



Requirements for Construction/Building Permit Issuance

To receive a building permit ...

1. All discipline reviews must be completed and plans approved for permit issuance.
 - Planning, includes Environmental Services
 - Building
 - Fire
 - Land Development, includes Landscaping
 - Waste Water, if applicable
2. If applicable, approval of a “Private Site Plan” permit for private water, sewer, stormwater and other on-site infrastructure.
3. You must satisfy of the requirements of the City’s [Construction and Demolition Debris Program](#).
 - [Waste Management Report](#)
 - If applicable, Payment of Performance Deposit (*Cash or Surety Bond*)
4. Pay all applicable Building and Development Impact Fees.
5. Bring all required documents with you at the time of you receive the building permit.

Document Checklist

- 3 Sets of Plans**
 - 2 complete sets of plans with ALL stamps and approvals on them.
 - 1 set of plans, with site and floor plans with no stamp required. This 3rd set of plans will be sent to the County Assessor's Office for assessment purposes.
- General Application** (PDF - Filler Form)
Completed (meets all minimum plan submittal requirements) with ALL required signatures.
- Owner-Builder Form**
If a building, plumbing, mechanical, or electrical permit is issued to an owner-builder, a separate Owner-Builder Verification form (DS-3042) must be signed by the owner before the permit can be issued. *Note: If the property owner will not be present at permit issuance to provide proof of identity, the property owner’s signature must be notarized.*
- Proof of payment of School Fees** (e.g. receipt or Certificate of Compliance from the respective school district)
 - Chula Vista Elementary School District
 - Sweetwater Union High School District

Check for Permit Fees

Your check to cover Building Permit and Development Impact fees (as applicable) should be made out to: City of Chula Vista.

The following documents will be requested at permit issuance ONLY if they were requested by any of your reviewers during the plan check process, such as the structural and/or Combination reviewers

- Structural Calculations – 2 sets
- Title 24 Calculations – 2 sets
- SDG&E work order or disconnect letter
- [Cal/OSHA Permit](#)
- [Hazardous Materials Questionnaire \(DEH: HM-9171\)](#) (PDF - Filler Form)
- [County of San Diego Environmental Health Plan Check & Construction approved plans](#)



These are general requirements. Complete applications can be processed, reviewed more efficiently, and permits issued. A Building Permit will NOT be issued unless you have ALL required information.