

INFORMATION
BULLETIN

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Permit Records and Mapping Information

The Records section of the Development Services Department (DSD) maintains comprehensive building permits, plans, maps and other related data for land development projects in the City of San Diego. This information can be helpful for individuals purchasing a home, commercial or industrial property. It can also help determine if a project is regulated by [discretionary action](#) and was legally constructed and completed.

To access information, you will need the property address, plan file number, approval number, permit number or legal description (which can be obtained through the [County Assessor](#)).

When viewing records, you are not permitted to make copies, tracings or take photographs. Additionally, the California Health and Safety Code requires obtaining permission from the current owner and the design professional who signed the plans before they can be duplicated.

I. Types of Records Available

- A. Permits and Drawings
- B. Maps
- C. Files and Reports
- D. Plans
- E. General Fees

Copies	\$0.25 per page
Microprints	\$2 per page
Loan of Public Records / Maps	\$1 per series

Fees are updated periodically to reflect the actual cost of reproducing the requested files.

II. Obtaining permit records, plans and mapping information

A. In Person

To view records in person at the Development Services Center, located at 1222 First Avenue, San Diego, CA 92101, an appointment is required. Visit sandiego.gov/DSD to schedule an appointment.

B. Online

Development Services has many online resources available, including an online [Building Records Request](#) form for construction projects issued since 1990 and [Subdivision Index Cards](#) that provide historical permit information, reference numbers and summaries of discretionary actions and agreements filed with DSD through the 1990s.

III. Viewing Plans

Viewing building plans is confined to the premises of the Development Services Center, located at 1222 First Avenue, San Diego, CA 92101. **Customers can't walk in to view plans without an appointment.** These plans include:

- An official copy of building plans for which the department has issued a construction permit, except for certain exempt buildings.
- Plans that date back to about 1955.

Visit our web site: sandiego.gov/dsd.

Upon request, this information is available in alternative formats for persons with disabilities.

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- Plans of common interest developments, as defined by [Section 4125 of the Civil Code](#), that the department has kept since Jan. 1, 1989.

IV. DUPLICATING PLANS

To receive duplicates of plans, customers will need either:

1. The written permission, which shall not be unreasonably withheld, of the certified licensed or registered professional or his or her successor who signed the plans; or
2. The written permission of the original or current owner, the written consent of the board of governing body of the association established to manage the common interest development, or if the building is part of a common-interest development.

Step 1: The person desiring a duplicate of plans (the applicant). The applicant must have the correct address of the building for which duplicate plans are requested. Building addresses must be in a standard format, for example, 001234 1/2N., 43rd Street. The standard address format consists of up to a six-digit street number, a fractional address (if any), the street direction (if appropriate), the street name, and the street suffix (e.g., St., Av., Rd.).

Step 2: The applicant is required to complete an application and affidavit for signature. Forms are also provided for the applicant to obtain permission to duplicate the plans of either the owner or in the case of a common interest development, the governing body.

Step 3: The applicant brings the completed application form, the signed affidavit, and the permission of the owner/governing body to the Records Section.

Step 4: The City sends the request to duplicate the plan and the affidavit, signed by the applicant to the professional (who signed the original plans or his or her successor) via certified mail. If the professional does not respond within 30 days of receipt of the letter or within 60 days if the City grants an extension, the City may determine that granting permission is being unreasonably withheld. If as determined, the plans may be duplicated without the permission of the professional, providing that the current or original owner has given permission to make the duplicates.

Step 5: After the City determines that permission has been granted or unreasonably withheld, the applicant will be advised of the approximate costs of duplication. The City will contact the applicant and the applicant will make the duplicates. Payment is due when services are rendered.

Reference Table

- San Diego Municipal Code, ([SDMC](#))
- Land Development Manual, [Project Submittal Requirements](#)
- [Information Bulletin 101](#), Building Valuation Schedule
- General Application, [DS-3032](#)
- Owner-Builder Verification, [DS-3042](#)

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