



City of Del Mar
1050 Camino del Mar
Del Mar, CA 92014
858-755-9313



Guide to Project Processing ***An applicant's guide to the process***

The following is a basic guideline to help applicants understand the various steps involved in processing construction plans for projects in Del Mar. Please remember this is the basic procedure; individual projects may vary. The City of Del Mar contracts with the Esgil Corporation and the City of Solana Beach for providing building services, including the issuance of Building Permits and construction inspections.

- Step 1 - Obtain all City of Del Mar discretionary approvals including a Coastal Development Permit (if needed). All Planning Commission approvals must be obtained prior to Design Review Board approvals. Please contact the Planning Department for further information.
- Step 2 - If the project required discretionary approval, the property owner/applicant shall review and sign all applicable Resolution(s) of approval.
- Step 3 a - When the applicant has completed the structural (working) drawings, three sets shall be submitted to the City of Del Mar Planning Department for authorization to submit the working drawings to the City of Solana Beach Building Department (EsGil) for plan check. The City of Del Mar will complete a tracking sheet which will be taken by the applicant to the City of Solana Beach for their structural plan check.
- Contact the City of Solana Beach Building Department at (858) 720-4450 for more detail on submittal requirements, fees, etc., associated with Building Permits.
- 3 b - When the applicant has completed any required engineering drainage and/or grading plans as required by conditions of approval, four sets of the plans, along with any other applicable reports, analysis, etc. shall be submitted to the City of Del Mar Planning Department. The Planning Department will route the submitted plans to the Engineering Department for plan check. Contact the Engineering Department at (760) 603-6000 for more detail on submittal requirements, fees, etc. for Drainage and Grading plans.
- Step 4 - After all required modifications to the structural plans have been completed, per the City of Solana Beach Building Department, the plans are returned to the City of Del Mar Planning Department for verification that the project is in compliance with zoning. At this time the applicant shall pay the City of Del Mar Planning/Fire Department Plan Check Fee as well as the Construction License Tax (35¢ per square-foot of new floor area). These fees are paid at Del Mar City Hall. Staff will also check to see that the structural drawings are consistent with any discretionary approvals required for the project and to ensure that all conditions of those approvals have been met. This Planning Review will be completed in approximately fifteen (15) working days from the date of submittal.

Planning Department
1050 Camino del Mar Del Mar, CA 92014
Phone (858) 755-9313 Fax (858) 755-2794

- Step 5 - Before Building Permits can be issued, the City of Del Mar Fire Department must review and stamp the plans. Please contact the Fire Department at (858) 755-1522.
- Step 6 - The City of Del Mar Finance Department collects the applicable sewer and water fees for properties within the City of Del Mar. Please call the Finance Department at (858) 755-9354 for more details and applicable fees.
- Step 7 - The San Dieguito Union High School District and Del Mar Union School District require the payment of school fees for projects that have more than 500 square-feet of floor area. The San Dieguito Union High School District collects school fees for both Districts that serve the City of Del Mar. Please call the School District at (760) 753-6491 for details and applicable fees. You can pay all school fees, in person, at 710 Encinitas Boulevard, Encinitas, CA 92024.

San Dieguito High School District: \$1.56 /sq. ft. (residential); 25[¢]/sq. ft. (commercial)
Del Mar Elementary School District: \$1.41/sq. ft. (residential); 22[¢]/sq. ft. (commercial)

- Step 8 - Approvals, if necessary, by Health Department or Air Pollution Control District must be obtained prior to issuance of Building Permits.
- Step 9 - Once all plans, including the drainage/grading, structural and any other associated documents are reviewed for compliance with City requirements and/or conditions of approval for discretionary approvals and all applicable fees have been paid. Please submit four complete set of plans of which three will get approval stamps- a copy each for the job-site, Planning Department, Building Department and County Tax Assessors Office. These final plan sets may then be submitted at the Solana Beach Building Department for issuance of a Building Permit.

Note: Any modification to the approved plans or structure must be approved by the City. In some cases, the changes may be authorized by staff. In other cases, the changes may require review by the Design Review Board. Potential changes may also require an amendment to the existing building permit.