



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

Building Plan Pre-submittal Review is required for Master Plan submittal only, it is not required for Subsequent phase submittals.

A) Initial Submittal for Models/Master Plan

1. Two or three complete sets of plans will be required (number of plans required depends on location, contact the building division for more information).
2. Two sets structural, energy and truss calculations (if applicable).
3. One Building Permit Application.
4. One Tract Processing Worksheet (PDS #194) with the following:
 - a) Final recorded map number and project lot numbers.*
 - b) 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. Two or three set of plans will be required (number of plans required depends on location, contact the building division for more information).
2. One Building Permit Application.
3. One Tract Processing Worksheet (PDS #194) with the following:
 - a) Final recorded map number and project lot numbers.
 - b) 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 TMAPSPC Record ID & TMAPDPC Record ID plan check numbers from master plan submittal.
4. Bring a copy of the original Tract Processing Worksheet.

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

1. All 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 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/PDP SWQMP documents when requested.

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

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