August 2024 View All Information Bulletins

502

Plan Review Fees Inspection Fees/Deposits Administrative Fees

When Fees are Paid

 References Previous Versions

Other Fees

Building & Land Use

at project submittal, during the review, at permit issuance and during the inspection. There are also enhanced/optional services for which fees are collected. The following sections of this fee bulletin describe what fees are collected and when in the process they are collected.

I. When Fees are Paid The fees associated with Grading/Right-of-Way Permits and Mapping actions may be collected during different points of the permitting process:

The Development Services Department (DSD) offers online payments for your convenience. Payment may also be made in person by cash, check, debit card, or Visa or Mastercard credit cards. Checks shall be in the exact amount, drawn on U.S. banks, and made payable to the "City Treasurer." Please review the system-generated invoice for actual values prior to issuing any payment to DSD. Plan check fees and some administrative fees are non-refundable. For additional refund information, See the Refund Policy noted

within Refund Application Form DS-721. II. Plan Review Fees

A. Minor Public Right-of-Way Permits These fees apply to minor Public Right-of-Way Permits that qualify for a rapid review process per Information Bulletin (IB) 165, "How to Obtain a Public Right-of-Way Permit for Minor Public Improvements." The fees at the initial setup are calculated and associated with Table 502 A - Construction Permit Plan Check and are due at the initial setup for the plan check.

Encroachment Agreement (only).....\$1,160

B. Grading Permit and/or Right of Way 1. Fee Table 502A below lists the plan check fees for Grading and Right-of-Way Permits (other than minor)

5. Project changes made during staff review may result in additional plan check fees requiring payment prior to subsequent reviews or

2. Table 502B, located below, also lists the plan check fees for Mapping Actions.

3. Plan check fees are due at the time of project submittal and are calculated based on the requested approval type (s). 4. The fees are verified during project review and updated as appropriate.

An additional hourly fee will be assessed for projects whose comments have not been completely addressed by the third review cycle.

III. Inspection Fees/Deposits

Team (FIT). Inspection fees/deposits are collected during permit issuance. A. Inspection Fees An inspection fee may be charged instead of an inspection deposit for standard public improvements constructed by the Regional Standard

Inspections of Public Right-of-Way Permits and most Grading Permits are inspected by the Telecom and Utility Division (TUD) - Field Inspection

Drawings and shown on a construction plan, such as, but not limited to, the installation, replacement, or removal of driveways, sidewalks, curb and gutter, curb ramps, sidewalk underdrains, curb outlets, excavations of underground utilities, and street paving restoration. This

fee includes the pre-construction meeting, mark-out, internal/external coordination, construction stormwater Best Management Practices (BMP), traffic control, demolition, excavations, form, installation, concrete pour, restoration, and final/close-out. Services conducted by Engineering and Capital Projects (E&CP) are charged separately and shown below in Other Fees, Section H. DSD ROW, Minor (I)

III. Linear projects (751 LF and above) Add \$1,088 to each additional 750 LF above Item II.

I. Linear projects (0 to 300 LF)\$2,176 total II. Linear projects (301 to 750 LF)\$3,808 total

IV. Wet utility (I)......\$1,160 each B. Examples:

\$17,728.

C. Private Grading

D. Sidewalk Cafe Fee

building façade.

IV. Administrative Fees

deposits required for the plan review and inspection of the project.

Plan Maintenance Fee, Engineering & Capital Projects Inspection Fees).

Fee Collection - Other Agency/Department.....\$14

Recordation Fee for Mapping/Subdivisions.....\$870

D. Recording Fee for Mapping/Subdivision

Recorder/County Clerk Fee Schedule.

completed and a final inspection has occurred.

E. County Recording Fees

F. Long-Term Monitoring Fee

H. Street Damage Fee

Street Name Change:

J. Deviations from Standard

D. Construction Change Fees

prior to permit issuance.

F. Traffic Control Permit

V. Other Fees

refundable fee due at permit issuance.

A. Application Extension of Time Request

collected once per project. Projects that do not require plan review are not subject to the fee.

This fee is charged upon submitting final mapping documents for recordation with the County Recorder.

review and updated accordingly per IB 559 200.

Private Grading (Up to 5 sheets) \$8,922 Increment Rate (Per sheet over 5) \$725

 Driveway removal and replacement = \$2,176 Telecom linear project spanning 300 LF (including street restoration limits) = \$2,176 Telecom linear project spanning 301-750 LF (including street restoration limits) = \$3,808 Telecom linear project spanning 751-1500 LF (including street restoration limits) \$3,808+ \$1,088 = \$4,896

restoration limits) = \$2,176+ \$1,160 + \$1,160 + \$1,160 = \$5,656 Mixed-use / multi-family development within 400 LF (eg. curb, gutter, sidewalk, driveways, curb outlet, ADA curb ramps, 5 water

 Telecom linear project spanning 1501- 2250 LF (including street restoration limits) = \$3,808+ \$1,088+\$1,088 = \$5,984 Single-family development within 300 LF (eg. curb, gutter, sidewalk, driveway, water service, sewer lateral, gas service, including street

services, 5 sewer laterals, 1 storm drain lateral, 1 gas service, including street restoration limits) = \$3,808 + \$1,160 (x12 wet utilities) =

Larger scoped projects may need to be converted to being submitted as a deposit account (See A. Inspection Deposits below).

Table 502D, located below, identifies the inspection deposit amount required at permit issuance. The inspection deposit is established from the approved construction cost estimate of the public right-of-way improvement work, grading, landscape and irrigation and drainage improvements being done. The estimate must be prepared by a registered civil engineer using the most current DSD - Unit Price List. In addition to the Unit Price List, a Construction Cost Estimate Template is provided for the industry's use.

Inspection deposits are placed into a trust fund account, which is drawn against to pay for the inspection of your project. The Financially Responsible Party (as identified on the Deposit Account/Financially Responsible Party form, DS-3242 2 3 will receive a monthly deposit

to maintain the subsequent minimum balance. The payment of this invoice will be required to continue inspections of your project. At the end of the project, any remaining funds will be returned to the Financially Responsible Party. B. After Hours Inspections After-hours inspections may be required, considering the location of the project site. If needed, inspections may occur before 7 a.m. or after 4 p.m., Monday through Friday, and, in some instances, during the weekends. An approved Traffic Control Permit will provide the dates and

statement reflecting the charges made against the account. The Financially Responsible Party may receive invoices for additional deposits

times authorized for after-hours construction. Customers should provide 72 hours advance notice when requesting an after-hours inspection. The city will respond to all requests within 24 hours or sooner. All fees must be paid before scheduling an after-hours inspection. If customers have questions about scheduling after-hours inspections, contact TUD-FIT at 619-446-5242 or FIT DSD@sandiego.gov.

These following fees are required when proposing to obtain a grading permit on private property where building construction is proposed. Private grading involves grading review, so plan check fees are due at the time of project submittal. These fees are verified during project

This fee is charged upon the submittal of a sidewalk cafe consisting of only free-standing tables and chairs within four feet, six inches of the

Sidewalk Café-ROW Permit (P).....\$1,523 This fee is charged upon permit issuance of a sidewalk cafe: DSD ROW, Minor.....\$2,176 Increment Rate (For 2 sheets).....\$1,632 Increment Rate (Per sheet over 3)\$1,088

The following fees are paid at the time of project submittal or permit issuance, as indicated below. These fees are in addition to the fees or

This fee is charged at project submittal for all projects that include a Right-of-Way Permit. The General Plan Maintenance Fee provides funding for the maintenance of the City's General Plan and is collected on behalf of the Planning Department. It is non-refundable and is

General Plan Maintenance Fee.....\$548 This fee is charged at project submittal when plans, drawings, maps, or other geographical documents are utilized for project review. C. Fee Collection - Other Agencies/Departments

This fee is charged at permit issuance for fees collected by the DSD for other departments/agencies (e.g., Planning Department General

These fees are charged at permit issuance to cover the cost charged by the County at the time of recordation, per the County

This fee is charged at permit issuance for grading permit projects with a cost estimate of \$100,000 or greater to monitor project compliance with stormwater, environmental mitigation, slope revegetation, and other permit conditions on an ongoing basis after projects have been

A Street Damage Fee may be assessed to partially recover the increased repaving and reconstruction costs incurred by the City attributed to the impact of an excavation in the public right of way. This fee is collected pursuant to San Diego Municipal Code (SDMC) §62.1215 and is calculated by the reviewer during the project review. The fees are calculated with consideration of the limits of the proposed excavation as detailed in the Street Preservation Ordinance. The fees are calculated on a project-by-project basis and are dependent on the means and

 Cost Estimate over \$500,000.....\$5,446 G. Express Plan Check When available, a reduced review period can be accomplished by paying an Express Plan Check Administration Fee of \$652 plus 1.5 times the regular plan check fee (or 1.5 times the hourly rate, when applicable).

Cost Estimate \$100,000 to \$500,000.....\$2,722

methods proposed for the project design. These fees are collected at permit issuance.

I. Naming or Renaming of Public Streets or Other Public Rights of Way

Deviations from Standard (per form).....\$1,037.26

Permit Extension.....\$278.86

This non-refundable fee is collected when applicants are requesting a partial bond release.

E. Storm Water High Priority & Area of Special Biological Significance (ASBS) Inspection Fee

Approval from the City Engineer is required for any request to name or rename public streets and other rights of way, which includes private streets, private driveways, non-dedicated roads on City property and alleys. A separate fee will be assessed for this service. Note: Street name changes that do not qualify as a Process 1 approval per SDMC §125.1120 will require City Council approval and shall be submitted as a discretionary action requiring a deposit account. New Street or Driveway Name......\$278.86

During the course of ministerial reviews, if it is determined that the proposed improvements cannot meet standards, a Deviation from Standards approval as shall be obtained. This may be requested by completing the Deviations from Standard form and paying the non-

Applications for Grading/Right-of-Way Permits or Process One mapping actions expire two years from the date the application is deemed complete. A non-refundable fee is collected when applicants are requesting an extension of time on an application. To request an extension of time on an application, complete the Application Extension Request for Grading/Right of Way and Mapping Projects. Extension of Time-Application..... B. Permit Extension of Time Request A non-refundable fee is collected when applicants request an extension of time on an issued Grading and/or Right-of-Way Permit. To request an extension of time, complete an Application for an Extension of Time for Grading/Right-of-Way Permits (Form DS-340 00).

Changes to approved and permitted plans will be reviewed at the hourly rates for each discipline reviewing the change. Fees will be due

The Reginal Water Quality Contrail Board requires weekly or biweekly Storm Water inspections on large projects in close proximity to sensitive biological water resources. During plan review, all projects are classified as ASBS, High, Medium, or Low Priority with regards to their stormwater discharge risk. Projects identified as Storm Water High Priority or ASBS are assessed a fee to meet the additional inspections. This fee covers the first four (4) Storm Water Inspections performed beyond normal inspections. If more than four (4) additional Storm Water Inspections are required, additional Storm Water Inspection fees will be assessed by inspection staff.

A separate Public Right-of-Way Permit for Traffic Control is required. With the exception of traffic control provided as part of D-sheets, the

plan check and inspection fees for this approval are contained in IB-177, "How to Obtain a Permit for Traffic Control."

G. Moratorium Excavation Waiver Form This fee is charged at permit issuance for the "Paving Moratorium Waiver Request" to cover the costs of reviewing and validating the information provided, processing the request, and documenting the "Excavation Moratorium Waiver" request form. This ensures the request does not conflict with other permits or city projects. The fee also supports thorough coordination and record-keeping for the waiver process.

 All hourly rates for all disciplines within DSD are.......... \$145

Drawing Type

Excavation Moratorium Waiver.....\$ 290

H. Hourly Rates for Services Not Covered Above

2. Engineering and Capital Projects (E&CP):

1. Development Services:

Storm Water Inspections (Up to four)\$1,010.70

E&CP Supervisor......\$134

Grading & Right-of-Way Permit, D-Sheet

Grading Permit, Construction Plan, Large Format

Traffic Control Construction Plan Large 24x18

Right-of-Way Permit, D-Sheet

Agreement, Deferred Improvement

Bridge

Traffic Signal, Simple¹

Traffic Signal, Standard²

Traffic Signal, Complex³

complex review.

Agreement, Subdivision Improvement

Right-of-Way Permit, Construction Plan, Small Format

Grading Permit, D-Sheet

1. Site Reconnaissance

2. Revegetation / Site Restoration

Only for:

per sheet \$1,015 over 5 \$1,015 Up to 5 \$10,083 sheets

Table 502A - Construction Permit Plan Check

Up to 5

sheets

per sheet over 5

Up to 5

sheets

per sheet

over 5

Up to 5

sheets

1 to 3 pages

Per sheet

over 4 pages

Up to 2 sheets

Per sheet over 2

Up to 5

sheets

over 5

Each

Each

Up to 5

sheets

per sheet over 5

Up to 3

intersection

intersection

intersection

per

At the time of initial project submittal, projects that include only modifications to existing traffic signals will be charged the "simple" fee; installation of new traffic signals will be charged the "standard" fee at the time of project submittal. Confirmation of the definition of simple,

Traffic Signal Plan - Simple: A simple traffic signal plan check involves minor modifications to an existing traffic signal such as replacing signal heads (vehicle or pedestrian), replacing or relocating a pedestrian push button, replacing or relocating traffic signal loops, installing or replacing EVPE(s), changing luminaries, etc.; no changes to traffic signal phasing or changes to the number of existing conduits are proposed; additional issues, conflicts, or concerns as determined by the reviewer following initial review may determine traffic signal review requires standard or

Traffic Signal Plan - Standard: A standard traffic signal plan check involves the installation of a new traffic signal or modification to an existing traffic signal where the roadways intersect nearly perpendicularly to each other or a new traffic signal installation as part of a new subdivision where the proposed design is not confined by existing conditions and has no more than four approaches and curbs to right-of-way width of at

Specialty Items - An additional fee will be assessed when the right-of-way plans include any items below.

Per sheet

Base Rate

\$13,710

\$5,558

\$6,673

\$1,741

\$8,559

\$2,176

\$3,917

\$4,279

\$2,031

\$1,015

\$217

\$72

\$290

\$1,015

\$943

\$580

\$870

\$2,756

\$5,077

\$3,046

\$5,948

\$725

\$1,305

\$2,466

Base Fee

\$1,741

\$798

\$2,466

\$3,119

\$2,974

\$2,466

\$5,222

\$5,948

\$5,440

Minimum Balance Required

Additional Fee

\$362

\$1,015

\$798

\$870

\$1,305

\$1,015

Each

Up to 25 Page

Per page over 25

Fee Description

Each

1-2 sheets

Over 12 pages

Per Deed

1-3 sheets

1-3 sheets

1-3 sheets

1-3 sheets

1-3 sheets

Table 502C – Mapping Action Fees

Right-of-Way Permit, Construction Plan, Large Format \$507 per sheet over 5 Between 1 to \$290 3 pages Traffic Control Construction Plan Small 11x17 Per sheet \$72 over 4 pages Between \$725

sheets Traffic Control (on a D-Sheet) each add'l sheet

standard or complex below will be made during review, and the fees will be adjusted accordingly.

Stormwater Quality Management Plan, Standard Dev

Stormwater Quality Management Plan, Priority Dev

Water Pollution Control Plan, Minor per DS-570 EE

Service Name

Certificate of Correction (Maximum fee calculated at 12 additional

Water Pollution Control Plan

Certificate of Compliance

Certificate of Correction

Easement Covenant Of

Final map

Easement Dedication - Single Type

Final Map with Improvements

VII. References

Project Submittal Manual (Project Submittal Manual)

How to Obtain a Permit for Traffic Control (IB-177) Regional Standard Drawings (Regional Standard Drawings)

Minor Water Pollution Control Plan (DS-570)

Refund Application (DS-721)

2024-08-12 [IB-502 mg

Deposit Account/Financially Responsible Party (DS-3242)

How to Obtain a Public Right-of-Way Permit for Minor Public Improvements (IB-165)

Application Extension Requests for Grading/Right-of-Way and Mapping Projects (DS-4100)

This section contains previous versions of this Information Bulletin by the last day they were effective.

 Construction Cost Estimate Template (Construction Cost Estimate Template) Application for an Extension of Time for Grading/Right-of-Way Permits (DS-340)

Easement Dedication - Each Additional Type

Lot Line Adjustment PLAT (with structures)

Water Study

Water Study

least 10 feet; the proposed location has an existing sidewalk, curb and gutter; changes to traffic signal phasing, conductor schedule, equipment schedule and/or detector assignments; Standard traffic signal plan check must not require coordination with other jurisdictions such as Caltrans, MTS, Airport Authority, neighboring cities, etc.; additional issues, conflicts or concerns as determined by the reviewer following initial review may determine traffic signal review requires complex review. Traffic Signal Plan - Complex: A complex traffic signal plan check requires coordination with other jurisdictions such as Caltrans, MTS, Airport Authority, neighboring cities, etc.; has more than four approaches or skewed/offset approaches; involves impacts to transit (rail, including trolley, Amtrak/Coaster, or cargo trains; busses); there are visibility issues due to horizontal/vertical curvature; changes to pole numbering; replacement or relocation of conduits; storm drain inlet conflicts at curb ramps; requires easements at private driveways; proposes to relocate existing traffic signal facilities from raised medians; requires the installation of new sidewalk, curb, and gutter; has less than 10 feet of the curb (edge of pavement) to right-of-way width or requires right-of-way acquisition; traffic signal facilities conflict with existing utilities; other issues, conflicts or concerns as determined by the reviewer following initial review not covered within this description. Table 502B Technical Report – An additional fee for the items below will be assessed. Service Name Base Fee Increment Rate Fee Description Drainage Study - Commercial/Industrial/MDU \$2,331 Each Drainage Study - SDU Each \$1,741 Drainage Study - Subdivision Each **Geotechnical Study Lighting Study** \$1,320 Sewer Study Up to 25 Page \$2,466 Sewer Study Per page over 25 \$72 Stormwater Pollution Prevention Plan (SWPPP) \$1,015 Each

Lot Line Adjustment PLAT (without structures) 1-3 sheets \$4,279 \$870 Lot Tie Agreement \$1,378 Each \$1,378 Monumentation Fee \$1,305 \$1,305 Parcel Map—LLA / LC (with structures) 1-3 sheets \$4,570 \$870 Parcel Map-LLA / LC (without structures) 1-3 sheets \$3,699 \$725 1-3 sheets Parcel Map - Subdivision (without improvements) \$5,077 \$1,015 Parcel Map - Subdivision (with improvements) \$5,513 \$1,305 1-3 sheets Public Right-of-Way Dedication First sheet \$3,336 \$725 Reversion to Acreage 1-3 sheets \$3,191 \$870

\$0 to \$25,000 \$2,500 \$1,000 \$25,001 to \$50,000 \$5,000 \$2,000 \$50,001 to \$100,000 \$7,500 4% of amount over \$50,000 \$3,000 \$100,001 to \$250,000 \$15,000 4% of amount over \$100,000 \$5,000 4% of amount over \$250,000 \$25,000 \$10,000 \$250,001 and over

Table 502D - Inspection Deposit

 How to Obtain a Permit for Private Grading (IB-559) How to Obtain a Public Right of Way Permit for Traffic Control (IB-177) Submittal Requirements and Procedures Small-Cell Wireless Communication Facilities (IB-545) VIII. Previous Versions of this Information Bulletin

 2024-06-30 | IB-502 Council Districts Councilmember Joe LaCava (District 1) Councilmember Jennifer Campbell (District 2) Councilmember Stephen Whitburn (District 3) Councilmember Henry Foster III (District 4) Councilmember Marni von Wilpert (District 5)

Office of Mayor Todd Gloria City Attorney Mara W. Elliott Office of the City Auditor Office of the City Clerk

SD f 🗶 🗖 ⊚ n in Councilmember Kent Lee (District 6) Councilmember Raul Campillo (District 7) Councilmember Vivian Moreno (District 8)

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