



County of San Diego

DEPARTMENT OF PLANNING AND LAND USE - BUILDING DIVISION
5201 Ruffin Road, Suite B San Diego, CA 92123-1666
Information (858) 694-2960

CONDITIONS OF APPROVAL

Checklist of Clearances Required for Issuance of Your Building Permit

The following **SAMPLE** Conditions of Approval are provided as a guide to help the applicant understand what may be required to issue a building permit. Most projects will not require all of these conditions. A customized Conditions of Approval will be generated with conditions specific to your project when the building permit application is received. Supporting documents (forms, packages, etc.) will be provided at project submittal. For questions, please contact the Building Division at (858) 694-2960.

<p><input type="checkbox"/> AGENCY CLEARANCE LETTERS</p> <p>AGENCY CLEARANCE LETTER: Water, Sewer and School fees must be paid prior to permit issuance. The Building Division has provided you with form DPLU #510 that must be signed by all districts and the original returned to the Building Division as evidence that the water, sewer and school fees have been paid. It is suggested that the district offices be contacted to determine fees and office hours. Please refer to form DPLU #804 for school district and water district contact information. If your district is not listed, please consult the Yellow Pages.</p> <p>FIRE DISTRICT APPROVAL: After ALL plan check corrections have been made; the fire district must stamp the final sets of plans and complete the Fire Mitigation Fee form (DPLU #308A). The Fire Mitigation Fee form was given to you when you initially submitted your plans to the County. (Note: A common mistake applicants make is obtaining the fire department stamps on plans other than the final sets. This will necessitate an additional trip to the fire department to re-stamp the final sets of plans.)</p> <p>Some fire districts require one additional set of plans so they can keep a set on file. Please check with your fire district if an additional set will be required for your project.</p> <p>The fire district should be contacted early in the project design stage because they may have requirements that will affect the design of the project. Please refer to form DPLU #804 for fire department contact information. If the fire district is listed as "County," then the fire district review will be performed at the Ruffin Road offices of the Building Division.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> AIR POLLUTION CONTROL DISTRICT</p> <p>Please obtain required stamps per instructions on form. Return the completed original at issuance.</p> <p>A completed form DEH-HM-#917 (commonly referred to as the "hazmat form") must be submitted to the Land Use Technician prior to issuance of permit. Some businesses are required to obtain a stamp of approval from APCD prior to issuance of building permit. Please read form DEH-HM-#917 for information and contact information.</p> <p>Air Pollution Control District 10124 Old Grove Rd., San Diego, CA 92131-1649 (858) 586-2600</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> ASSESSOR'S PLANS</p> <p>When a permit is issued, a third set of plans must be provided for the Tax Assessor. Please bring one additional set of the plot plan (Site Plan) page, all floor plan pages and all exterior elevations at issuance.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>

<input type="checkbox"/> BEST MANAGEMENT PRACTICES/STORMWATER Form LUEG:SW must be completed and signed by the property owner. The Land Use Technician must attach the signed, completed form to the plans prior to issuance. For grading plan submission, the LUEG:SW form, along with the Right of Entry form, the grading application and the grading plans MUST all be signed by the property owner in order for the Technician to be able to accept the plan submission. All building projects are required to use Best Management Practices (BMPs) to control stormwater runoff. BMPs are activities or practices designed to reduce or eliminate pollutants in stormwater. Proper selection and implementation of BMPs will help you to prevent storm water pollution from leaving your construction site. The purpose of this condition is to inform applicants that they are legally responsible for ensuring that sediment and other construction-related pollutants are properly managed. This means that pollutants from your site shall not be permitted to enter the storm drain system or any receiving water (such as creeks, streams, etc.) either directly or indirectly. Note that during the rainy season, from October 1st to April 30th, stormwater monitoring inspections will commence upon issuance of a building permit. If a refund is requested and the only inspections that have been performed are stormwater monitoring inspections, the refund amount, if granted, will reflect the cost of performing these inspections.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> CEQA GRADING REVIEW CEQA is IN. If grading permit is submitted Building Division personnel will route the grading plans to Resource Planning.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> CEQA-QUESTIONNAIRE-DPLU646 Form DPLU #646 to be completed and signed by customer and included in plan check pkg.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> CONTRACTOR LICENSE INFO Box 3 on the permit application must be completely filled out. Box 2 must be signed and dated by the contractor. The contractor must sign the permit application and provide evidence that their license is still current and active. Also see the description of Worker's Compensation requirement. (If an owner chooses not to hire a contractor, they must sign the permit application as an Owner-Builder and complete the Owner-Builder Certification, Form DPLU #421 .)	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> CORRECTED PLOT PLAN REQUIRED The plot plans must be corrected and comply with all requirements shown on form DPLU #090 .	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> DPW – MAJOR SWMP REQUIRED The project is a "Priority Development Project" as defined by the County's Watershed Protection Ordinance and RWQCB Municipal Stormwater Permit. As such, a Major Stormwater Management Plan (Major SWMP) must be reviewed and approved by the Department of Public Works (DPW) prior to issuance of the building permit. Instructions can be downloaded at: http://www.sdcounty.ca.gov/dpw/watersheds/susmp/susmp.html . Please contact the DPW Counter at (858) 694-2055 for submittal requirements. You have also been given a referral slip by the Building Division Technician that must be wet signed by the DPW Project Manager once the Major SWMP has been approved by DPW. Please take the referral slip to the DPLU Land Development counter at the County Annex office at 5201 Ruffin Road, Suite D, San Diego, CA 92123 and ask to speak to, or make an appointment with, your Project Manager in order to obtain his/her approval. YOU MUST RETURN A COPY OF THE DPW APPROVED MAJOR SWMP AS WELL AS THE SIGNED AND DATED REFERRAL SLIP TO THE BUILDING DIVISION IN ORDER	Date condition cleared: Counter Technician who cleared this condition:

<p>TO SATISFY THIS CONDITION OF APPROVAL. Once the Building Division Technician receives this information, the Major SWMP will be given to the DPLU Engineer who will ensure that the measures outlined in the Major SWMP are reflected on the building plans.</p>	
<p><input type="checkbox"/> DPW CONSTRUCTION & DEMOLITION REVIEW</p> <p>Please visit the DPLU Land Development counter at 5201 Ruffin Road, Suite D, San Diego, CA 92123 as early in the plan check process as possible to determine if the Construction & Demolition Ordinance is applicable and to obtain their clearance.</p> <p>Land Development will clear this condition once you have completed the requirements of the C&D Ordinance (if any). This clearance must be obtained prior to issuance of this building permit. Please note that the DPLU Building Division cannot clear this condition; clearance MUST be obtained from Land Development.</p> <p>Background: The County of San Diego, as a part of its recycling obligations under AB939 and mandates from the Board of Supervisors has adopted a Construction and Demolition Recycling Ordinance (Ordinance #9840). The ordinance went into effect on April 20th, 2007. For more information, please refer to the DPW C&D Ordinance Web page online at http://www.sdcounty.ca.gov/dpw/recycling/cdhome.html or call (858) 874-4285.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> DPW – GRADING PERMIT</p> <p>DPW L-grading or Minor Grading pursuant to section 87.206(c) of the County ordinance must be completed and approved by the Department of Public Works (DPW) before this permit can be issued.</p> <p>All grading must be completed, all slopes must be planted and the DPW grading inspector must approve the rough grading inspection before a building permit will be issued. When the grading is completed and ready for inspection, call (858) 694-2055 to request a rough grading inspection. Please keep in mind that a verbal approval from the DPW grading inspector is not sufficient. The Land Use Technicians must be able to verify approval with the DPW grading inspection office or the applicant must provide written approval from the DPW grading inspector. In addition, compaction reports must be provided for all fill over one (1) foot in depth. See the separate item in these Conditions of Approval that specifically addresses Soil & Compaction Reports.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> DPW – CENTERLINE APPROVAL</p> <p>Please see the Department of Public Works (DPW) for preliminary "UY Centerline" stamps and information on how to obtain final UY stamps. Both stamps are required on the final, corrected plot plans before a permit issuance. Contact DPW at (858) 694-2055.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> DRAINAGE FEES</p> <p>Return a completed Work Authorization form #DPW 381 from DPW.</p> <p>In some areas of the County of San Diego, drainage fees are required to be collected if the proposed project is in a drainage-impacted area. The fee will be assessed by the Department of Public Works (DPW) located at 5201 Ruffin Road, Suite D. DPW will complete form #DPW 382 and you must then return the form to the DPLU Building Division's Land Use Technician. The drainage fee will be collected with the building permit issuance fee. Contact the Flood Control Division of DPW at (858) 694-2055.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> DRIVEWAY REVIEW</p> <p>Your project includes creation or modification of a driveway onto a publicly maintained road. Please use the referral slip given to visit the DPW counter for review & clearance.</p> <p>Please return the referral slip at time of permit issuance with DPW clearance for "DRIVEWAY REVIEW" so that we may clear this condition.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> ELECTRICAL APPROVAL</p> <p>Obtain approval from the electrical plan-checker. When review of your project is completed, refer to the electrical plan-check correction list and address deficiencies noted in the correction list. The electrical approval stamps must be on both sets of plans.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>

<input type="checkbox"/> EXPEDITE FEES DUE Additional plan review fees will be added to your fees to pay for the overtime resulting in the expedited plan processing which you requested when you submitted your plans. Initial expedited plan review fees were charged at intake. Balances due at issuance are based on time/labor.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> EXPIRED PERMIT Please provide documentation that the permits listed have been finalled. Alternately, renew (or resubmit) all expired permit(s). EXPIRED PERMIT # _____	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> EXPIRED PLAN CHECK There is/are expired plan check(s) on this parcel that can no longer be renewed; however, plan check services were performed by the DPLU Building Division. The Technician has verified that the parcel has not changed hands since the plan check services were performed and fees are due. Please take the invoice(s) given for the expired plan check fee(s) to the cashier and present the paid receipt(s) to a counter Technician prior to issuance of this permit.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> FICO FEES DUE – VIOLATION Obtain necessary approvals from the DPLU Code Enforcement staff member that has been working on your case. Their phone number is located on the correspondence you received from them. They <u>must</u> review and stamp your plans prior to submitting them to the Building Division. Typically, double permit fees (<u>not</u> punitive fees) are charged to recover administration costs for the additional work resulting from the enforcement action.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> FINAL REVIEW BY PERMIT COUNTER This item is not approved until immediately before the permit is issued. The Land Use Technician at the Building Division counter will review all clearances and recheck that the design or the proposed use of the building complies with all ordinances.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> FIRE DISTRICT APPROVAL FIRE DISTRICT APPROVAL: After ALL structural plan check corrections have been made, the fire district must perform a plan review (that could take several days to complete), stamp the FINAL sets of plans and complete the Fire Mitigation Fee form (DPLU #308A). The Fire Mitigation Fee form was given to you when you initially submitted your plans to the County. (Note: A common mistake applicants make is obtaining the fire department stamps on plans other than the final sets. This will necessitate an additional trip to the fire department to re-stamp the final sets of plans.) Some fire districts require one additional set of plans so they can keep a set on file. Please check with your fire district to verify if an additional set of plans will be required. The fire district should be contacted early in the project design stage because they may have requirements that will affect the design of the project. Please refer to form DPLU #804 for contact information. If the fire district is listed as "County" or "CSA" the fire district review will be performed at the Ruffin Road offices of the Building Division.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> FLOOD CONTROL Please obtain 'Flood Control' stamps on both sets of the final copies of the plot plans. The Department of Public Works (DPW) should be contacted as soon as possible because the DPW Flood Control requirements may affect the design of the structure. Contact the Flood Control Division of DPW at (858) 694-2055.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> FORM 433A – MOBILE HOME ON FOUNDATION SYSTEM When a mobile home will be installed on a foundation system, state law requires that the owner complete the California Department of Housing and Community Development (HCD) form 433A and related forms. The Technician has provided a packet with all the	Date condition cleared: Counter Technician who cleared this condition:

<p>forms required and instructions on how to complete the forms.</p> <p>Note: You MUST include the parcel metes and bounds description (from your deed) when completing form 433A. If you need help, please ask a Technician at the Building counter.</p> <p>Please complete and return all required forms prior to issuance.</p>	
<p><input type="checkbox"/> GNATCATCHER FORM</p> <p>Unless this project is in the MSCP area (the Technician will verify) the property owner must certify that the project will not damage gnatcatcher habitat. Form DPLU #252 must be read, signed and given to Building Division staff prior to issuance of the permit.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> HAZARDOUS MATERIALS</p> <p>A completed Hazardous Materials Questionnaire, form DEH:HM-9171, must be submitted to the Land Use Technician prior to issuance of the permit for which you have applied. Some businesses are required to obtain a stamp of approval from the Department of Environmental Health Hazardous Materials Division prior to the issuance of a permit. Please read both sides of the Hazardous Materials Questionnaire (form DEH:HM-9171) for additional information and contact phone numbers.</p> <p>Please obtain the required stamps per the instructions on the Hazardous Materials Questionnaire. Return the completed 'wet' stamped original prior to issuance of permit.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> HEALTH REGULATED</p> <p>You must obtain the approval of the Department of Environmental Health (DEH) plan-check division. ALL PAGES of the FINAL sets of plans MUST have approval stamps from DEH. Contact DEH at (619) 338-2222, in North County at (760) 471-0730, or in the East County at (619) 441-0430. Generally, projects that require this approval either serve food; provide health care or a public swimming facility. If the project deals with health care and radiology (X-Ray) machines are involved, please contact the Occupational Health Division of DEH at (858) 694-3550.</p> <p>Department of Environmental Health original (wet) stamps MUST BE ON ALL PAGES of BOTH SETS of the final plans prior to issuance.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> LEGAL LOT</p> <p>See DPLU Policy G-3 for details.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> MASTER PLAN REVIEW</p> <p>We MUST have the original Master Plan (the permitted set) in order to complete the intake process for this tract phase.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> MECHANICAL APPROVAL</p> <p>Obtain the approval of the mechanical plan-checker. When the plan review of your project is completed, refer to the mechanical plan-check correction list and address all deficiencies noted in the correction list. Provide at least two sets of corrected plans and always bring all old sets of plans whenever visiting the Building Division offices.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> MOBILE HOME ASSEMBLY MANUAL</p> <p>Two copies of the Assembly Manual for a new manufactured home must be provided prior to issuance. If the manufactured home is used, please provide copies of the Assembly Manual if available.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> MOBILE HOME STATE FEE</p> <p>When the permit is issued, the Building Division will collect a fee of \$11.00 per transportable unit (per 'wide'). This fee must be paid by a separate cashier's check or money order made payable to the State of California.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>

<input type="checkbox"/> MSCP APPROVAL This project is "IN" the MSCP area. You will be required to provide an additional copy of the plot plan to the Building Division Land Use Technician prior to issuance. This is in addition to all other sets of plans used for permitting.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> NOTICE OF EXEMPTION Technician to fill out N.O.E. at issuance of grading permit.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> OWNER BUILDER FORM Please return the original of the Owner-Builder form (DPLU #421) completed and signed by the <u>owner</u> of the property.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> PARCEL MAP IMPROVEMENTS If your lot was created by a Parcel Map with an Improvement Certificate, a written release of the Improvement Certificate is required before a permit will be issued. The written release is issued by the Department of Public Works (DPW). They can be contacted at (858) 694-3281. The Improvement Certificate will appear on the Parcel map.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> PARK FEES The Technician will include park fees at permit issuance. Park fees are mandated by the County's Parklands Dedication Ordinance. You can find out more online at http://www.sdcounty.ca.gov/parks/ or by calling (858) 966-1340. When a permit is issued for a single family dwelling, a park fee is collected. These funds are used to acquire land for future parks. The fee is based on the first three digits of your Assessor's Parcel Number (APN). Park fees are determined at plan check submittal and collected at permit issuance. If the lot is in a major subdivision, park fees may have been pre-paid through the subdivision map process, which will be verified by the Technician.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> PARK MANAGER SIGNATURE ON APPLICATION We <u>MUST</u> have the Park Manager's signature on the permit application (or on form DEH-BLDG-36 or DEH-BLDG-55) prior to issuance of the permit for which you have applied.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> PLAN/MAP CHECK This item indicates that the plan review is not yet complete. To complete plan review, you must obtain electrical, mechanical and plumbing approval, planner approval and structural approval. (If these approvals, or conditions, are not listed in these Conditions of Approval, they are either already approved or not required for this project.)	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> PLANNER APPROVAL Obtain the approval of the Planner. When the plan review of your project is completed, refer to the Planning plan-check correction list (form DPLU #446) and address all deficiencies noted in the correction list. Provide two sets of corrected plans and always bring the old sets of plans whenever visiting the Building Division offices. Once all deficiencies have been addressed, verify there is a signature on the zone block stamp (found on your plot plan) by a Planner. You may need to return to the Building Plan Pre-Submittal Review (BPPR) counter to obtain the signature.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> PLUMBING APPROVAL Obtain the approval of the plumbing plan-checker. When the plan review of your project is completed, refer to the plumbing plan-check correction list and address all deficiencies noted in the correction list. Provide at least two sets of corrected plans and always bring all old sets of plans whenever visiting the Building Division offices.	Date condition cleared: Counter Technician who cleared this condition:

<input type="checkbox"/> RED DOT A 'Red Dot' is an archaic term used prior to the installation of the County's computer system to describe an issue that must be resolved prior to issuing permits. The following description indicates what actions are necessary in order to resolve the Red Dot.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> RIGHT OF ENTRY – GRADING PERMITS To be submitted with your DPLU minor grading (pursuant to County ordinance section 87.206-(b)) permit application. (Note: Must be an original signed by the property owner, not 'agent'.)	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> ROUGH GRADING APPROVAL A minor grading permit through the Department of Planning and Land Use (DPLU) pursuant to County Code section 87.206-(b) is required for this project. All grading must be completed, all slopes must be planted, all erosion control measures must be installed and the inspector must approve the rough grading inspection before a building permit will be issued. When the grading is completed and ready for inspection, call San Marcos (760) 471-0730 or Kearny Mesa (858) 565-5920, or the 24-hour inspection request line (888) 336-7553 to request a rough grading inspection. In addition, compaction reports and form DPLU #073 must be provided for all fill over one (1) foot in depth. Also see the separate item titled "SOIL & COMPACTION REPORT" elsewhere in these Conditions of Approval that specifically addresses soils and compaction reports. If the parcel is graded without a grading permit, there will be an additional \$500.00 Grading Violation Fee collected when the grading permit is obtained. An existing pad which was created without a grading permit is considered a grading violation regardless of whether a previous owner or the current owner did the grading.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> ROUTE LOCATIONS Requires approval by the Department of Public Works. Please obtain stamps on plans. If the plans have been reprinted since they were first submitted, you must bring the final, corrected set of plans to DPW so they can be re-stamped before the permit will be issued. Contact the County Department of Public Works at (858) 694-3281. When you are referred to the Department of Public Works, Route Locations Section, please bring the following with you: 1. Two (2) complete sets of building plans, including the plot plans. 2. A copy of the septic tank layout, if public sewer will not serve the lot. The purpose of this approval is to protect and preserve the future right-of-ways of all Circulation Element Roads and Bicycle lanes shown on the County General Plan. This review procedure is an attempt to place private facilities in locations that will not require the County to acquire homes and business structures when the construction of the planned roads becomes necessary and timely.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> SCHOOL DISTRICT AGENCY CLEARANCE LETTER: Where applicable, water, Sewer and School fees must be paid prior to permit issuance (the applicable agencies will be listed on your Agency Clearance letter; if it isn't listed, it doesn't apply). The Building Division has provided you with form DPLU #510 that must be signed by all districts and the original returned to the Building Division as evidence that the water, sewer and school fees have been paid. It is suggested that the district offices be contacted to determine fees and office hours. Please refer to form DPLU #804 for school district and water district contact information. If your district is not listed, please consult the Yellow Pages.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> SCHOOL #1 (ELEMENTARY)	Date condition cleared: Counter Technician who cleared this condition:

<input type="checkbox"/> SCHOOL #2 (HIGH SCHOOL)	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> SEPTIC Provide proof that the Department of Environmental Health (DEH) has issued a permit for a septic system and approved the plans for the proposed project. Please bring the original copy of the DEH septic tank permit (form DEH:LU-701) to the Building Division counter for review by the Land Use Technician. (Please note that the approved layout will not satisfy this condition.) For questions regarding septic permits, contact the DEH Land Use Division at one of the following locations: San Marcos, 110 East Carmel, (760) 471-0730 El Cajon, 200 E. Main Street, 6th Floor, (619) 441-4030 Kearny Mesa, 5201 Ruffin Road, Suite B, (858) 565-5173	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> SEWER	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> SITE INSPECTION Before a permit can be issued, the Building Inspector must make a site inspection. Orange SITE CARDS are being provided to you by the Land Use Technician (if not provided, please ask any Building Division staff). Please complete and post the SITE CARDS, stake the property lines and the location of the proposed structure and then request a site inspection. Please have the computer plan-check number available when calling for the inspection and verify that the orange SITE CARDS are still posted at the time of inspection so the inspector can locate and inspect the project. If the site inspection reveals that there are other issues (such as a grading permit is needed or there are existing building violations on the site), these issues must be addressed before a building permit can be issued. Remember to verify the results after the inspection is complete. Site inspections can be arranged by calling the 24-hour inspection request line at (888) 336-7553. Note: Whether or not a County Building Inspector does a site inspection for your project, you will be responsible to comply with the County Grading and Stormwater Ordinances. If at the first inspection, the Building Inspector determines that substantial grading has been done to require a grading permit it is possible that a "Stop Work" order will be issued. In this case, all work will cease until the grading permit is obtained and rough grading is approved.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> SOIL & COMPACTION REPORT Compaction reports and a completed Minor Grading Certification Form DPLU #073 (if a DPLU Minor Grading permit pursuant to County Code section 87.206-(b) was issued) must be provided for all fill over one (1) foot in depth. Please present three (3) copies of the soils & compaction report for final structural approval. Note: Form DPLU #073 is not required for DPW L-graded or minor graded (pursuant to County Code section 87.206-(c)) projects. Please note that a Geotechnical Report is not the same as a Compaction report and will not satisfy this condition.	Date condition cleared: Counter Technician who cleared this condition:
<input type="checkbox"/> STRUCTURAL APPROVAL Your project requires review by the Building Division's Structural Engineers. After the first review of the plans by the Engineer, a structural plan-check correction list may be	Date condition cleared: Counter Technician who cleared this condition:

<p>supplied to you (see DPLU #492 and DPLU #498 for customer information samples). Please address all deficiencies noted on the correction list. The structural plan-check correction list MUST always accompany the plans during the plan-check process. Provide two sets of corrected plans and always bring all old sets of plans whenever visiting the Building Division offices.</p> <p>If grading is required for your project, final structural approval is subject to submission of the completed Compaction reports (with form DPLU #073 if applicable).</p>	
<p><input type="checkbox"/> SUBJECT TO FIELD</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> SWIMMING POOL LETTER</p> <p>The property owner must certify that they are aware of the provisions of County ordinance 8656 requiring fencing for swimming pools. Form DPLU #379 must be read, signed by the owner (a contractor or agent signature is not adequate) and given to the Land Use Technician at the Building Division offices prior to issuance of this permit.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> TRANSPORTATION IMPACT FEE REQUIREMENTS</p> <p>The purpose of the Transportation Impact Fee (TIF) program is to provide funding for construction of transportation facilities needed to support traffic generated by new development to meet State law requirements. Per Board of Supervisors ordinance, effective June 19th, 2005, the Department of Public Works is required to collect a TIF at or before the building permit issuance for projects that generate traffic.</p> <p>PLEASE BE ADVISED THAT YOU MUST PAY THIS FEE BEFORE BUILDING PERMIT FEES CAN BE PAID AND BUILDING PERMITS ISSUED.</p> <p>Please visit the Land Development counter at the County Annex office at 5201 Ruffin Road, Suite D, San Diego, CA 92123 as early in the plan check process as possible for Transportation Impact Fee (TIF) calculation and payment to satisfy this condition.</p> <p>For more information, please see the County's TIF web page at: http://www.sdcounty.ca.gov/dpw/land/tif2008.html.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> VERIFICATION OF AG OPERATIONS LETTER</p> <p>1) All Farm Employee Housing permit applicants must provide an original completed Verification of Agricultural Operations checklist letter from the Department of Agriculture Weights and Measures at intake in order for the plan check process to continue (online at: http://www.co.san-diego.ca.us/cnty/cntydepts/landuse/agri/pdf_misc/fw_hse_ver.pdf or call (858) 694-2739). We cannot process plan check without this form.</p> <p>2) If the applicant is not participating in the Fee Waiver Program, the DPLU Farm Employee Housing Agreement form must be submitted for Planner review and approval prior to issuance. The Planner will supply the DPLU Farm Employee Housing Agreement form after first review of the plans during the plan check process.</p> <p>3) The HCD Farm Employee Housing Agreement form for the Fee Waiver program may be submitted at issuance, if applicable.</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<p><input type="checkbox"/> WASTE WATER DISCHARGE PERMIT</p> <p>Your project is in a County Sanitation District. You must have the County Department of Public Works (DPW) determine the fee and complete the Waste Water Discharge Permit form given to you when you applied for the permit. The fee will be collected at the time of permit issuance.</p> <p>FOR RESIDENTIAL PROJECTS:</p> <p>Parts of the Waste Water Discharge Permit (form DPLU/C 93A) will be completed at the Building Division counter. You will bring this form to the DPW permit counter at 5201 Ruffin Road and have them complete the rest of the form. You must then return the completed form to the DPLU Building Division permit counter and deliver it to a Land Use Technician. For information regarding your Waste Water Discharge Permit, contact the</p>	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>

<p>Department of Public Works at (858) 694-3273.</p> <p>FOR COMMERCIAL PROJECTS: Parts of the Waste Water Discharge Permit (form DPLU/C 93B) will be completed at the Building Division counter. Follow the instructions given to you with the form and bring the completed form and a copy of the building plans to the DPW Sanitation District counter at 5201 Ruffin Road and have them complete the rest of the form. The time required for DPW to process the application is dependent on the type and size of the business and varies from three (3) to ten (10) days. You must then return the completed Waste Water Discharge form to the DPLU Building Division permit counter and deliver it to a Land Use Technician. For information regarding your Waste Water Discharge Permit, contact the Department of Public Works at (858) 874-4093 or (858) 874-4128.</p>	
<input type="checkbox"/> WATER DISTRICT	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<input type="checkbox"/> WATER SIGN-OFF FOR GRADING ONLY Before a grading permit can be issued, the water agency must sign the AGENCY CLEARANCE LETTER form (DPLU #510) given to you when the plans for the house (or the structure for which the grading is to take place) were submitted. The original "wet" signed AGENCY CLEARANCE LETTER must be presented to the Building Division Technician prior to issuance of the grading permit.	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<input type="checkbox"/> WDID – DISTURBED AREA OF LAND Please show total disturbed area of land on the plot plan and on LUEG:SW form. If the disturbed area is equal to or greater than one acre, provide your Waste Discharge Identification Number (WDID). To obtain additional information please check the State Water Resources Control Board web site at: http://www.swrcb.ca.gov/water_issues/programs/stormwater/construction.shtml .	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<input type="checkbox"/> WORKER'S COMPENSATION The contractor must provide evidence of valid worker's compensation insurance or certify on the permit application that they are exempt. Owner-builders must also provide evidence of valid worker's compensation insurance or certify on the permit application and the Owner-Builder form (DPLU #421) that they are exempt. Please complete box 8 of the permit application. If providing Workers Compensation Insurance, please provide a Certificate of Workers Compensation Insurance at issuance.	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>
<input type="checkbox"/> ISSUANCE REQUIREMENTS STATEMENT The Building Division will make every effort to determine all requirements for issuance when you submit an application for a permit, at the very beginning of the process. However, in some rare and unforeseeable cases, code changes, new ordinances or the availability of new information not available to the Building Division at the time of application submittal may change or add requirements. If this happens, you the applicant may be required to meet additional obligations before the permit can be issued. The County of San Diego, DPLU Building Division extends its sincere regrets should this occur. If you have any questions, please ask a Land Use Technician. ***** ***** ***** ***** ***** ***** ***** The customer is responsible to retain all versions of signed documents and plans throughout the plan check process. Please be prepared to present them upon request. Once the permit is issued, only the final perforated sets of plans and supporting documents are to be retained.	<p>Date condition cleared:</p> <p>Counter Technician who cleared this condition:</p>