

**CITY OF SAN DIEGO  
DEVELOPMENT SERVICES DEPARTMENT  
BUILDING DEVELOPMENT REVIEW  
“ TEMPLATE QUICK CHECK PROGRAM”**

**Background**

The City of San Diego Plan Cover Sheet Templates were developed by Development Services Department (DSD) with the assistance of the Department’s Technical Advisory Committee (TAC) that was appointed by the San Diego City Council. The three Cover Sheet Templates for Commercial, Residential, and Tenant Improvement projects were developed to encourage the submission of more complete design information located at a pre-defined location within the design documents.

The purpose of the Cover Sheet Templates **is not** to replace the Project Submittal Requirements contained in the City’s Land Development Manual. The information contained in the Cover Sheet Templates pertain primarily to the Building Development Review (BDR) disciplines. By using the Cover Sheet Templates, the design community should enjoy the benefit of a reduction in the number of plan rejections due to incompleteness by the DSD Plan Submittal staff. Furthermore, the number of plan review comments by the covered BDR disciplines should be reduced, resulting in fewer and/or shorter rechecks, since the majority of notes and project information will be shown on an easily identifiable location within the plan set and in a uniform and clear fashion.

The Cover Sheet Templates are being made available to all our customers in electronic form and can be down-loaded from Department’s Web page as either AUTOCAD files or files readable in “pdf” format.

In an effort to further encourage the use of the Cover Sheet Templates, the Department is making an enhanced level of over-the-counter plan review service available to all designers using the Cover Sheet Templates. Currently, only the commercial tenant improvement projects of limited size and type, involving no structural work are reviewed over-the-counter by the Structural Discipline. These projects

often involve 15 to 30 minutes of plan review time. This new service, herein after referred to as “Template Quick Check” Program will expand the existing service level to include larger and/or more complex projects to be reviewed over-the-counter by the Structural Discipline. The projects may include limited structural work and calculations requiring up to about 1½ hours of plan review time.

The Template Quick Check Program, an outline of which is presented below, will be offered on an appointment basis for the Structural Discipline. Reviews for the other BDR Disciplines (Ministerial) as required, may be provided through the existing Commercial or Residential Over-The-Counter plan review operations, subjected to the scope limitations of each discipline. Moreover, from time to time, plans may have to be submitted for the Discretionary reviews as required per the project scope. The new service will not affect the existing walk-in, over-the-counter plan review operation.

## **“TEMPLATE QUICK CHECK PROGRAM”**

### **for Structural Plan Review**

#### **Program Outline**

**Project designers will incorporate a completed copy of the appropriate Cover Sheet Template into their plan set and include the Cover Sheet Template under the Sheet Index.**

Appointments for the Template Quick Check Structural Reviews will be made by the Structural Counter staff. Project designers using a dedicated/published phone line/number, or in person will request the appointments. All requests for Template Quick Check Structural Reviews will be pre-screened by the Counter Senior/Lead Associate staff for scope suitability/fitness using a Project Scope Questionnaire before appointments are made. During the initial pilot phase, a total of seventeen 2-hour appointment sessions will be made available each full work week. Appointments starting at 7:30 a.m., 9:30 a.m., 1:00 p.m., and 3:00 p.m. will be served by the Structural Plan Review Engineers.

From the Check-In Counter, the designer will be directed to the Screening Counter. The Duty PRS supervisor will immediately assign a staff member to the project. The project will then be screened for the required clearances. If the plans will have to be submitted for in-house plan review by any discipline, the designer will be given the choice to submit his/her plans for the Structural Review as well. If submission of plans is not required, or when the designer chooses to pursue his/her Template Quick Check appointment any ways, the Screening Counter Staff staff will sign up the designer, create routing sequence for one copy of the plans to STRL PKUP APPL. The designer will then be sent to the 4<sup>th</sup>. Floor Reception Desk. The Reception Desk staff will check-in the designer and call/page the designated Structural Reviewer per the published schedules to serve the appointment.

After the project introduction by the designer, the Structural Reviewer will Log the plan to STRL, check it In to STRL, will obtain designer's phone Numbers, and inform the designer that the completed Structural Review could be picked up at the 3<sup>rd</sup> Floor Plan Pick-Up Counter in two hours from the start of the appointment. The Structural Reviewer will then complete the review, Check it Out from STRL and turn the package to the Plan Pick-Up.

The Structural plan review (Fire/Life-Safety, Disabled Access, and Framing Provisions) is often more time consuming than all other BDR plan review disciplines, requiring submission of plans for in-house plan review. With the Template Quick Check Program, it is anticipated that the designer would use the time waiting for the Structural review, walking the plans through Electrical, Mechanical, and Fire over-the-counter plan review as applicable, subjected to the scope limitations of each discipline.

Every effort will be made by the Structural Reviewer to complete the Template Quick Check reviews within the designated time. In the remote case that some potential project issue(s) could not be fully addressed/ concluded by the end of the appointment time, the Structural Reviewer will inform the designer about the potential issue(s) and will take the plans in. The plans will then be taken to the next session of BDR Code Group by the reviewer for resolution.

The reviewer will then complete the review, contact the designer, and turn the plans in to Plan Pick-Up. Recheck for the Template Quick Check projects will generally be provided by the original reviewer through the existing appointment system for Structural Rechecks or as determined by the Reviewer, through the walk-in, Over-The-Counter plan review operation.

### **Template Quick Check Project Types**

Template Quick Check reviews to be initially provided for projects with any of the following scopes but not in combination:

- C 1) Major tenant improvement projects in buildings of 'B' and/or 'M' occupancies not exceeding 10,000 sq. ft. total on not more than two floors, and not associated with any structural work.
- C 2) Major tenant improvement projects in buildings of 'F' and/or 'S' occupancies not exceeding 20000 sq. ft. total on not more than two floors and not associated with any structural work.
- C 3) Installation of new and/or relocated, roof/ceiling/floor-mounted, small mechanical equipment without mechanical platforms, not requiring upgrade/retrofit of the existing framing elements, and associated only with minor tenant improvement projects in buildings of 'B', 'F', 'M', and 'S' occupancies, i.e. with maximum one third floor areas per items 1 and 2 above. Structural calculations show that the existing framing elements are adequate to support the equipment.
- C 4) Installation of no more than two pieces of new and/or relocated mechanical equipment weighing up to 5000 pounds each, on new and/or existing on grade shallow foundations, and not associated with any other remodel/improvements.

- C 5) Storage racks/shelving projects with no more than one rack type or two shelving types, and not associated with any other improvements.
- C 6) Installation of awnings up to 200 sq. ft. total in aggregate area, and not associated with any other remodel/improvements.
- C 7) Attached or detached, wood-framed patio cover or trellis not exceeding 400 sq. ft. in area, on commercial or multi-family sites, supported on shallow foundations, and not associated with any other remodel/improvements.
- C 8) Utilization of Master Plan swimming pools, in no more than two locations for commercial or multi-family sites.
- C 9) Replacement and/or repairs of existing exterior wood-framed stairs serving no more than two floors, in no more than two locations, and not associated with any other remodel/improvements.
- C 10) Conversion of single-family or multi-family garage to sales office for residential tract housing projects not involving major structural work.
- C 11) Second-story or first and second-story, single-family, wood-framed additions not exceeding 500 sq. ft., supported on shallow foundations, and not associated with any other remodel/improvements.
- C 12) Non-conventional, one-story, single-family, wood-framed additions not exceeding 600 sq. ft. in one area or 500 sq. ft. total in two or more areas, supported on shallow foundations, and

not associated with any other remodel. (New conventional, one-story, single-family and additions are currently handled through Residential Over-The-Counter plan review service) .

- C 13) Non-conventional, single-family, wood-framed decks not exceeding 600 sq. ft. in one area or 400 sq. ft. total in two or more areas, supported on shallow foundations, and not associated with any other remodel/improvements.
- C 14) Non-conventional, single-family, wood-framed patio covers not exceeding 600 sq. ft. in one area or 400 sq. ft. total in two or more areas, supported on shallow foundations, and not associated with any other remodel/improvements.
- C 15) Non-conventional, single-family, wood-framed trellises not exceeding 600 sq. ft. in one area or 400 sq. ft. total in two or more areas, supported on shallow foundations, and not associated with any other remodel/improvements.
- C 16) Cutting a single door and/or window opening in an exterior or interior structural wall of all buildings, provided that the building is not an unreinforced masonry building, and the work is not associated with any other improvements.
- C 17) Retaining walls not exceeding 8 feet in height, supported on shallow foundations, with no more than two design heights/sections and not retaining toxic, hazardous, or flammable content.
- C 18) Retaining walls not exceeding 4 feet in height with fences up to 6 feet in height, supported on shallow foundations, with no more than two design heights/sections and not retaining toxic, hazardous, or flammable content.
- C 19) Fences up to 12 feet in height, supported on shallow foundations, with no more than two

design heights/sections.

The list may be expanded and/or modified per the input provided by the reviewers or similar scopes proposed by the designers. Project sizes/square footage referenced above are to convey the degree of complexity of a project. Some smaller projects, while within the above limitations, may be too complex for the Template Quick Check Program. Projects of this type, if not identified through pre-screening, will have to be directed to Plan Submittal as determined by the Counter Senior/ Lead Associate.

The following project types will not be reviewed under the Template Quick Check Program:

- C 1) New commercial, residential, or mixed-use building projects.
- C 2) Projects involving floor area addition to existing commercial, multi-family residential, residential care, or mixed-use buildings.
- C 3) Tenant improvement projects in buildings of A, E, H, I, R-1, and R-2 occupancies.
- C 4) Tenant improvement projects involving a change in occupancy classification.
- C 5) Improvement/addition projects in existing Historic or Unreinforced Masonry Buildings.
- C 6) Projects involving structural upgrade/retrofit of existing structures.
- C 7) Projects involving additions of any kind to existing masonry, concrete or steel structures.
- C 8) Projects involving additions of masonry, concrete, or steel framing elements to existing buildings of any kind. This does not exclude masonry or concrete foundation stem walls of

conventional wood-framed buildings.

- C 9) Any project involving deep foundations, i.e., foundations supported on piles, piers, or caissons.
- C 10) Construction shoring projects of any kind.
- C 11) Any project requiring a Development Permit.
- C 12) Any project not specifically listed above, that in the opinion of the Counter Senior/Lead Associate could not be properly reviewed for code compliance in maximum 1 1/2 hours without jeopardizing public safety.

For the proposed program to become successful, the Cover Sheet Templates shall be completed thoroughly and used with design drawings and calculations that are otherwise complete and check-able. Incomplete plans will have to be rejected. Existing only plans shall be provided with all tenant improvement projects. Appointments will have to be rescheduled when the designer happens to be more than 15 minutes late.

Direct all questions and the requests for the Template Quick Check project reviews to (619) 446-5133. Customer suggestions and comments concerning the City of San Diego Plan Cover Sheet Templates and the Template Quick Check Program shall be directed to Hamid Irannejad, Template Quick Check Program Manager at (619) 446-5077.

This program is based on the existing over-the-counter plan review operations using BPIS for permit processing and issuance and will have to be modified/re-evaluated once the new Automation/Customer Tracking System is implemented for over-the-counter projects.