

# USE PERMIT COMPLIANCE INSPECTION FEE

Currently only for Major Use Permits

EFFECTIVE 7/01/2024	FEE	INITIAL DEPOSIT	FEE CODE
Permit Compliance Officer Inspection Fee (Code Division)	\$1,088		3MUPCOMPOO
<b>TOTAL</b> <b>\$1,088</b>			

## FORMS / REQUIREMENTS

- **Evidence of Compliance:** Required for all submittals (see PDS-241R or PDS-242 below).
  - **APPROVED RESOLUTION or FORM OF DECISION:** One (1) entire copy with the proposed condition(s) highlighted (Required for the First submittal. Not required for Re-submittals).
- [241R](#) Condition Satisfaction Application Initial Submittal: Use for **First Submittal ONLY**.
- [242](#) Condition Satisfaction Re-Submittal: Use for **Re-submittals ONLY**.

The item below is for your information. Please do not bring in this item.

[209](#) Defense and Indemnification Agreement FAQs

## NOTES

1. Verify in ACCELA whether the applicant has paid, or needs to pay, the **Use Permit Compliance Inspection Fee**.
  - Look in the ACCELA Permit Fee Summary to see if the applicant has previously paid any amount under the Fee Code **3MUPCOMPOO**.
2. Make sure Property Owner information is updated in ACCELA. Include Phone number.
3. Keep a copy of the receipt and send the original receipt with a copy of the occupancy condition satisfaction letter to **Permit Compliance Officer, Steve Murray**, in the Code Compliance Division.
4. The Permit Compliance Officer will schedule an inspection appointment for approximately six months after occupancy is granted.
5. Only use PDS-241R, if this form has never been filled out before and a Post Approval "99" ACCELA Account has not been opened.
6. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
7. Your application package must be complete when you bring it in for submittal. The submittal process begins at the main "Check-In" counter on the first floor.
8. **Office Location and Hours:**  
5510 Overland Avenue, Suite 110 (First Floor), San Diego, CA 92123.  
Monday - Friday: 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (Except County Holidays).
9. If you have any additional questions about the application, please email us at:  
[PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov)