



County of San Diego, Planning & Development Services  
**PARCEL RESEARCH TOOLS &  
APPLICATION FORMS ARE ONLINE**  
**ZONING DIVISION**

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## 1. BUILDING DIVISION

Building Permit information, forms, submittal info and handouts are available at the link below:  
<http://www.sandiegocounty.gov/content/sdc/pds/bldgforms.html>

## 2. ZONING DIVISION

Use our **Discretionary Permit Time and Cost Guide** to get an idea of how much the County portion of your project may cost. <http://www.sandiegocounty.gov/content/dam/sdc/dplu/docs/cost-schedule-summary.pdf>

**Discretionary Permit Types and Application Forms:** Please use the link below to access Permit Types and Application Forms. <http://www.sandiegocounty.gov/content/sdc/pds/appforms.html>

**Permit Types:** provides a list of permit specific Fee Summary Sheets which include, information on fees, deposits, processing notes, information and links to application forms for each type of Discretionary Permit.

**Application Forms:** Use these forms when submitting discretionary permit applications.

The Current Fee Ordinance and Schedule may also assist you in determining the costs associated with your discretionary permit application.

## 3. ZONING AND GENERAL PARCEL INFORMATION

Planning & Development Services has a number of Self-Service Reports available for public use. A list of available reports along with a description of the information included on each report is provided at the following link: <http://www.sandiegocounty.gov/content/sdc/pds/reports.html>.

For instructions on how to obtain a Property Summary Report using your 10 digit assessor parcel number, you may also use the direct link to the Property Summary Report below. This information will aid in preparing plans for the submittal of a building permit application including general parcel characteristics, zoning information, seismic design info, unresolved parcel flags, districts, flood, fire hazard severity, agencies, climate zones and more. [http://www.sandiegocounty.gov/content/dam/sdc/pds/docs/property\\_summary\\_report\\_flyer.pdf](http://www.sandiegocounty.gov/content/dam/sdc/pds/docs/property_summary_report_flyer.pdf)

## 4. PARCEL DEVELOPMENT AND ENVIRONMENTAL INFORMATION

For instructions on how to use the Initial Study Research Packet to obtain preliminary parcel development and environmental information for properties, including property maps, general plan and zoning information, please follow the link below.

[http://www.sandiegocounty.gov/content/dam/sdc/pds/docs/guidance/ISRP\\_User\\_Guide\\_Public.pdf](http://www.sandiegocounty.gov/content/dam/sdc/pds/docs/guidance/ISRP_User_Guide_Public.pdf)

## 5. COPIES OF DISCRETIONARY PERMITS, PLOT PLANS, DECISIONS, ENV. RECORDS

PDS documents of discretionary permit, such as approved plot plans and decisions are available through this content library. Please note that not all documents in the library function with keyword search and not all PDS documents are available through this provide link:

<https://www.sandiegocounty.gov/content/sdc/pds/doclibrary.html>

## 6. REVIEW AND PRINT COPIES OF PARCEL MAPS AND FINAL MAPS

Project information for permit applications is available online at: <https://srs.sandiegocounty.gov/>

For instructions on how to use the survey records system please click the **HELP** button

## 7. 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 link below contains help guides on the services provided and how to use the system.

<http://www.sandiegocounty.gov/content/sdc/pds/AccelaUpdates.html>

## 8. 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.***

### **Department of Environmental Health**

(DEH): (858) 505-6700

### **Department of Public Works**

(DPW): (858) 232-6837

### **Planning & Development Services**

(PDS): (858) 694-8985 (Monday - Friday 8:00am - 11:45am)

### **Agriculture Weights & Measures**

(AWM): (858) 694-2739

### **Air Pollution Control District**

(APCD): (858) 586-2600

## How to Obtain Your Property Summary Report (Zoning Summary)

**Step 1:** Enter the following URL into your web browser

<http://www.sandiegocounty.gov/pds/>

**Step 2:** Click on “Self- Service Reports” found under the Popular Services column

The screenshot shows the Planning & Development Services website. The navigation menu includes: MENU, ADVANCE PLANNING, BUILDING, CODE COMPLIANCE, LAND DEVELOPMENT, and PROJECT PLANNING. The main content area features a banner with the text: "How can we help you?" and "PDS Planning staff listen to public input at the Boulevard Community Planning Group meeting. Building Inspectors work with builders to ensure that structures are constructed according to approved building codes; and Code Compliance officers respond to community concerns." Below the banner is a section for "Our Mission" and a "Popular Services" dropdown menu. The "Self-Service Reports" option in the menu is circled in red, with a red arrow pointing to it.

**Step 3:** Click on “Property Summary Report”

The screenshot shows the Self-Service Reports page. The page title is "Self-Service Reports". Below the title is a paragraph: "Planning & Development Services has a number of reports available for public use. A list of available reports along with a description of the information included on each report is provided below. Click on the box for any report to take you directly to the parameter input screen to execute and download the selected report." There are four report cards: "INITIAL STUDY RESEARCH PACKET", "PROPERTY SUMMARY REPORT", "NEW BUILDING RECORDS", and "BUILDING PERMITS ISSUED". The "PROPERTY SUMMARY REPORT" card is circled in red, with a red arrow pointing to it. The "Popular Services" menu is also visible on the right side of the page.

**Step 4:** Enter your Assessor Parcel Number (APN) WITH dashes, followed by 00. Then click submit

Note: Please make sure to turn off any pop-up blockers on your computer  
It may take up to 3 minutes for a report to generate

Please input report parameter(s):

\*Enter APN as XXX-XXX-XX-XX:

Enter APN (Ex: 123-456-78-00)

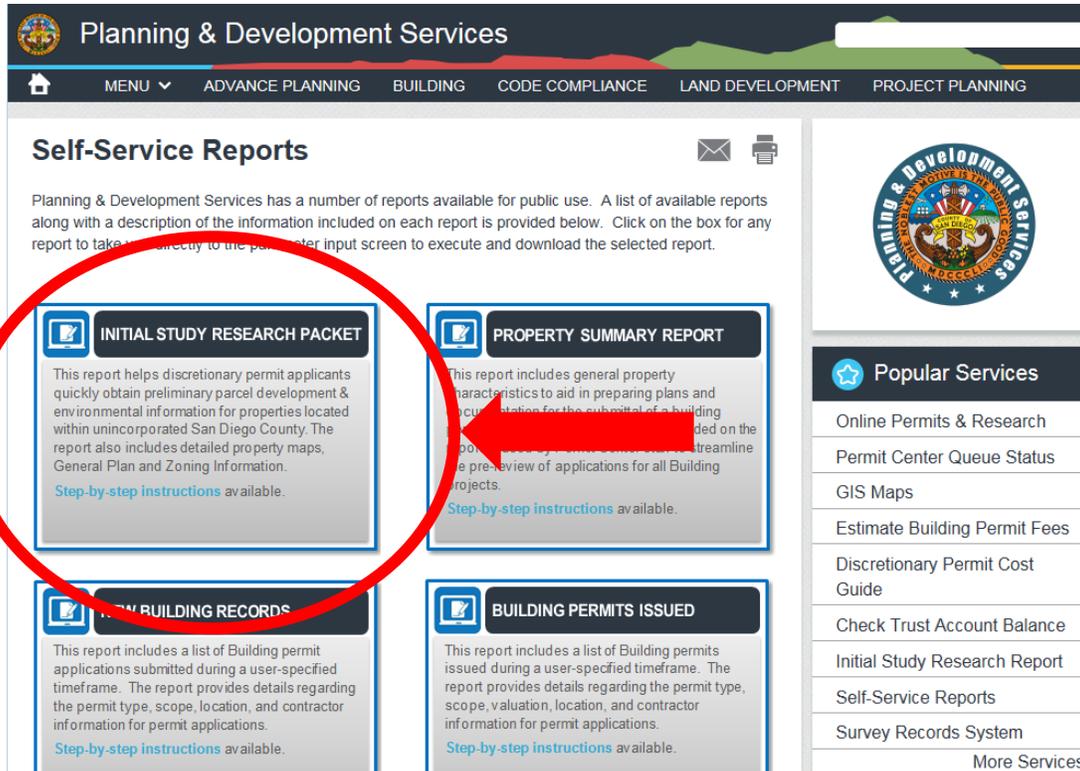
Submit Cancel

**Step 5:** Congratulations! You just generated a Property Summary Report. Print the report and bring it with you when visiting the County Permit Center to begin pre-review of your project.

Tip: Save the report before clicking any hyperlinks within the document. It will take you to another page and you will have to generate the report again.

**For the complete Initial Study Research Packet ...  
please see below!**

**Step 1:** Click on “Initial Study Research Packet”  
(but it may take up to 10 minutes to download)



**Step 2:** Enter your Assessor Parcel Number (APN) WITH dashes, followed by 00. Then click “Create Report”

Note: Please make sure to turn off any pop-up blockers on your computer  
**It may take up to 10 minutes for a report to generate**

