



Administrative Permit

County of San Diego, Planning & Development Services | July 1, 2025

applicant user guide

submittal requirements

SUBMITTAL REQUIREMENTS INTRODUCTION

This portion of the guide lists the forms, fees, and deposits that are required to be submitted with each type of the Administrative Permit application. Please review this information and complete all forms, documents, and plans listed in **Part A & Part B** below before submittal. PDS is happy to assist you with this process, and we look forward to working with you throughout the permit process. Please note that these submittal requirements apply to in-person submittals.

For in-person submittals, please bring the completed checklist, all completed forms and application materials, and a check for the correct amount as indicated below to the Building Services, Zoning Counter located at 5510 Overland Avenue, Suite 110 (First Floor). Applications can be submitted Monday – Friday from 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (except county holidays).

For any questions, please contact our Building Services [Zoning Counter](#).

FEE AND DEPOSITS

To ensure a smooth intake and review process, please submit the required documents, plans and correct payment as shown below. Your application cannot be processed or assigned to a Planner unless the complete submittal package and payment have been received.

*Totals identified on this table are not inclusive of DEHQ fees. Fee will be collected by DEHQ per DEHQ fee ordinance after project submittal to the Zoning Counter.

	PDS PLANNING *	DEHQ *****	STORMWATER	TOTAL TO PDS
Additional Story	\$2,623 (F)			\$2,623
Agricultural Clearing	\$2,589 (D)		\$1,475 (D)	\$4,064
Animal Raising Project	\$0	*	\$0	\$0
Brushing/Clearing	\$4,107 (D)		\$1,475 (D)	\$5,582
Density Bonus for Affordable Senior Housing (see Note #13)	\$6,027 (D)	*/***	\$1,475 (D)***	\$7,502
Family Day Care	\$ waived	\$ waived	\$ waived	\$ waived
Fence Height	\$2,393 (F)			\$2,393
Host Home	\$4,113 (F)	*	\$1,475 (D)	\$5,588
Meteorological Testing facility	\$4,407 (D)	*	\$1,475 (D)	\$5,882
Mobile Financial Business Office	\$4,408 (F)	*	\$1,475 (D)	\$5,883
Modification	\$4,854 (D)	*	\$1,475 (D)	\$6,329
Open Space Encroachment ****	\$5,529 (D)			\$5,529

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Oversized Accessory Structure	\$4,133 (F)	*	\$1,475 (D)		\$5,608
Recycling Collection Facility (small)	\$4,407 (D)	*	\$1,475 (D)		\$5,882
Small Winery	\$4,407 (D)	*	\$1,475 (D)		\$5,882
Standard (see Note #8 for list of AD's)	\$6,027 (D)	*/***	\$1,475 (D)***		\$7,502
PDS TRAILS REVIEW					
VIOLATION FEE (not included in total)					\$500
(F) = Fee					
(D) = Deposit. Amount listed is "intake deposit" only. Additional deposits may be required. *					

If you're submitting any additional studies or reports for review, you are required to add an extra \$5,000 for each one. This helps us make sure all departments can keep working smoothly and finish the review on time.

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

** Additional PDS Environmental deposit may be collected if CEQA Exemption does not apply.

*** Do not collect if applying for Lot Size Averaging.

**** Must include PDS-366, Environmental Review Update Application (see Note 12)

Forms are available at: <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html>, or links below.

***** Do not collect at intake. Fee will be collected by DEHQ per DEHQ fee ordinance after project submittal to the Zoning Counter.

PART A:

Each item below must be completed and saved as an electronic PDF file on a USB Flash Drive. Please name each PDF file on the USB Flash Drive based on the "Title or Type" of document being submitted (examples: Plot Plan, Resource Protection Study, Grading Plan). Please note: the USB Flash Drive will not be returned. (See Note 2)

---- Plot Plan (see Note 2, 4).

---- Shared Parking Agreement: (if applying for Shared Parking) (see Note 5, 6).

---- Storm Water Management Documents (see Notes 2, 3).

[126 Acknowledgement of Filing Fees and Deposits:](#) (see Note 1).

[320 Evidence of Legal Parcel](#) (and any Deeds)

[305 Ownership Disclosure:](#)

[346 Discretionary Permit Application:](#) (see Note 1).

[346S Supplemental Application:](#)

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- [396](#) [DEHQ Pre-Screen](#)
- [399F](#) [Fire Availability](#): (except for Shared Parking).
- [399S](#) [Sewer Availability](#): (except for Shared Parking).
- [399W](#) [Water Availability](#): (except for Shared Parking).
- [514](#) [Public Notice Certification](#):
- [581](#) [Plan Check Pre-Application Notice](#):

Storm Water Management Documents:

- Step 1:** [Storm Water Intake Form for All Permit Applications](#): (see Notes 2, 3).
- Step 2:** **As determined by the Intake Form above, complete the required SWQMP below.**
[Standard Project SWQMP](#): (see Notes 2, 3).
Or
[Priority Development \(PDP\) SWQMP](#): (see Notes 2, 3).

PART B:

Each item below must be completed, printed on paper, and saved as an electronic PDF file saved on a USB Flash Drive.

- Public Notice Package (see [PDS-516](#) and **Note 7** below for specific requirements): **ONE (1)** copy.
- [514](#) [Public Notice Certification](#): **ONE (1)** copy.
- [524](#) [Notice To Property Owners](#): **ONE (1)** copy.

PART C:

All items below are for your information. Please do not bring in these items.

- [090](#) [Minimum Plot Plan Information](#)
- [209](#) [Defense and Indemnification Agreement FAQs](#)
- [515](#) [Public Notice Procedure](#)
- [516](#) [Public Notice Applicant's Guide](#)
- [906](#) [Signature Requirements](#)
- [Policy G-3: Determination of Legal Parcel](#)

NOTES:

1. **IMPORTANT:**

A Registered Property Owner **MUST SUBMIT** a **Signed Letter of Authorization** for an Agent if;
An Authorized Agent signs the PDS-346 form and is not the registered owner of the parcel.
Or, the parcel is owned by two or more registered owners.

Or, not all of the registered owners are signing the PDS-346 form.
Or, the Authorized Agent is not the Financially Responsible Party.
Or, the parcel is owned by a Corporation.

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ADDITIONALLY:

Financially Responsible Party **MUST SIGN** form PDS-126.

Financially Responsible Party **INFORMATION MUST MATCH EXACTLY** on form PDS-126

Authorized Agent **may sign** form PDS-346 **ONLY IF ATTACHED** to a **Signed Letter of Authorization**.

2. Save each complete Study, Report, Plot Plan, Map, etc., as an electronic PDF file onto ONE (1) USB Flash Drive. Provide only ONE (1) USB Flash Drive. Submit only the requested files. Files CANNOT have any security restrictions or passwords.
3. The Storm Water Intake Form determines whether a project requires a Standard SWQMP or Priority Development Project (PDP) SWQMP. These forms and documents must be submitted on paper and as PDF files on the USB Flash Drive and have all required signatures.
4. Plot plans, elevation drawings, floor plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. The Shared Parking Agreement must be signed by the applicant and all other property owner(s) providing off-street parking spaces that are subject to the Shared Parking Agreement.
6. The Director of PDS may require submittal of a Parking Study, prepared by a qualified traffic or parking consultant, to assist in determining the appropriate shared parking reduction.
7. Notice of the application **shall be given to all property owners within 500' or 1000' (for Open Space Vacation) from the applicant's property and a minimum of 20 or 50 different owners**. For example, if 20 different property owners cannot be found within a 500' radius, the notice area shall be expanded until 20 property owners are available for notification. See table on the next page for more details.

500' min. distribution distance of Public Notices; min. of 20 Property owners)	1000' min. distribution distance of Public Notices; min. of 50 Property owners)
<ul style="list-style-type: none"> • Administrative Permit, incl. Time Extension 	<ul style="list-style-type: none"> • Open Space Vacation, incl. Time Extension
<ul style="list-style-type: none"> • Open Space Encroachment, incl. Time Extension 	

8. **Use "Standard" AD Permit application for the following AD types:** Borrow Pit; Greenhouse; Brewery/ Microbrewery with Eating & Drinking Establishment; Density Bonus for Senior Housing; Guest Living Quarters; Lot Size Averaging; Sidewalk Café within ROW; Horse Stable; Large AG Store; Large Microbrewery/Micro-Distillery; Photovoltaic Solar Energy System (less than 10 acres); General Packing & Processing; Shared Parking; and Wind Turbine, Small
9. Project goes to local Community Planning/Sponsor Group for recommendation.

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10. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
11. Your application package must be complete when you bring it in for submittal. The submittal process begins at the main "Check-In" counter on the first floor.
12. Open Space vacation and Open Space encroachment must include PDS-366, Environmental Review Update Application (see link below)
<https://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/PDS-PLN-366.pdf>
13. Please include form PDS-346DB and PDS-340 for Density bonus applications (see link below)
<https://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/PDS-PLN-346DB.pdf>
<https://www.sandiegocounty.gov/pds/zoning/formfields/PDS-PLN-340.pdf>
14. DEHQ fees collected will be in accordance with the current fiscal year fee schedule. DEHQ fees are assessed at the time of assignment to DEHQ.
15. **Office Location and Hours:**
5510 Overland Avenue, Suite 110 (First Floor), San Diego, CA 92123. Monday - Friday: 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (Except County Holidays).
16. If you have any additional questions about the application, please email us at:
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