CITY OF OCEANSIDE
DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION

300 N. COAST HIGHWAY
OCEANSIDE, CA 92054
(760) 435-3950

PLAN SUBMITTAL and PERMIT ISSUANCE REQUIREMENTS

1. Four (4) complete sets of plans (unless otherwise noted) drawn to scale consisting of at least:

   A. Vicinity map and plot plan (indicate job address, owner's name, address, phone number and designer's name, address and phone number, dimensions of all structures from property line and from each other).

   B. Foundation and floor plan (indicate square footage of each building or structure).

   C. Framing sections and exterior elevations.

   D. Details (structural, connections, etc.)

   E. One copy of soils report.

   F. One copy of structural calculations (all commercial, industrial, apartments, motels/hotels, two-story single-family residences and additions, buildings with unusual beams, supports, or structural systems).

   G. State Energy Conservation Compliance Certification Signed - Documentation included where applicable (i.e., all non-residential buildings and residential buildings employing an alternative design).

   H. Electrical, mechanical and plumbing plans when requested by the Building Division.

2. **County Health Department**: Food or liquor handling establishment or, if a septic tank is required, plans shall be approved prior to permit by the San Diego County Health Department, 5201 Ruffin Road, San Diego, CA 92123, phone (760) 565-5173. Septic tank information: 334 Via Vera Cruz, San Marcos, CA 92069 (619) 471-0730.

3. **Discretionary Permits**: Some projects require discretionary permits (Development Plans, Conditional Use Permits, Variances, etc.) from the Planning Commission, City Council and/or the Community Development Commission. Examples of these are new commercial or industrial buildings, multifamily housing, regulated uses (drinking and dining establishments, liquor stores, adult-oriented businesses, etc.), schools, etc. Building plans may be submitted concurrent with application for discretionary permits, but the building permit may not be issued until the discretionary permit is approved. For information about discretionary permits, contact the Planning Division (760-435-3520)

4. **Coastal Affordable Housing**: If property is located within the Coastal Zone and the application involves either the construction or demolition of a residential use, you must obtain a "Coastal Affordable Housing Compliance Permit" before a building permit or demolition permit can be issued. To obtain a "Coastal Affordable Housing Compliance Permit" you must bring one set of plans to the Neighborhood Services Department, 321 N. Nevada Street, Oceanside, CA, for review. Phone (760) 435-3360.

5. **Coastal Zone Requirements**: If property is within the Coastal Zone, consult with the Planning Division, 300 N. Coast Highway, Oceanside, CA 92054. Phone (760) 435-3520. It is the applicant's responsibility to comply with any Coastal Act requirements.

6. **Approvals Required**: In addition to plan check approval by the Building Division, the release by all appropriate departments and divisions(Planning, Engineering, Water Utilities, Fire Prevention, Housing – as applicable) is required prior to the issuance of permits by the Building Division.

7. **Signatures on Permit Applications**. The owner of the building or a State-licensed contractor must sign the application.

   Exception: if the owner or contractor has given signature authorization to someone else. Signature authorization must be in a format approved by the Building Division – ask at permit counter for examples.

8. **Owner-Builder Permits**. If the permit lists the owner as contractor and the owner does not appear in person, then State Law requires the Building Division to mail an owner-builder information letter and owner-builder verification form to the owner. Permits may not be issued until the owner-builder verification is returned. Or, the applicant may have the verification form signed by the owner and notarized.

9. **Workers Compensation Insurance:** It is the Building Division's responsibility to assure that the person or entity to whom the permit is issued has workers' compensation insurance coverage when required. If the person or entity to whom the permit is issued will have no employees working on the job, i.e., will hire only licensed contractors/subcontractors, then they may declare themselves exempt from providing Workers Compensation insurance. The Building Permit Application includes declarations pertaining to this requirement.

10. **Expiration of Plan Review**. Applications for which no permit is issued within one calendar year following the date of application shall expire by limitation and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant one time for a period not exceeding six (6) months upon written request by the applicant, showing that circumstances beyond the control of the applicant have prevented action from being taken. If the codes have changed subsequent to the date of the original permit application, the plans must be updated to comply with current codes and ordinances in effect at the time of the request for extension. In order to renew action on an application after expiration, the applicant shall submit a new application and pay plan review fees in accordance with the current fee schedule based on the amount of plan review remaining to be done.