Administrative Permit: On-Premise Sign

County of San Diego, Planning & Development Services

submittal requirements

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 and 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 the 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 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).

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

For any questions, please contact us at PDSZoningPermitCounter@sdcounty.ca.gov.

FEE AND DEPOSITS

PERMIT TYPE	FEE/DEPOSIT REQUIREMENTS
Administrative Permit: On-Premise Sign	See Discretionary Fee Schedule PDS 375 (F)
(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.

Forms are available at: Discretionary Forms, or the links below.

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, 3).
---- Owner's Authorization Letter (if Applicable) (see Note 4).
320 Evidence of Legal Parcel (and any Deeds)
346 Discretionary Permit Application (see Note 1).
346S Supplemental Application
514 Public Notice Certification

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 6 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

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

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. Plot plans and Elevations showing all existing and proposed signs on site are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.

4. Owner's Authorization Letter; (If Applicable) a letter signed by the owner authorizing the applicant to apply for the permit.

5. Project goes to local Community Planning Group and/or Design Review Board for recommendation.

6. Notice of the application shall be given to all property owners within 500' (feet) 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. See table below for more details.

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500' Min. Distribution Distance of Public Notices; Min. of 20 Property Owners	1000' Min. Distribution Distance of Public Notices; Min. of 50 Property Owners	1500' Min. Distribution Distance of Public Notices; Min. of 100 Property Owners
• Administrative Permits • Habitat Loss Permits • Minor Use Permits • Open Space Encroachment • Reclamation Plan • Site Plan (<10,000 sq ft.) • Tentative Parcel Map • Variance • Wireless Facilities • Appeals of above projects	• Agricultural Preserve Establishment/ Disestablishment • Alcoholic Beverage License • Open Space Vacation • Tentative Map (<50 lots) • Site Plan (>10,000 sq ft) • Appeals of above projects	• General Plan Amendment • Rezone • Specific Plan Amendment • Major Use Permit • Tentative Map (>50 lots) • Site Plan (>25,000 sq ft) • Appeals of above projects

7. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.

8. 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.

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