



County of San Diego, Planning & Development Services

**NOTICE TO APPLICANTS: For all Site Plans, Variances, Administrative Permits and Use Permits**

**ZONING DIVISION**

Discretionary permit review by the County of San Diego does not normally take into account the specific requirements of the California Building Standards Code, including local amendments that may have been adopted by the County of San Diego. Occasionally, discretionary permits are processed and approved, only to find later that significant redesign of the project is required to conform with the California Building Code (CBC) and California Fire Code (CFC).

It is the responsibility of the owner and his/her designer to determine early in the design process whether the project complies with the basic requirements of the Standard Codes. Requirements such as building location, use and occupancy, type of construction, location of exterior stairways, fire access requirements and turning areas, and fire flow and water storage requirements are examples of CBC and CFC standards that should be considered in the project's preliminary design stage.

To assist applicants in making these determinations, or if there are any questions regarding the applicability of the Standard Codes to your project, we suggest submitting for a Pre-Intake Assistance meeting (PIA) with a plan check engineer in the Building Division before filing an application for a discretionary permit. This service is available by appointment for an hourly fee for plan check engineering. This service is completely voluntary, provided by the County at the sole discretion of the permit applicant. Applicants desiring this service should email [PDSEngineeringPermitCounter@sdcounty.ca.gov](mailto:PDSEngineeringPermitCounter@sdcounty.ca.gov).

By my signature below, I acknowledge that I have read and understand this notice.

Owner or Owner's Representative: \_\_\_\_\_  
*Signature*

Owner or Owner's Representative: \_\_\_\_\_  
*Print Name*

Date: \_\_\_\_\_

Project Address or Assessor's Parcel Number (APN):

----- OFFICIAL USE ONLY -----

5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123

For any questions, please email us at: [PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov)

<http://www.sdcounty.ca.gov/pds>