



# Professional Certification Process Development Permit Completeness Review

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS-301 SAN DIEGO, CA 92101-4101

INFORMATION  
BULLETIN

514

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This Information Bulletin describes the Professional Certification for Completeness Review process.

## I. PURPOSE OF PROFESSIONAL CERTIFICATION

This program allows eligible certified professionals to certify that their discretionary development project application package meets the minimum submittal requirements. Project applications submitted by certified professionals will be automatically accepted for distribution and review with only a quantitative review by staff to assure the correct number of plans and fees/deposits have been submitted. This professional certification program applies to all discretionary actions pursuant to Land Development Manual, Volume 1, Chapter 1, Section 4.

## II. ELIGIBILITY

Professionals must attend a training class provided by City of San Diego staff. For class date and reservation information see the Development Services Department [Events Calendar](#). In addition to training, certified professionals must also provide the Certification Statement contained in Section V of this bulletin. This signed certification must appear on the first sheet of the development plans.

## III. SUBMITTAL REQUIREMENTS

The forms, documents and plans that must be submitted for project review and approval are contained in the Land Development Manual, Volume 1, Chapter 1, Section 4. A submittal appointment is required and can be made by phoning (619) 446-5300. Please indicate that the appointment is for a professional certification submittal. **Note:** For Affordable Housing/Sustainable Building Expedite Program projects, please see Information Bulletin 538 for special appointment instructions.

At the appointment, the following will be required.

- A. Documents and plans per the Land Development Manual, Volume 1, Chapter 1, Section 4. Note the decision process (2, 3, 4 or 5) within the project description on the General Application.
- B. Fees and deposits per Information Bulletin 503.
- C. Correct number of plan packages. Please see Table A and B to determine the correct number of plan packages and technical studies to submit.

## Documents Referenced in this Information Bulletin

- San Diego Municipal Code, ([SDMC](#))
- [Project Submittal Manual](#)
- [Information Bulletin 515](#), Development Permit and Grading Permit Geotechnical Study Requirements
- [Information Bulletin 538](#), Expedite Program for Affordable/in-Fill Housing & Sustainable Buildings
- [Information Bulletin 580](#), Potential Historical Resource Review
- [Information Bulletin 581](#), Designated Historical Resource Review

## IV. SUBMITTAL PROCESS

Once a submittal package is found to be quantitatively complete, an invoice will be issued for the entire deposit/fee amount and must be paid on the day of submittal. The project will be deemed complete when all documents and plans are submitted and all deposits/fees have been paid. If the invoice has not been paid prior to distribution, the applicant will be contacted and the plans will be routed to plan pick-up.

## V. CERTIFICATION STATEMENT

The following certification statement must appear on the first sheet of the plans and must be signed by the individual who attended the Development Permit Completeness Review Professional Certification class.

### I hereby acknowledge and certify that:

1. I am accountable for knowing and complying with the governing policies, regulations and submittal requirements applicable to this proposed development;
2. I have performed reasonable research to determine the required approvals and decision process for the proposed project, and that failure to accurately identify an approval or decision process could significantly delay the permitting process;
3. I have taken the Professional Certification for Development Permit Completeness Review training and am on the approved list for Professional Certification;
4. Maintaining my Professional Certification for Development Permit Completeness Review privilege requires accurate submittals on a consistent basis;

- 5. Submitting incomplete documents and plans on a consistent basis may result in the revocation of my Professional Certification for Development Permit Completeness Review;
- 6. If required documents or plan content is missing, project review will be delayed; and

- 7. This submittal package meets all of the minimum submittal requirements contained in Land Development Manual, Volume 1, Chapter 1, Section 4.

*Responsible Certified Professional Name:*

*Signature:*

*Date:*

**Table A/Base Quantities**

APPROVAL TYPE	BASE QTY*
<b>Coastal Development Permit</b>	
Single Dwelling Unit on single lot	6
Lot Line Adjustment w/o new construction	8
Emergency	5
All Others	11
<b>Conditional Use Permit</b>	
No new Construction	6
New Construction	13
<b>Neighborhood Development Permit</b>	
Right of Way Encroachment	5
Single Dwelling Unit on single lot	5
All Others	11
<b>Neighborhood Use Permit</b>	
Signs	4
All others no new construction	7
All others with new construction	12
<b>Planned Development Permit</b>	
All	13
<b>Site Development Permit</b>	
Right of Way Encroachment	8
Single Dwelling Unit on single lot	7
All Others	12
<b>Variance</b>	
All	5
<b>Tentative Map</b>	
Condo Conversion	10
All others	15
<b>Map Waiver</b>	
Condo Conversion	10
All others	7
<b>Technical Studies</b>	
Biology Survey/Report	4
All Others	3

\*For multiple approvals, select the highest base quantity to determine number of plans required.

**Table B/Additional Quantities**

Include one additional development plan package for each factor noted below.

FACTOR	CRITERIA
<b>Affordable Housing</b>	All Development Permit projects subject to the Inclusionary Affordable Housing Regulations or inclusionary zoning requirements contained in the North City Future Urbanizing Area Framework Plan, or requesting an Affordable Housing Density Bonus.
<b>Airports</b>	All Development Permit projects within an Airport Influence Area.
<b>Code Violation</b>	All Tentative Map or Development Permit projects with an open code enforcement case.
<b>Geology</b>	All Map Waiver or Development Permit projects requiring a Geotechnical Study per Information Bulletin 515, or when one is provided.
<b>Historic</b>	All Tentative Map, Map Waiver or Development Permit projects on a site containing a designated historic resource, within a designated historic district, or proposing exterior alterations on a site containing structures over 45 years old.
<b>Multiple Habitat Planning Area (MHPA)</b>	All Tentative Map, Map Waiver or Development Permit projects within or adjacent to a Multiple Habitat Planning Area Boundary, or containing wetlands or vernal pools.
<b>Southeastern San Diego Planned District (SESDPDO)</b>	All Development Permit projects within the SESDPDO.
<b>State Coastal Commission</b>	All Coastal Development Permit projects appealable to the State Coastal Commission.
<b>Brush Management</b>	All Development Permit projects subject to Brush Management regulations.