



GENERAL GUIDE TO THE SOLANA BEACH BUILDING PERMIT PROCESS

The City of Solana Beach Planning Department has prepared this handout as an overview of the Building Permit Review Process. This handout will provide a summary of those steps, and it will outline matters involved in applying for and processing a Building Permit.

- The first and most important step in the Building Permit Process is to determine the exact nature of your proposed project. Often times, even a seemingly simple residential addition will trigger a requirement for additional discretionary permits requiring community input and/or a public hearing. Two of the more frequent discretionary permits are a Structure Development Permit (SDP) which is required for new commercial or residential construction greater than 16 feet in height from pre-existing grade and a Development Review Permit (DRP) which is required for residential construction in excess of 60% of the maximum allowable floor area or grading quantities that exceed an aggregate quantity of 100 cubic yards. A DRP is required for commercial construction for additions of 500 square feet or more or an increase to the building envelope or for grading quantities that exceed an aggregate quantity of 100 cubic yards. Additional DRP thresholds can be found at Solana Beach Municipal Code (SBMC) 17.68.040. Please note that if the project requires a Discretionary Permit, an application will need to be submitted and approved before the Building Permit Application Process can proceed.
- The next step, assuming that the first step has been resolved, is to apply for the Building Permit. The general process is as follows:
 - Bring one set of architectural building plans to the Planning Department and fill out an Application Tracking Form. Structural calculations are not required at this time. Please be aware that this set will remain at the Planning Department in order to begin the Plan Check Process; staffing levels within the City of Solana Beach do not allow for over-the-counter approvals. The Planning Department will review the plans for compliance with both the City's Municipal Code and applicable State Laws.
 - Once the Planning Department has conducted its preliminary review (subject to any plan corrections) the Applicant will be notified by City Staff and will be requested to submit three full sets of plans to the Building Department between the hours of 1:30-5:30 Monday through Thursday or 1:30-5:00 on the Friday City Hall is scheduled to be open. In addition to the plans, the structural calculations and a plan check fee will be required at this time. The City only accepts CASH or CHECK for the plan check fee.
 - The three plan sets will then be routed to the Engineering, Fire and Building Departments for their review. Each department will notify the applicant of any

comments or corrections that are being requested. The general time frame to expect a response from the City is two weeks. Plans are reviewed in the order in which they have been submitted and the time frame is subject to the complexity of the project and the completeness of plans. Please keep in mind that multiple rounds of comments and corrections may be required.

- Please note that by State law, all areas within the City of Solana Beach are subject to Coastal Commission review. A Coastal Development Permit or other Coastal Commission Permits may be required for the majority of projects. Please contact the Coastal Commission at the address/number below for further information regarding their regulations.

For further information regarding building permits and related building information, please contact the Building Department at (858) 720-4450.

Additional agency approvals that may be required are listed below. Please contact the individual agencies at the address/phone number below for any questions that you might have regarding their requirements.

CALIFORNIA COASTAL COMMISSION

San Diego Coast District
7575 Metropolitan Drive. Ste. #103
San Diego. CA 92108-4402
(619) 767-2370 Phone

**COUNTY OF SAN DIEGO
DEPARTMENT OF ENVIRONMENTAL HEALTH
Kearny Mesa Location**

5500 Overland Drive
San Diego, CA 92123
(858) 505 6700

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

710 Encinitas Boulevard
Encinitas, CA 92024
(760) 753-6491 [call for appointment]

SANTA FE IRRIGATION DISTRICT

5920 Linea del Cielo
P.O. Box 409 [mailing address]
Rancho Santa Fe, CA 92067
(858) 756-2424



CITY OF SOLANA BEACH

635 SOUTH HIGHWAY 101 • SOLANA BEACH, CA 92075 • (858) 720-2400
www.cityofsolanabeach.org FAX (858) 755-1782

BUILDING PERMITS REQUIRED

BUILDING DEPARTMENT

(858) 720-4450 / FAX (858) 755-1782

OFFICE HOURS: MONDAY - THURSDAY 7:30 AM to 5:30 PM; OPEN ALT. FRIDAYS: 8:00 AM to 5:00 PM

The 2016 Uniform Administrative Code, as adopted by the City, indicates when building, plumbing, mechanical and/or electrical permits are required.

Please contact the City's Building Inspection Division at (858) 720-4450 if you have any questions.

Please note that work exempted by Section 301 is still subject to the requirements of other City Departments and other agencies. Verify these approvals prior to commencing work.

301.1 Permits Required. Except as specified in Section 301.2, no building, structure or building service equipment regulated by this code and the technical codes shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate, appropriate permit for each building, structure or building service equipment has first been obtained from the building official.

301.2 Work Exempt from Permit. A permit shall not be required for the types of work in each of the separate classes of permit as listed below. Exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in violation of the provisions of the technical codes or any other laws or ordinances of this jurisdiction.

301.2.1 Building Permits. A building permit shall not be required for the following:

1. One-story detached accessory buildings used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet (11.15 m²). **(RESIDENTIAL ONLY)**
2. Fences not over 6 feet (1829 mm) high.
3. Oil derricks.
4. Moveable cases, counters and partitions not over 5 feet 9 inches (1753 mm) high.
5. Retaining walls which are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding flammable liquids.
6. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18 925 L) and the ratio of height to diameter or width does not exceed 2:1.
7. Platforms, walks and driveways not more than 30 inches (762 mm) above grade and not over any basement or story below.
8. Painting, papering, and similar finish work.
9. Temporary motion picture, television and theater stage sets and scenery.
10. Window awnings supported by an exterior wall of R, Division 3, and Group U occupancies when projecting not more than 54 inches (1372 mm).
11. Prefabricated swimming pools accessory to a Group R, Division 3 Occupancy in which the pool walls are entirely above the adjacent grade and if the capacity does not exceed 5,000 gallons (18 925 L).

Unless otherwise exempted by this code, separate plumbing, electrical and mechanical permits will be required for the above exempted items.

301.2.2 Plumbing Permits. A plumbing permit shall not be required for the following:

1. The stopping of leaks in drains soil, waste or vent pipe, provided, however, that should any concealed trap, drain pipe, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, the same shall be considered as new work and a permit shall be procured and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures nor for the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.

301.2.3 Electrical Permits. An electrical permit shall not be required for the following:

1. Portable motors or other portable appliances energized by means of a cord or cable having an attachment plug end to be connected to an approved receptacle when that cord or cable is permitted by the Electrical Code.
2. Repair or replacement of fixed motors, transformers or fixed approved appliances of the same type and rating in the same location.
3. Temporary decorative lighting.
4. Repair or replacement of current-carrying parts of any switch, contactor or control device.
5. Reinstallation of attachment plug receptacles, but not the outlets therefor.
6. Repair or replacement of any overcurrent device of the required capacity in the same location.
7. Repair or replacement of electrodes or transformers of the same size and capacity for signs or gas tube systems.
8. Taping joints.
9. Removal of electrical wiring.
10. Temporary wiring for experimental purposes in suitable experimental laboratories.
11. The wiring for temporary theater, motion picture or television stage sets.
12. Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
13. Low-energy power, control and signal circuits of Class II and Class III as defined in the Electrical Code.
14. A permit shall not be required for the installation, alteration or repair of electrical wiring, apparatus or equipment or the generation, transmission, distribution or metering of electrical energy or in the operation of signals or the transmission of intelligence by a public or private utility in the exercise of its function as a serving utility.

301.2.4 Mechanical Permits. A mechanical permit shall not be required for the following:

1. A portable heating appliance.
2. Portable ventilating equipment.
3. A portable cooling unit.
4. A portable evaporative cooler.
5. A closed system of steam, hot or chilled water piping within heating or cooling equipment regulated by the Mechanical Code.
6. Replacement of any component part of assembly of an appliance which does not alter its original approval and complies with other applicable requirements of the technical codes.
7. Refrigerating equipment which is part of the equipment for which a permit has been issued pursuant to the requirements of the technical codes.
8. A unit refrigerating system as defined by the Mechanical Code