



CITY OF ENCINITAS
 Development Services Department
 505 S. Vulcan Ave
 Encinitas, CA 92024
www.encinitasca.gov
 Phone: 760-633-2730
 Email: building@encinitasca.gov

FEES & INFORMATION

BUILDING PERMIT

RESIDENTIAL-COMMERCIAL-MIXED USE

All Building permit applications are submitted online through our **Customer Self Service (CSS)** portal.

New CSS Users: go to <https://cityofencinitasca-energovweb.tylerhost.net/apps/selfservice#/home> to register for your personal account. Once your registration is approved (**within one business day**), you can apply for permits and monitor the progress of your application through your own personal dashboard. CSS Registration questions: 760-633-2708.

If you have questions regarding your building permit submittal, you are encouraged to speak with staff prior to applying online. Contact the Building Division 760-633-2730.

Fees:

Total fees will depend on scope of work to be done and may include the following:

- Item Review Fees
- City Overhead Fee
- Permit Fees
- General Plan Fee
- Permit Issuance Fee
- Flood Control Fees Traffic Mitigation Fees
- Parkland Mitigation Fees (Check with Planning)
- Fire Mitigation Fees
- Strong Motion Instrumentation Program Fees (SMIP)
- Building Standard Administration Special Revolving Fund Fee (BSASRF)
- Technology Fee
- Revision Fee (if required)
- School Fees (Non-city fee collected separately by the school district)
- Sewer Fees (Non-city fee collected separately by the wastewater provider)

You will be notified by a staff member when fees are due.

Building Permit Types and Documentation Required

If the Submittal requirements depend on the type and scope of work to be performed. The matrix shows which documents are **required** for submittal. **If additional documentation is needed, staff will contact you during the permit process.** “**xx**”- Special conditions are applied to the application type, please refer to the “Special Conditions” matrix.

APPLICATION TYPE	REQUIRED DOCUMENTATION
Accessibility	<ul style="list-style-type: none"> • Calculations – Building Square Footage • County Hazardous Materials Questionnaire (Commercial & Mixed Use only) • Form – Construction & Demolition Debris Ordinance • Form – Stormwater Intake Form & Standard SWQMP • Plans – Building • Form – Unreasonable Hardship (if applicable to project) • Owner Authorization Affidavit
**Accessory Dwelling Unit (ADU), Junior Accessory Dwelling Unit (JADU), Permit-Ready Accessory Dwelling Unit (PRADU)	<ul style="list-style-type: none"> • Calculations – Building Square Footage • Form – Construction & Demolition Debris Ordinance • Form – Stormwater Intake Form & Standard SWQMP • Plans – Building (site plan, floor plan, roof plan, elevations) • Tech Study – Geotechnical Report (if is next to a slope, is over 500 sq. ft., is a detached structure, or is on a bluff) • Form – Energy Efficiency Compliance (CA State) • Form – Boundary Certification (if structure is within 5’ of the property line) • Grant Deed • Slope Analysis (if disturbing the ground and in the special study overlay zone– check with Planning) • Owner Authorization Affidavit
Addition	<ul style="list-style-type: none"> • Calculations – Building Square Footage • Form – Construction & Demolition Debris Ordinance • Form – Stormwater Intake Form & Standard SWQMP • Plans – Building (site plan, floor plan, roof plan, elevation)

	<ul style="list-style-type: none"> • Tech Study – Geotechnical Report (if next to a slope or the addition is over 500 sq ft.) • Form – Energy Efficiency Compliance (CA State) • Form – Boundary Certification (if structure is within 5' of the property line) • Slope Analysis (if disturbing the ground and in the special study overlay zone– check with Planning) • Owner Authorization Affidavit
Alteration & Repair	<ul style="list-style-type: none"> • Calculations – Building Square Footage • County Hazardous Materials Questionnaire (Commercial & Mixed Use only) • Form – Construction & Demolition Debris Ordinance • Form – Stormwater Intake Form & Standard SWQMP • Plans – Building (site plan, floor plan, roof plan, elevation) • Form – Energy Efficiency Compliance (CA State) • Owner Authorization Affidavit
Demolition	<ul style="list-style-type: none"> • Calculations – Building Square Footage • County Hazardous Materials Questionnaire (Commercial & Mixed Use only) • Form – Construction & Demolition Debris Ordinance • Form – Stormwater Intake Form & Standard SWQMP • Form – Construction & Demolition Debris – Waste Management Plan (approval from Public Works required) • Plans – Site Plan – Demolition Plan (site plan, demo plan, floor plan) • Letter – SDGE Disconnect (if demo of a building with electricity) • Owner Authorization Affidavit <p>Note: A Coastal Development permit is required to demo residential units in the Coastal zone</p>
**Energy	<ul style="list-style-type: none"> • Application – Grant Deed • Business Registration • Calculations – Building Square Footage • County Hazardous Materials Questionnaire (Commercial only) • Form – Construction & Demolition Debris Ordinance • Plans – Building • Plans – Single Line Drawing • Specifications – Manufacturers Manual • Calculations – Structural (based on conditions of the permit) • Owner Authorization Affidavit
**Mechanical, Electrical, Plumbing (MEP) Permit – General	<ul style="list-style-type: none"> • Plans – Building (if unit is installed outdoors, i.e., air conditioner condenser) • Plans – Single Line Drawing (if the project involves an electrical system) • Specifications – Manufacturers Manual (if project is a new installation) • Form – Boundary Certification (if structure is within 5' of the property line) • Geotechnical letter report (required for properties on a bluff – check with Planning) • Slope Analysis (if disturbing the ground and in the special study overlay zone – check with Planning) • Owner Authorization Affidavit
New Construction	<ul style="list-style-type: none"> • Calculations – Building Square Footage • Form – Construction & Demolition Debris Ordinance • Form – Stormwater Intake Form & Standard SWQMP • Plans – Building (site plan, floor plan, roof plan, elevations) • Plan – Grading • Tech Study – Geotechnical Report • Form – Energy Efficiency Compliance (CA State) • Form – Boundary Certification (if structure is within 5' of the property line) • Owner Authorization Affidavit • Slope Analysis (if disturbing the ground and in the special study overlay zone – check with Planning)
**Pool	<ul style="list-style-type: none"> • Calculations – Building Square Footage • County Hazardous Materials Questionnaire (Commercial & Mixed Use only) • Form – Construction & Demolition Debris Ordinance • Form – Stormwater Intake Form & Standard SWQMP • Plans – Building (site plan) • Tech Study – Geotechnical Report (if next to a slope) • Slope Analysis (if disturbing the ground and in the special study overlay zone – check with Planning) • Owner Authorization Affidavit

Retaining Wall	<ul style="list-style-type: none"> • Calculations – Building Square Footage • County Hazardous Materials Questionnaire (Commercial & Mixed Use only) • Form – Construction & Demolition Debris Ordinance • Form – Stormwater Intake Form & Standard SWQMP • Plans – Building (site plan, elevations, cross sections) • Tech Study – Geotechnical Report (if next to a slope) • Form – Boundary Certification (if structure is within 5' of the property line) • Slope Analysis (if disturbing the ground and in the special study overlay zone – check with Planning) • Owner Authorization Affidavit
Re-Roof	<ul style="list-style-type: none"> • Application – Supplemental – Re-Roof • County Hazardous Materials Questionnaire (Commercial & Mixed Use only) • Form – Construction & Demolition Debris Ordinance • Plans – Building (Commercial & Mixed Use only) • Geotechnical letter report (required for properties on a bluff – check with Planning) • Owner Authorization Affidavit
Sign (Permanent)	<ul style="list-style-type: none"> • Plans – Sign (site plan, floor plan, roof plan, elevations, sign specifications) • Form – Energy Efficiency Compliance (CA State) • Owner Authorization Affidavit
Temporary or Accessory Structure	<ul style="list-style-type: none"> • Calculations – Building Square Footage • County Hazardous Materials Questionnaire (Commercial & Mixed Use only) • Form – Construction & Demolition Debris Ordinance • Form – Stormwater Intake Form & Standard SWQMP • Plans – Building (site plan, floor plan, roof plan, elevations) • Plan – Grading (if required – check with Engineering) • Tech Study – Geotechnical Report (not required if a storage unit or garage) • Form – Boundary Certification (if structure is within 5' of the property line) • Slope Analysis (if disturbing the ground and in the special study overlay zone – check with Planning) • Owner Authorization Affidavit
Tenant Improvement	<ul style="list-style-type: none"> • Calculations – Building Square Footage • County Hazardous Materials Questionnaire (Commercial & Mixed Use only) • Form – Construction & Demolition Debris Ordinance • Form – Stormwater Intake Form & Standard SWQMP • Plans – Building (site plan, floor plan, demo plan, & roof plan; elevations – if exterior modifications are proposed) • Parking Analysis (may be required for change of use – check with Planning) • Owner Authorization Affidavit
**Water Heater	<ul style="list-style-type: none"> • Specifications – Manufacturers Manual (If new installation) • Plans – Site Plan (if new installation) • Form – Energy Efficiency Compliance (CA State) • Owner Authorization Affidavit

Special Conditions

The following conditions pertain to the individual listed permits, but additional requirements may apply depending on the scope of work.

APPLICATION TYPE	REQUIRED DOCUMENTATION
Accessory Dwelling Unit	<ul style="list-style-type: none"> • Geotechnical Studies will be required for attached additions over 500 sq. ft., is a detached structure, or is on a bluff • Electrical Meters will be evaluated for potential upgrades • Sewer Lateral Review will be conducted for sewer tie-ins • Solar PV installation is required for new detached structures • If permitting in conjunction with SFR, then Gray Water system requirements apply per City Ordinance. • Please review the ADU Checklist for further requirements • Accessory Dwelling Unit Covenant
Energy	<ul style="list-style-type: none"> • The following components require separate permits: (1) Solar PV, (2) Battery, (3) Main Service Panel Upgrade, (4) EV Charging Station • For EV Charging Stations, please refer to the “Submittal Requirements Checklist for EVCS” for guideline.
Mechanical, Electrical, Plumbing (MEP) Permit	<p><u>For HVAC Installations:</u></p> <ul style="list-style-type: none"> • Energy Compliance Forms are required for all new or replacements of HVAC systems. Please refer to the Energy Efficiency Compliance guideline for further information. <p><u>For Meter Panel Upgrades ≥ 400 Amps, the following are required for submittal:</u></p> <ul style="list-style-type: none"> • Letter – SDGE Work Order • Plans – Single Line Drawing • Worksheet – Residential Circuit Card, Load Summary • Panel Schedule
Pool/Spa	<ul style="list-style-type: none"> • Hardscape elements such as patio covers, firepit, BBQ, gazebo, etc. will require a separate permit. • Gas and electrical stubs are allowed to be part of the Pool/Spa permit
Water Heater	<ul style="list-style-type: none"> • Energy Compliance Forms are required for all new or replacements of water heaters. Please refer to the Energy Efficiency Compliance guideline for further information.

The following is a comprehensive list of documents that may be required to complete your project.

- **Acknowledgment – Owner-Builder** – Required when the owner is the responsible party of record on the permit.
- **Owner Authorization Affidavit** – To certify that the applicant has been granted authorization by and from the property owner(s) to obtain a permit(s) or entitlement(s) on their behalf.
- **Application – Grant Deed** – To establish proof of ownership.
- **Application – Supplemental** – Additional information required, specific to the process being applied for.
- **Business Registration** – If applicant is a contractor or representing the owner as a business, a Business Registration is required. This can be applied for concurrent with submittal of building permit application.
- **Calculations – Building Square Footage** – Breakdown of square footage and valuation to determine fees.
- **Calculations – Structural** – Calculations to demonstrate the potential risks as well as the requirements.
- **Calculations – Truss** – Roof framing calculations (New Construction, Addition or Remodel)
- **Certificate – Roof Covering Installation** – Acknowledgment by contractor of compliance with Class A Roof requirement.
- **Certification – Height** – A survey from a licensed surveyor or registered civil engineer to verify building height in the field is in compliance with the approved plans.
- **Certification – Landscape Letter** – Must be signed by a State licensed landscape architect, landscape contractor, or an irrigation designer who holds a State license in the landscape field to verify installation was per the approved plans.
- **Certification – School Fees** – Certifies school fees have been paid.

- **Certification – Sewer & Water District** – Certifies that all connections have been paid.
- **Corrections List – Revisions/Resubmittals** – Response to City staff's list of corrections on permit submittal.
- **County Hazardous Materials Questionnaire** – Questions from the Fire Department, County of San Diego Department of Environmental Health, and Air Pollution Control District (ACPD) relating to hazardous materials.
- **County Health Approval** – Required when septic tank on property. Can be approved plans or stamped letter.
- **Covenant** – An agreement recorded on the title of a property to specify certain requirements related to certain accessory structures and accessory dwelling units.
- **Form – Boundary Certification** – Required form that a Land Survey will be completed by a California Licensed Land Surveyor for projects within 5 feet of the property line.
- **Form – Construction & Demolition Debris Ordinance** – Form required relating to debris management.
- **Form – Construction & Demolition Debris-Waste Management Plan**- Outlines waste management plan for project site. Required approval by Public Works.
- **Form – Energy Efficiency Compliance (CA State)**: State required forms related to energy compliance. Please see the Energy Efficiency Documentation Determination form for further guidance.
- **Form – Housing Development Tracking** – Form to track all new residential dwelling units.
- **Form – Housing Development Tracking-ADU & JADU** – Form to track all new Accessory Dwelling Units and Junior Accessory Dwelling Units.
- **Form – Revision Sheet** – Required for any revision or deferred submittal made to an approved set of plans.
- **Form – Stormwater Intake Form & Standard SWQMP**- Required for every project to categorize and document the project's status as it relates to local and state stormwater quality requirements.
- **Form – Unreasonable Hardship** – Required if there is unreasonable hardship to meet disable access requirements of the City of Encinitas; Will be reviewed by the City Building Official
- **Landscape – Documentation Package** – Includes landscape and irrigation plans. Commercial & Mixed-Use projects must be prepared by the homeowner or be prepared, signed and stamped by a California-licensed civil engineer, architect or landscape architect.
- **Landscape – Water Efficient Worksheet** – Worksheet that calculates the Maximum Applied Water Allowance and the Estimated Applied Water Allowance. Commercial & Mixed Use projects must be prepared by the homeowner or be prepared, signed and stamped by a California-licensed civil engineer, architect or landscape architect.
- **Letter – SDGE Disconnect** – Letter from SDGE verifying they have disconnected electric and/or gas meter to a property.
- **Letter – SDGE Work Order** – Form from SDGE verifying the installation requirements and the conditions of the meter installation.
- **Plans – Building** – Refer to Submittal Checklist – Building Plans for a complete set of guidelines.
- **Plans – Isometric Drawing** – Drawing to indicate where piping is being installed.
- **Plans – Revision** – Required when directed by staff to submit revisions to approved plans.
- **Plans – Single Line Drawing** – Indicate where all electricity is being used inside the structure.
- **Plans – Site Plan – Demolition** – Site plan showing scope of proposed demolition, including but not limited to, structures or portions of, site improvements, hardscape, vegetation, etc.
- **Plans – Slope Analysis** –
- **Plans – Grading** -
- **Proof of Ownership** – Can be a Grant Deed, Assessor Record or similar document. If applicant is not the property owner, permission from owner is a letter, signed and dated by property owner, acknowledging use of the property for purpose of applied permit/activity.
- **Specifications – Manufacturers Manual**: Upload manufacturers specifications manual.
- **Tech Study – Geotechnical Report** – Study analyzing geology to determine site conditions and design and construction recommendations. Sometimes a letter from the Geotechnical Engineer may be adequate – check with the Building Official.
- **Worksheet – Insulation Certification** – Certificate describing the insulation installed within a project.
- **Worksheet – Residential Circuit Card, Load Summary** – Summary of electrical work done at site.
- **Worksheet – Residential Kitchen Lighting** – For kitchen remodels only. Summary of lighting in kitchen.

The following is a comprehensive list of checklists that highlight the requirements and/or submittal documents of specific projects. Further documents may apply upon review of the project.

- **Energy Efficiency Documentation Determination**
- **Permitting of Electrical Vehicle Charging Stations (EVCS)**
- **Pre-Approved Accessory Dwelling Unit Checklist**

Revisions

If you would like to apply for revisions to a previously approved permit, please contact the Building Staff at building@encinitasca.gov to ask for the CSS portal to be re-opened. Please complete a revision sheet to be submitted with the plans. Instructions for revisions are below:

For Revisions, please do the following and submit within the CSS portal:

1. Prepare a PDF file of the latest reviewed and approved set of plans.
2. Prepare a PDF file of your resubmittal of the complete plans with the clouded changes on the plan. Include the revision# (i.e.: REV1, REV2) and the revision date on every affected sheet.
3. Prepare a PDF file with a detailed narrative identifying the list of the revisions on every affected sheet.

INSPECTION:

First inspection must be completed within 180 days of permit issuance. Inspections can be scheduled online through the [CSS](#) portal. On the day of your inspection, the inspection schedule can be accessed on the [Inspections](#) page of the City's website.