



Preliminary Project Conditions & Requirements

Application Number: _____ Date: _____

Project Address: _____

Scope of Work: _____

This checklist is being provided to you in an effort assist with identifying all of the necessary departments and/or divisions that need to be contacted prior to issuance of a permit. Please review the items checked below as they apply to your project and the requirements of each must be completed or satisfied prior to issuance of a building permit. Be advised that other conditions or requirements may apply to your project as the application process progresses or if the project is revised during the review process.

_____ Building Division

The Building Division is responsible for the review and routing of the plan check submittal. All subsequent conditions listed below must be completed prior to the issuance of the permit. To check status, inquire about revisions, or any other questions, the contact information for the Building Division is:

Phone: 619-336-4210

Email: building@nationalcityca.gov

Website: <https://www.nationalcityca.gov/government/community-development/building>

For work/permits being completed by a contractor, prior to final inspection, you will be required to complete the '[Final Inspection Business License Verification Form](#)' showing that the general contractor and any subcontractors have a current City business license. Please follow the provided hyperlink, visit the City website, or contact the Building Division to obtain the form.

_____ Planning Division

A review of the plan check will be completed by the Planning Division however, the plans will be routed internally so, there is no separate process for the applicant to complete. For general inquiries, requirements, or questions regarding plan check comments you may contact the Planning Division at:

Phone: 619-336-4310

Email: planning@nationalcityca.gov

Website: <https://www.nationalcityca.gov/government/community-development/planning>

_____ Engineering Division

A review of the plan check will be completed by the Engineering Division and the plans will be routed internally. The applicant shall be responsible for contacting the Engineering Division to obtain any applicable permit such as, but not limited to, the following:

- Grading Permit - Pad Certification
- Sewer Lateral Connect and Video
- Driveway, Sidewalk, and Curb & Gutter Construction
- Encroachment Permit
- Alley and Street Pavement
- Address Assignment
- Retaining Walls
- Traffic Control Plans

The Engineering Division can be reached at:

Phone: 619-336-4380

Email: engineering@nationalcityca.gov

Website: <https://www.nationalcityca.gov/government/engineering-public-works/engineering-division>

_____ Fire Department

Approval from the Fire Department is required for projects involving, but not limited to, the following:

- Tenant Improvements
- New Construction
- Fire Alarm Systems
- Fire Protection System
- Fire Sprinklers
- High-Piled Storage
- Aboveground/Underground Tanks
- Site Improvement - Hydrant

The Fire Department can be reached at:

Phone: 619-336-4550

Email: fire@nationalcityca.gov

Website: <https://www.nationalcityca.gov/government/fire>

_____ Sweetwater Authority (Water Department)

The applicant is required to contact Sweetwater Authority for any new service or new connection to a water main, meter, lateral connection, or change of use or material. The applicant is required to provide a statement of approval or "Will-Serve" letter from Sweetwater Authority prior to issuance of the building permit. For further clarification on requirements, you can visit Sweetwater Authority's FAQ Page or contact them directly at:

Phone: 619-420-1413

Website: <https://www.sweetwater.org/359/Water-Service-Application-Process>

_____ National School District & Sweetwater Union High School District

School Impact Fees are required for new construction or projects adding square footage to an existing building. Fees are based on the square footage of the project and are paid directly with the respective school district. Towards the final stages of the plan check process, the applicant will receive a School Fees Worksheet to present to the school district in order to calculate fees. Again, since the fees are based on square footage, this worksheet is not issued until the square footage is confirmed. The contact information for both entities is provide below:

National School District

Phone: 619-336-7500

Email: esanchez@nsd.us

Website: <https://ca02205759.schoolwires.net/Page/1722>

Sweetwater School District

Phone: 619-585-6081

Email: developer.fees@sweetwaterschools.org

Website: <https://www.sweetwaterschools.org/>

_____ San Diego County Department of Environmental Health and Quality

Approval from the San Diego County Department of Environmental Health and Quality is required for projects involving, but not limited to, the following:

- Food Services
- Public Swimming Pools (Residential Communities, Hotels, etc.)
- Aboveground and Underground Storage Tanks
- Onsite Wastewater Systems

San Diego County Department of Environmental Health and Quality can be reached at:

Phone: 858-505-6700

Website: <https://www.sandiegocounty.gov/content/sdc/deh.html>

_____ San Diego County Department of Environmental Health – Hazardous Material Division

A permit from the Hazardous Material Division of the San Diego County Department of Environmental Health is required for any proposed business or operation that includes, but not limited to, the following:

- Handle or store Hazardous Materials
- Registered as part of California Accidental Release Prevention Program (CalARP)
- Generate or treat Hazardous Waste
- Business subject to the Aboveground Petroleum Storage Act (APSA)
- Own or operate Underground Storage Tanks (UST)

The Hazardous Material Division of the San Diego County Department of Environmental Health can be reached at:

Phone: 858-505-6661

Email: HMDops@sdcounty.ca.gov

Website: <https://www.sandiegocounty.gov/content/sdc/deh/hazmat.html>

_____ Air Quality Management Department (AQMD)

Certain projects such as demolition work or other airborne pollutant activity require compliance with and/or notification to the SCAQMD. For demolition projects, please provide a copy of the Rule 1403 Notification Form (Rule 1403 Verbiage <https://www.aqmd.gov/docs/default-source/rule-book/reg-xiv/rule-1403.pdf?sfvrsn=4>)

You can contact AQMD at:

Phone: 909-396-2000

Email: webinquiry@aqmd.gov

Website: <https://www.aqmd.gov/home>

_____ San Diego Gas & Electric (SDG&E)

The applicant is responsible for contacting SDG&E for, but not limited to, the following:

- New or Relocation of Gas/Electrical Meter (Work Order)
- Confirm Utility Easement
- Confirm Overhead Service Drop Clearance

There is no requirement or approval necessary prior to permit issuance however, the utility will need to be contacted prior to inspection.

You can contact SDG&E at:

Phone: 1-800-411-7343 (Residential) or 1-800-336-7343 (Commercial)

Website: <https://www.SDGE.com/home>

Notes:

This checklist is being provided to you in an effort assist with identifying all of the necessary departments and/or divisions that need to be contacted prior to issuance of a permit. As a confirmation that you have received this document, please print, sign, and date below.

Name (Please Print)

Signature

Date