



County of San Diego, Planning & Development Services
TERMS OF AGREEMENT
BUILDING DIVISION

CUSTOMER ACKNOWLEDGMENT
OF CERTAIN LIABILITIES AND ASSUMED RISKS

The intent of this acknowledgment is to ensure that the property owner and/or designated consultant are clearly aware of certain liabilities and assumed risks that are associated with the submittal of an application for a plan check or building permit or a request for a pre-intake assistance (PIA) conference.

Waiver of Right for Refund of Plan Review or Conference Fees:

Please read and initial:

- 1) _____ I understand that I have been informed that it may not be possible to issue the building permit for which I have submitted an application.

- 2) _____ I understand that any fees paid for plan review are not refundable once a plan review has commenced.* The County's acceptance of plan review fees is no assurance that a permit will be issued. Pursuant to Section 91.1.109.2.1. *Expiration of Plan Review* of the County Building Code, the plan check will be valid for one year following the date of application. Upon review of the plans and permit application by the County, correction list(s) and a Conditions of Approval list will be generated for the purpose of assisting me in completing the plan check process. I understand that these Conditions of Approval, including reviews by other departments and outside agencies, and all plan check corrections must be resolved before the permit will be issued.

**Plan review is considered commenced when:*

For the optional PIA conference, if fees paid and no cancellation has been received 24 hours prior.

Plan Check or Permit review has been started by any reviewing specialty including grading and CEQA review.

- 3) _____ I understand that at the end of one year, the County may extend my plan check for no more than 180 days from the expiration date at my request in writing when approved by the Building Official and the appropriate plan review fees paid. The County has no authority to extend the plan check beyond the 180 day extension period regardless of the reasons why an extension may be requested.

- 4) _____ I understand that if I am submitting my application for plan check review prior to the approval of a discretionary action, which includes, but is not limited to, a subdivision or parcel map, use permit (minor or major), site plan or Department of Public Works (DPW) L-grading permit, I understand and agree that the application submittal is made at my request and entirely at my own risk. I understand that the issuance of a building permit is partly dependent upon the approval of the discretionary action and that it may not be possible to complete the discretionary process and issue a building permit within the period of one year during which this plan check is valid.

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

Submittal and Issuance Terms:

- 5) _____ I understand that it is the policy of the Planning & Development Services (PDS) that once a set of plans has been submitted for a project, the permit shall be issued based on the plans as initially submitted. However, if subsequent changes to my plans, for example, change in use, floor plan, number of buildings, size of buildings, number of dwelling units, or arrangement of buildings, then additional plan review fees will be charged commensurate with the changes and additional reviews by all reviewing specialties will be necessary. This review and the additional fees apply to changes proposed after the permit is issued as well.
- 6) _____ I understand that if building permits are not issued at the same time for all the buildings listed on the original permit application, then the plan review fees will be forfeited for the units not issued and additional fees will apply.
- 7) _____ I understand that I am responsible to review the conditions of approval and ensure I have obtained all required approvals and addressed all issuance requirements prior to requesting permit issuance.
- 8) _____ I understand that the complexity of my project may necessitate an extended processing time, as well as additional plan review fees. PDS's estimate of the time needed for initial plan review is only an estimate.
- 9) _____ I understand that should payment of fees be returned for non-sufficient funds or reversed by my banking institution that additional fees to recover bank handling charges and time and material costs may apply.

Customer Acknowledgment of Certain Liabilities and Assumed Risks

Application Received by: _____
Property Address: _____
Plan File Number: _____
Applicant Name: _____
Signature: _____ Date: _____

Customer Declined Pre-Intake Assistance

PIA Service Explained and Offered by: _____
Customer Signature: _____ Date: _____