



**CITY OF ENCINITAS**  
 Development Services Department  
 505 S. Vulcan Ave  
 Encinitas, CA 92024  
[www.encinitasca.gov](http://www.encinitasca.gov)  
 Phone: 760-633-2730  
 Email: [building@encinitasca.gov](mailto:building@encinitasca.gov)

## BUILDING PERMIT RESIDENTIAL-COMMERCIAL-MIXED USE FEES & INFORMATION

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

New CSS Users: go to <https://portal.encinitasca.gov/CustomerSelfService#/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
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>• Calculations – Building Square Footage</li> <li>• County Hazardous Materials Questionnaire (Commercial &amp; Mixed Use only)</li> <li>• Form – Construction &amp; Demolition Debris Ordinance</li> <li>• Form – Stormwater Intake Form &amp; Standard SWQMP</li> <li>• Plans – Building</li> <li>• Form – Unreasonable Hardship (if applicable to project)</li> <li>• Owner Authorization Affidavit</li> </ul>
<b>**Accessory Dwelling Unit (ADU), Junior Accessory Dwelling Unit (JADU), Permit-Ready Accessory Dwelling Unit (PRADU)</b>	<ul style="list-style-type: none"> <li>• Calculations – Building Square Footage</li> <li>• Form – Construction &amp; Demolition Debris Ordinance</li> <li>• Form – Stormwater Intake Form &amp; Standard SWQMP</li> <li>• Plans – Building (site plan, floor plan, roof plan, elevations)</li> <li>• Tech Study – Geotechnical Report (if is next to a slope, is over 500 sq. ft., is a detached structure, or is on a bluff)</li> <li>• Form – Energy Efficiency Compliance (CA State)</li> </ul>

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

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

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

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](mailto: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 prior to the Expiration Date as shown on the permit.**

**Call for inspections by 3:00PM one workday prior to the desired inspection date: 760-633-2739.**