County of San Diego, Planning & Development Services
BUILDING SERVICES - PROJECT WORKFLOW

Pre-Review (~ 1 Day) | **Application Submittal** (~ 1 to 2 Weeks) | **Plan Check** (~ 2 to 6 Months) | **Construction** (~ 6 to 12 Months)

MILESTONE: Permit Issued

MILESTONE: Certificate of Occupancy

Visit County Permit Center with complete plans and documents

Exempt from Pre-Review? — Yes

No

Structural Pre-Review

Zoning Pre-Review

Land Development Pre-Review

Department of Environmental Health (DEH) Pre-Review

Over the counter (OTC) or Log In plan review?

LOG IN

OTC

LOG IN — CUSTOMER

Schedule appointment to submit project

Return to County for scheduled appointment

Pay fees

Resolve outstanding Conditions including outside agency approvals prior to issuance

Site inspection

Correct plans per comments from specialty review

Pay fees

Construction

Schedule building inspection(s) for each phase of construction

LOG IN — COUNTY

Application intake:
- ❑ Determine applicable Conditions of Approval
- ❑ Invoice fees
- ❑ Route plans for review

Specialty Review:
- ❑ Structural
- ❑ Planner
- ❑ EPM
- ❑ Fire

Approved? — No / Yes

Issue permit:
- ❑ Resolve Conditions of Approval
- ❑ Invoice fees
- ❑ Process final plans and documents

Inspection

Final inspection passed? — No / Yes

Certificate of Occupancy

OVER THE COUNTER (OTC) — CUSTOMER

See a Building Land Use Technician

Resolve outstanding Conditions including outside agency approvals prior to issuance

Pay fees

Construction

Schedule building inspection(s) for each phase of construction

OVER THE COUNTER (OTC) — COUNTY

Application intake:
- ❑ Determine applicable Conditions of Approval

Subject to Field review only (STF)? — Yes / No

Issue permit:
- ❑ Resolve Conditions of Approval
- ❑ Invoice fees
- ❑ Process final plans and documents

Plan approval at counter

Inspection

Final inspection passed? — No / Yes

Certificate of Occupancy

Pre-Review | **Application Submittal** (~ 1 to 2 Days) | **Plan Check** | **Construction** (~ 1 to 4 Months)

MILESTONE: Permit Issued

MILESTONE: Certificate of Occupancy

Note: The above workflow is intended to depict a high level process of a sample project. Every project is unique and may deviate from the above workflow depending on project variables.