



Administrative Permit Cannabis Facility

County of San Diego, Planning & Development Services

submittal requirements

DISCLAIMER – REQUIREMENT TO COMPLETE PHASE 1 OF LICENSING PRIOR TO SUBMITTAL:

Prior to your Administrative Permit application submittal, it is required that you submit and complete Phase 1 of your cannabis business license application with the Planning & Development Services Code Compliance division. Additionally, until October 2029, only applicants that are verified Social Equity applicants through the Office of Equity and Racial Justice’s Social Equity Program can apply for a cannabis facility.

INTRODUCTION

This portion of the guide lists the forms, fees, and deposits that are required to be submitted with each type of application. Please review this information and complete all forms, documents, and plans listed in Part A 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 the submittal requirements apply to in-person submittals and online submittals must follow the *Email Option* process outlined below.**

For in-person submittals, please bring 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 us at PDSZoningPermitCounter@sdcounty.ca.gov.

For any questions regarding cannabis licensing, please contact PDS Code Compliance (Cannabis Licensing and Enforcement Program) at Cannabis.Licensing@sdcounty.ca.gov

FEE AND DEPOSITS

PERMIT TYPE	FEE/DEPOSIT REQUIREMENTS
Administrative Permit Standard Application	See Discretionary Fee Schedule PDS 375 (D)
(F) = Fee	
(D) = Deposit. Additional deposits may be required. *	

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



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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 Notes 2, 4)
- Storm Water Management Documents (see Notes 2, 3).
Completed Phase I PDS Code Compliance Licensing Application
- [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).
- [346C Cannabis Supplemental Application](#)
- [396 DEHQ Pre-Screen](#)
- [399F Fire Availability](#)
- [399S Sewer Availability](#)
- [399W Water Availability](#)
- [514 Public Notice Certification](#)
- [581 Plan Check Pre-Application Notice](#)
- [Climate Action Plan Consistency Review Checklist](#)

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 5** 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](#)



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- [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.

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. Notice of the application **shall be given to all property owners within 500' from the applicant's property and a minimum of 20 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.
6. Project goes to local Community Planning/Sponsor Group for recommendation.
7. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
8. 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.
9. **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).
10. If you have any additional questions about the application, please email us at:
PDSZoningPermitCounter@sdcounty.ca.gov

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

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