1</sup> As of August 1<sup>st</sup>, 2006, a signed BPPR form is required at the Building counter in order to make an appointment (for all application submittals **except** subsequent phases). Appointments will no longer be made by phone. Master Plan issuance does not require BPPR review.

All forms referred to in this document are available online at the PDS Building Division Web site - <http://www.sdcounty.ca.gov/PDS/bldgforms/index.html#tract>.