



## PREREQUISITES FOR PERMIT ISSUANCE

Community Development

Building Division  
201 N. Broadway  
760-839-4647  
[www.escondido.org](http://www.escondido.org)

### Introduction

In addition to approval of your building plans, several other items may be required prior to issuance of the building permit(s) for your project. This *Prerequisites for Permit Issuance* document is intended to provide applicants with information related to those items. Permits will not be issued until all required items are submitted and all fees are paid.

### Permit Issuance Requirements

The following items *may* be required prior to issuance of a building permit for your project. If, after reading this entire document and reviewing the information found at the links provided herein, you still have questions as to which items are applicable to your project, please contact the Building Division at 760-839-4647 for assistance.

#### Requirements for Residential Projects:

- Building Fees
- Construction Waste Management Plan
- School Fees
- SDG&E Work Order/Disconnect Letter
- Stormwater Form(s)/Plans

#### Requirements for All Other Projects:

- Building Fees
- Construction Waste Management Plan
- School Fees
- SDG&E Work Order/Disconnect Letter
- Stormwater Form(s)/Plans
- Accessibility Requirements Form
- Department of Environmental Health and Quality Approval
- Hazardous Materials Questionnaire

The remainder of this document provides detailed information on the items listed above.

## Requirements for All Projects

### Building Fees

Building fees include the plan check fee, building permit fee, and applicable development impact fees.

Plan check fees are collected at the time that plans are submitted for review. Plans will not be reviewed by the City until the plan check fees are paid.

Once all departments have approved the plans, the Building Department will calculate the building permit fees and development impact fees (if applicable). Building permit fees and development impact fees are collected prior to permit issuance.

For more information please go to:

<https://www.escondido.org/Data/Sites/1/media/JEngel/UPDATED2021FeeGuideUpdateSeptember2021.pdf>

### Construction Waste Management Plan (CWMP)

State law sponsored under Senate Bill 1374 and enforced by Part 11 California Green Building Standards Code, Title 24 requires all newly constructed buildings and demolitions to develop a CWMP and divert a minimum of 65% non-hazardous construction debris. This document must be filled out and submitted with your plans and printed on the plans. This document is required of:

- ALL NEW non-residential and residential buildings and demolition projects.
- Non-residential: additions and alteration of any kind or size.
- Residential: additions and alterations that increase the conditioned area.

For more information please go to: <https://www.escondido.org/Data/Sites/1/media/Building-Division/Documents/CityofEscondidoCWMPGuidelineandForms.pdf>

### School Fees

This fee depends on the school district in which you are building, and is based on the number of square feet of new residential, commercial, industrial "assessable space". The fund is used to purchase school buildings to relieve overcrowding, and the purchase of, or improvement to, facilities and equipment. During plan review the Building Department determines the square footage of the proposed project and fills out a Certification of School Fee Compliance (CSFC). The CSFC is then given to the applicant to take to the school district and pay the amount issued on the form based on the square footage of the project. The school fee rate is determined by the School district and not the city. Once paid the applicant must return the CSFC with a receipt from the school district. School fees are required for the following:

- New Residential
- Residential additions and accessory structures greater than 500 SF
- New Commercial and Industrial, and accessory structures
- Change of Occupancy

For more information please go to:

<https://sites.google.com/a/eusd.org/eusd-bserv/facilities-planning-construction/developer-fees>

### SDG&E Work Order/ Disconnect Letter

An SDG&E work order is required if the scope of work includes new utilities or utility upgrade prior to a permit application being accepted and or prior to permit issuance. This helps to ensure that the proposed scope of work has been approved by SDG&E. SDG&E issues the work orders to the applicant, and the applicant submits the work order with their permit application to the Building Department. A permit will not be issued without an SDG&E work order.

For more information please go to:

<https://www.sdge.com/businesses/savings-center/services/service-planning-for-expansion-relocation>

### Stormwater

The latest Storm Water Permit issued by the Regional Water Quality Control Board (RWQCB) to the City of Escondido and other co-permittees in the region requires that storm water best management practices (BMPs) be included in all development projects. Which BMP categories apply is based on the type and intensity of the project. In an effort to ensure compliance with the RWQCB, the Engineering Department requires applicants to submit a Storm Water Project Submittal Form prior to permit issuance. Engineering determines what projects must submit a Storm Water Project Submittal Form. A permit will not be issued without a Storm Water Project Submittal Form.

For more information and the forms, please go to:

<https://www.escondido.org/bmps-for-new-development-redevelopment.aspx>

## Additional Requirements for Non-Residential Projects

### Accessibility Requirements for Alterations, Additions, and Structural Repairs

California law requires facilities to remove architectural barriers in existing buildings and make sure that newly built or altered facilities are constructed in such a manner that provides access to persons with disabilities. As part of your addition or alteration, this form will assist you in establishing the scope and amount of barrier removal. Once the scope is approved, this worksheet must be printed on the plans. This document must be filled out and submitted with your plans and printed on the plans. This document is required of all tenant improvements.

For further information, please go to:

[https://www.escondido.org/Data/Sites/1/media/JEngel/RevisedAccessibilityRequirementsforalterations\\_additions,andstructuralrepairs.pdf](https://www.escondido.org/Data/Sites/1/media/JEngel/RevisedAccessibilityRequirementsforalterations_additions,andstructuralrepairs.pdf)

## Department of Environmental Health and Quality (DEHQ)

The County of San Diego DEHQ is the jurisdiction having authority and requires co-approval for various project types:

- retail food safety
- public housing
- public swimming pools
- small drinking water systems
- onsite wastewater systems
- recreational water
- aboveground and underground storage tanks and cleanup oversight
- x-ray
- medical and hazardous materials and waste

The applicant must submit plans to both the City of Escondido and DEHQ for approval. The Escondido Building Department will not issue a permit until DEHQ approved the plans and evidence is provided.

For more information please go to: <https://www.sandiegocounty.gov/deh/>

## Hazmat Questionnaire

A Hazmat Questionnaire is required for all new commercial, tenant improvements and commercial renovations, or demolition permits. The Hazmat Questionnaire must be completed and submitted to the County of San Diego DEHQ for approval. Once approved, the Hazmat Questionnaire must be submitted to the Escondido Building Department. The purpose of the questionnaire is to identify and declare the type and quantity of hazardous materials in order to ensure that the project is constructed in accordance with the California Building Code and California Fire Code. The survey also provides emergency response personnel with adequate information to help them better prepare and respond to chemical-related incidents at regulated facilities.

Assembly Bill 3205 (AB3205), which became effective on January 1, 1989, and was incorporated into Section 65850.2 of the California Government Code, prohibits Building Departments from issuing a final Certificate of Occupancy unless a business that handles hazardous materials has done the following:

- Met the requirements of a Hazardous Materials Business Plan for a release or threatened release of hazardous materials.
- Completed the California Accidental Release Prevention CalARP screening process for Acutely Hazardous Materials or Regulated Substances that may be handled above minimum threshold quantities.
- Submitted a certified Risk Management Plan (RMP) if required by the Department of Environmental Health and Quality, Hazardous Materials Division.

For more information please go to:

<https://www.escondido.org/Data/Sites/1/media/Building-Division/Documents/SDCoHazardousMaterialQuestionnaire.pdf>