



County of San Diego, Planning & Development Services ONLINE SERVICES

County of San Diego Planning & Development Services (PDS) is pleased to provide diverse online resources and services. These online services are available instantly – 24 hours a day, 7 days a week – through the County's Citizen Access portal and public facing website. A list of cumulative online services is provided below, including detailed step-by-step guides which leads customers through the online process. Our online resource and permitting programs support the County's Climate Action Plan implementation, helping to expedite the adoption of more efficient technologies, and increasing the accessibility of sustainable building practices. We encourage you to consider these online services and tools prior to visiting our offices. Please contact us if you have any questions or need assistance with any online services at the contacts noted below.

Accela Citizen Access: (available at <http://www.sandiegocounty.gov/content/sdc/pds/AccelaUpdates.html>)

[Accela Citizen Access](#) - The Accela Citizen Access system enables you to research permits, apply for some permits, make payments and obtain other Planning & Development Services information through a single website. The links below contains help guides on the services provided and how to use the system.

[Accela Citizen Access – System Help Guides:](#)

- [Accela Citizen Access - How to check your record status](#)
- [Accela Citizen Access - How to conduct property research](#)
- [Accela Citizen Access - How to research permit inspection history](#)
- [Accela Citizen Access - How to upload GIS files](#)
- [Accela Citizen Access - How to attach your CSLB license to your account](#)
- [Accela Citizen Access - How to apply for a building permit](#)
- [Accela Citizen Access - How to run reports for building permits](#)
- [Accela Citizen Access - How to print a building permit invoice](#)
- [Accela Citizen Access - Roof-mount solar PV online application guidance](#)
- [Accela Citizen Access - How to check your trust account](#)
- [Accela Citizen Access - How to read your trust account statement](#)
- [Accela Citizen Access - How to make online deposits to trust accounts](#)
- [Accela Citizen Access - How to make online payments to records](#)
- [Accela Citizen Access - How to schedule inspections online](#)
- [Selectron Inspection Hotline IVR - How to schedule inspections](#)
- [Accela Citizen Access - How to file Code Compliance complaint](#)

Accela Citizen Access – Contacts: If you have questions, on how to check the status of your record via Accela Citizen Access, please contact the department where your record originated. See contact phone numbers on page 4

Self-Service Reports: (available at <https://www.sandiegocounty.gov/content/sdc/pds/reports.html>)

[Initial Study Research Packet:](#)

1. This report helps discretionary permit applications quickly obtain preliminary parcel development & environmental information for properties located within the unincorporated San Diego County. The report also includes property maps, General Plan and Zoning Information. [Step-by-step](#) instructions available.

[Property Summary Report:](#)

2. This report includes general property characteristics to aid in preparing plans and documentation for the submittal of building permit application. This information includes general parcel characteristics, zoning information, seismic design info, unresolved parcel flags, districts, flood, fire hazard severity, agencies, climate zones and more. The information included on the report is used by Permit Center staff to streamline the pre-review of application for all Building projects. [Step-by-step](#) instructions available.

[New Building Records:](#)

3. This report includes a list of Building permit applications submitted during a user-specified timeframe. The report provides details regarding the permit type, scope, location, and contractor information for permit application. [Step-by-step](#) instructions available.

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[HTTP://WWW.SDCPS.ORG](http://www.sdcps.org)



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Building Permits Issued:

4. This report includes a list of Building permit issued during a user-specified timeframe. The report provides details regarding the permit type, scope, valuation, location, and contractor information for permit application. [Step-by-step](#) instructions available.

Invoice – Single Building:

5. View or print an invoice for outstanding fees due on a Building record. The report also includes the project description, record type, current record status, and location for the record queried. [Step-by-step](#) instructions available.

Invoice – Multiple Buildings:

6. View or print an invoice for outstanding fees due for multiple site/building development projects. The report also includes the project description, record type, current record status, and location for the records included in the parent record queried. [Step-by-step](#) instructions available.

New/Completed Project Planning Applications:

7. This report includes a list of Project Planning applications submitted or closed during a user-specified timeframe. The report provides details regarding the permit type, location, decision, and planning area for each application.

Building Online Permits and Services: (available at <https://publicservices.sandiegocounty.gov/CitizenAccess/Default.aspx>)

Lookup Property Information and General Information on user-specified site locations.

1. Planning & Development Services Online Services:

2. [Search Records](#) – options allows for searches on user-specified site locations.

a) [Apply for a Record](#) – options for Building, Enforcement, or Planning Online Services

b) *Building Online Services* – Residential Alteration or Addition – Plan Check and Instant Permits

The following Building project types are available for online application:

- Residential glazing (window) replacement with no net area change
- Residential roof-mounted solar PV -- Combo permit with electrical service upgrade and/or advance energy storage system now available
- Residential advanced energy storage (AES) system
- Residential water heater replacement
- Residential gas line repair
- Residential water sprinklers
- Residential HVAC/furnace/ducts replacement
- Residential electric heat pump or AC repair or replacement
- Residential electrical service upgrade for existing main panel (max 400A)

Residential electric vehicle charging station

- *Enforcement Online Service* – to file a Code Enforcement Complaint

Planning Online Service – to upload a GIS File

PDS Online Research Tools and Guidance Documents:

[GIS Maps](#) – County of San Diego Public Web Map Gallery and [GIS Portal](#) provides geospatial data associated with properties in the unincorporated County.

1. [Estimate Building Permit and Plan Check Fees](#) – Information on Building Permit related fees, Building Plan Check and Permit Fee Estimator Spreadsheet, Park Department Fees for Dwelling Permits, Transportation Impact and Drainage Fee information and Agency Contact List for outside agency fees.

2. [Building Forms and Handouts](#) (available at <https://www.sandiegocounty.gov/content/sdc/pds/bldgforms.html>)



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3. **Residential Packages:**

- [Residential Dwelling Plan Submittal](#)
- [Residential Addition Plan Submittal](#)
- [Residential Remodel Plan Submittal](#)
- [Manufactured Home on a Private Lot Plan Submittal](#)
- [Manufactured Home and Accessory Structures in a Park Plan Submittal](#)
- a) [PDS Minor Grading \(pursuant to 87.206-b\) Plan Submittal](#)
- **Commercial Packages:**
- [Tract Processing Plan Submittal](#)
- [Commercial Tenant Improvements Plan Submittal](#)
- [New Commercial Shell Structure Plan Submittal](#)
- [Commercial Sign Permit Plan Submittal](#)
- [Accessibility Requirements for Multifamily Housing](#)
- b) [Accessibility Requirements for Public Accommodations & Commercial Buildings](#)
- **Minor Permit Packages:**
- [Homeowners and Business Owners Relief Permits](#)
- [Pool Permit Plan Submittal](#)
- [Patio Permit Plan Submittal](#)
- [Retaining Wall Permit Plan Submittal](#)
- c) [Renewable Energy Permits](#)
- **General Information:**
- [All Forms Listed in Numerical Order](#)
- [WILDFIRE REBUILDING – General Information](#)
- [Planning for a Project – General Information](#)
- d) [Building Permits Issued and Newly Created Records Reports](#)
- [Discretionary Permit Cost Guide](#) – Online tool to provide a ballpark figure of the total costs to process a project.

4. [Check Trust Account Balance](#) – Online Developer Deposits and How to check your Trust Account

5. [PDS Document Library](#) – Library of documents available online via user-specified search criteria. [Step-by-step](#)

6. instructions available.

7. [Building Permits Issued and Newly Created Records](#) – Available online in Microsoft Excel format. [Step-by-step](#) instructions available.

Zoning Online Research Tools & Application Forms:

[Discretionary Permit Time and Cost Guide](#) – Online tool to provide samples of discretionary permit time and costs.

1. Discretionary Permit Types and Application

2. [Discretionary Permit Application](#) – Permit applications submittal requirements, fees, and deposits.

a) [Discretionary Forms](#) – Various applications and forms for Discretionary Projects.

b) [Schedule of Filing Fees and Deposits](#) – Online tools to determine costs associated Discretionary Projects.

If you have questions about the use of these forms, please call Zoning at (858) 565-5981 or toll free at (888) 267-8770.

c) The Zoning phones are open from 8 a.m. to 11:45 a.m., Monday through Friday.

3. [Review and Print Copies of Parcel Maps and Final Maps](#) – Online Survey Record System. [Step-by-step](#) instructions available.

Accessory Dwelling Unit (ADU) Fee Waiver Program:

In an effort to help with housing affordability, the Board of Supervisors approved a 5-year-trial fee waiver program (January 2019 – January 9, 2024) for Accessory Dwelling Units (ADUs), or “Granny Flats”, in the unincorporated communities of the County of San Diego. To qualify for fee waivers, the ADU needs to be located on a site with an existing single-family dwelling. The program waives building permit fees and onsite wastewater system permit fees, as well as traffic, park, and drainage impact fees in the unincorporated County.

For more information, please visit: <https://www.sandiegocounty.gov/ADU>, email us at PDS.ADUquestions@SDCOUNTY.CA.GOV, or leave a message at (858) 495-5382.

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HTTP://WWW.SDCPDS.ORG



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Accessory or Junior Dwelling Units (ADU or JADU): (available at <https://www.sandiegocounty.gov/ADU>)

A dedicated online page provides guidance on ADUs and JADUs including:

- [Pre-Approved County Standard ADU Building Plans](#): Six options ranging from 600 - 1,200 square feet
- [Finding your property zoning designation](#): using your APN to find how your property zoned
- [Complete List of ADU Zoning Requirements](#)

[Instructions for Obtaining a Building Permit](#)



General Contacts:

For more information about our online services, please visit us at <http://www.SDCPDS.Org> or contact us at (888) 336-7553
And (858) 565-5920.

Additional PDS Contacts:

- **General Information:**
(858) 694-2960 or (800) 411-0017 Toll Free
- **Building Services:**
Permits, Inspection, and Property Research
(858) 565-5920 or (888) 336-7553 Toll Free
- **Code Compliance:**
Building & Grading Violations, Abandoned Vehicles, Noise Complaints, and Illegal Businesses
(858) 694-8979, (858) 694-2705, or (855) 732-6332 Toll Free
- **Land Development:**
Covenants, Grading, Right-of-Way, Utility Access
(858) 694-2055
- **Zoning Information:**
Discretionary Permits, Setbacks & Easements
(858) 565-5981 or (888) 267-8770 Toll Free

Key Phone Numbers for PDS Public Counters:

- **Building Counter:**
858-694-2168
- **Land Development Counter:**
858-694-3284
- **Zoning Counter:**
858-694-2601 or 858-495-5441
- **Environmental Health Counter:**
858-565-5173

Accela Citizen Access – Contacts:

- Department of Environmental Health (DEH): (858) 505-6700
- Department of Public Works (DPW): (858) 232-6837
- Planning & Development Services (PDS): (858) 565-5981 (Monday - Friday 8:00am - 4:00pm)
- Agriculture Weights & Measures (AWM): (858) 694-2739
- Air Pollution Control District (APCD): (858) 586-2600