



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 - *[Discretionary Approvals]*

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. Ten working-day appeal periods apply to all discretionary approvals. Please contact the Planning Department for further information.

Step 2 - *[Signing of Resolution]*

If the project required discretionary approval, the property owner/applicant shall review and sign all applicable Resolution(s) of approval.

Step 3a - *[Submittal of Working Drawings/Construction Plans]*

When the applicant has completed the structural (working) drawings, three sets shall be brought 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/transmittal sheet which will be taken with the plans 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.

Step 3b - *[Submittal of Required Grading or Drainage (Civil) Plans]*

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. Please contact the Planning Department for information regarding engineering review fees. Please contact Scott Cartwright at the City Engineering Department at (760) 476-9193 for questions or additional details regarding submittal requirements for Drainage and Grading plans.

Step 4 - *[Planning Department Plan Check]*

After all required modifications to the structural plans have been completed, per the City of Solana Beach Building Department, the three sets of plans are returned to the City of Del

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Phone: (858) 755-9313 Email: planning@delmar.ca.us

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 or replacement 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.

Step 5 - *[Water and Sewer Fees]*

The City of Del Mar Finance Department collects any 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 6 - *[School Fees]*

The San Dieguito Union High School District and Del Mar Union School District require the payment of school fees for projects that add 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 the most current applicable fees. You can pay all school fees, in person, at 710 Encinitas Boulevard, Encinitas, CA 92024.

Step 7 - *[Additional Approvals]*

Approvals, if necessary, by Health Department or Air Pollution Control District must be obtained prior to issuance of Building Permits.

Step 8 - *[Issuance of Building Permits]*

Once all plans, structural and civil, have been reviewed and approved as compliant with discretionary approvals and all applicable fees have been paid, plans will receive City approval stamps. The City of Del Mar will complete a tracking/transmittal sheet which will be taken with two final plan sets to the Solana Beach Building Department for issuance of a Building Permits. The additional set of stamped plans will remain with the Planning Department. Final payment of Building Permit Fees will be required at this time.

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.