

INFORMATION  
BULLETIN

711

June 2022

## Relocation of Structures

This bulletin describes the permit requirements for the relocation of a building from its original construction site within the State of California to a new permanent site or to a temporary storage site within the City of San Diego.

### I. Building Permit Requirements

- A. A Building Permit is required for the placement of an existing building on a new permanent site. The scope of work under the permit would include the new foundation for the relocated building and any repairs, additions or alterations to the building that are shown on the approved plans.
- B. A Building Permit is not required for the temporary storage of residential or non-residential buildings on an approved temporary site within the City of San Diego. The temporary storage site must be zoned for that purpose. Please refer to Section II to determine what other permits are required.
- C. Building permits for relocation will not be issued for a relocation to a property where a development permit (Neighborhood Use Permit, Neighborhood Development Permit, Conditional Use Permit, Variance, Coastal Development Permit, Site Development Permit, or Planned Development Permit) is also being processed. Building Permits for relocation of an existing building will not be issued until a decision has been made by the appropriate decision maker in accordance with the San Diego Municipal Code (SDMC) Section 129.0105 (a),(b),(c) and (d).

### II. Additional Permit Requirements

#### A. Neighborhood Development Permit

If a building is proposed to be moved to a site which already contains a building, a Neighborhood Development Permit is required prior to submitting for a building permit for relocation (SDMC 126.0402).

#### B. Site Development Permit

If the building to be relocated is a designated historical resource, a Site Development Permit will be required (SDMC 126.0502) prior to applying for a Building Permit for Relocation. Refer to Information Bulletin 581, Designated Historical Resource Review, for additional Historic Review information. In addition, if the donor or receiver site contains a structure that is 45 years or older, an historical analysis will be required (see Information Bulletin 580 and Section IV below). If City staff determines that a potentially significant historical resource exists on the site, a Site Development Permit may be required prior to applying for a Building Permit for Relocation.

#### C. Coastal Development Permit

If the building to be relocated is to be moved onto or from a site located in the coastal zone, a Coastal Development Permit is required (SDMC 126.0702) prior to submitting for a Building Permit for relocation.

#### D. Demolition/Removal Permit

Prior to applying for a Building Permit for relocation, a demolition/removal permit will be required for the removal of a building from its original construction site. If a structure is proposed to be relocated within the same site, a separate demolition/removal permit must also be obtained. Refer to Information Bulletin 710, Building Demolition/Removal, for permit information.

#### E. Transportation Permit

This permit is for transporting the building over the public right-of-way. This permit is only issued to a licensed contractor who has been issued a Class A or C-21 license.

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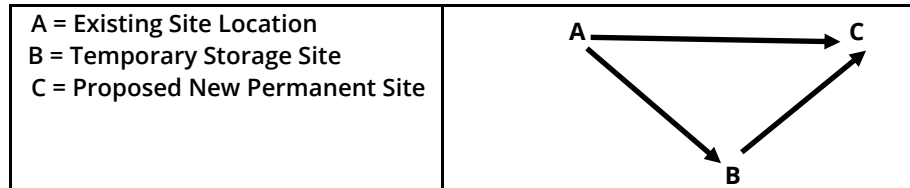
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**Note:** A Transportation Permit will not be issued until a Building Permit for Relocation and/or Demolition/Removal permit are/is also issued. Refer to Form DS-3094, Transportation Permit, for additional permit information.

Please refer to the Table 1 to determine which required permits are needed when relocating a building from an original site or a temporary storage site to a new permanent site.

**TABLE 1**



Structure Moving From	Discretionary Permits	Additional Permits and Requirements
A to B	<ul style="list-style-type: none"> <li>Coastal Development Permit: (if <b>A</b> or <b>B</b> are located within a coastal zone)</li> <li>Site Development Permit: (if structure being relocated is a designated historical resource)</li> </ul>	<ul style="list-style-type: none"> <li>Demolition/Removal Permit (IB 710)</li> <li>Transportation Permit (Form DS-3094)</li> </ul>
B to C	<ul style="list-style-type: none"> <li>Coastal Development Permit: (if <b>B</b> or <b>C</b> are located within a coastal zone)</li> <li>Site Development Permit: (if structure being relocated is a designated historical resource)</li> <li>Neighborhood Development Permit: (if <b>C</b> already contains a building)</li> </ul>	<ul style="list-style-type: none"> <li>Building Permit for Relocation</li> <li>Transportation Permit (Form DS-3094)</li> <li>Approved Pre-Relocation Examination<sup>1</sup></li> </ul>
A to C	<ul style="list-style-type: none"> <li>Coastal Development Permit: (if <b>A</b> or <b>C</b> are located within a coastal zone)</li> <li>Site Development Permit: (if structure being relocated is a designated historical resource)</li> <li>Neighborhood Development Permit: (if <b>C</b> already contains a building)</li> <li>Approved Pre-Relocation Examination<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>Building Permit for Relocation</li> <li>Demolition/Removal Permit (IB 710)</li> <li>Transportation Permit (Form DS-3094)</li> </ul>

Footnote 1: The Pre-Relocation Examination report will be reviewed by Development Services staff during the Building Permit application for Relocation. This Pre-Relocation Examination approval is required prior to the issuance of the demolition/removal permit. Please see Section IIIA below.

### III. Pre-Relocation Examination Report

#### A. Pre-Relocation Examination

1. The application for relocation of a building to a new site will require a pre-relocation examination report, unless the building is to be placed at a temporary storage site that is an approved use as a storage site in accordance with the (SDMC 129.0204(e)).
2. If a pre-relocation examination report determines that a residential building proposed to be relocated is substandard, a Building Permit will not be issued until the plans are revised to include additional work necessary to eliminate the substandard condition (SDMC 129.0213(d)).
3. A pre-relocation examination report must be submitted and shall be included with Building Permit application. The pre-location examination report shall be performed no more than 30 days prior to the relocation of a structure to a new location. The report must be prepared by a California registered design professional in accordance with Business and Professions Code Section 6735 and 6737.

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Note: Any structure that is proposed for relocation that has been deemed to be dangerous or unsafe as defined in SDMC 120.0403 and 121.0404, has had portions removed, has been cut into sections, or has been otherwise structurally altered after the relocation examination may be considered a substandard structure or nuisance and may be abated in accordance with the Land Development Code. (per SDMC 121.0302(h)). The report shall indicate that:

- a. The building to be relocated is not dangerous, unsafe or substandard, and
- b. The building is structurally adequate to be transported, and
- c. Building has a record of prior construction permit and inspection approval.

#### B. Designated Historical Resources

If the new permanent site contains a designated historical resource or is within a designated historical district, plans and the historical resource information package must be submitted for historic review. Refer to Information Bulletin 581, Designated Historical Resource Review for additional Historic Review information.

### IV. Submittal Requirements

#### A. Forms and Documents

1. Project Contacts Information Form (DS- 345) must be submitted with all projects.
2. Water Meter Data Card (DS-16) must be completed.
3. Hazardous Materials Reporting Form (DS-165) for non-residential structures.
4. San Diego Regional Hazardous Materials Questionnaire (HM- 9171) for non-residential structures.
5. Storm Water Requirements Applicability Checklist (DS-560).
6. Owner Builder Verification Form (DS-3042) is required if the property owner is not hiring a licensed contractor to perform the work but intends on performing the work himself/herself.
7. Pre-relocation examination report per Section III below.

#### B. Plans

1. Additions and alterations to relocated dwelling units must comply with requirements for a new structure. Refer to the Project Submittal Manual Section 2A, Single Dwelling Units/ Duplex and Accessory Structure.
2. Relocated non-residential buildings must comply with all the requirements of a new structure in accordance with California Existing Building Code, Chapter 14. Refer to the Project Submittal Manual, Section 2 Construction Permits –Structure.

#### C. Potential Historic Resource

If the site that contains the structures to be moved or the new permanent site contains structures 45 years old or older, plans and the historic resource information package must be submitted for historic review. Refer to Information Bulletin 580, Potential Historical Resource Review for supplemental submittal requirements. The plans must include:

1. **Scope of work:** The Title Sheet of Plans shall have a brief statement specifying the scope of work of the project. The address the building is being relocated from must be included in the scope of work. For example, "Relocate one-story residence presently located at 1222 First Avenue."
2. **Site plan:** See Information Bulletin 122 for detailed information.
3. **Foundation plan:** Foundation for a relocated structure shall be designed and detailed by a California registered design professional.
4. **Exterior elevation:** Elevations with dimension are recommended.
5. **Landscape plan:** For more information, refer to Landscape Plan Review Section link in the Reference Table below.
6. **Details:** Sufficient details must be shown to clearly explain the method of construction and means of connection. Note: If the proposed project is in the Very High Fire Hazard Severity Zone, the provisions of California Residential Code, Section R327 or California Building Code, Chapter 7A.
7. **Stormwater Best Management Practices (BMP's):** The following note must be added to the plans:

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“Project shall comply with all requirements of the State permit; California Regional Water Quality Control Board, San Diego, Order No. R9-2007-001, NPDES, the City of San Diego Land Development Code, and Storm Water Standards Manual.”

8. **California Energy Code requirements:** While relocated buildings may not have to comply with California Energy Code, all additions and alterations are required to comply with the California Energy Code.

## V. Fees

### A. Permit Fees

Refer to Information Bulletin 501, Fee Schedule, Construction Permits - Structures, for all applicable fees. The following fees are charged for Building Permits for relocation:

1. Manufactured home fee for relocations of single dwelling units and duplexes.
2. Commercial coach fee for relocation of commercial coaches.
3. Hourly plan check fee for relocation of non-residential/multi-dwelling unit (MDU) buildings.

### B. Electrical, Plumbing and Gas, Fees

All electrical, plumbing/gas installations conducted outside of the structure to be relocated require a permit from and shall be inspected by the City of San Diego. See Information Bulletin 103, Fee Schedule for Mechanical, Electrical, Plumbing/Gas Permits, for fees.

### C. Water and Sewer Fees

Water Sewer capacity fees are due when the structure to be relocated contains plumbing fixtures and/or the property will be irrigated. For more information, see Schedule for Water and Sewer Fee bulletin.

### D. Impact Fees

A relocated structure is subject to Impact fees. Impact fees are paid at building permit issuance. For information regarding the Impact Fee Schedule, Demolition Credit Requirements, or the process to waive, adjust, or reduce the Development Impact Fees (DIF), contact Facilities Financing at (619) 533-3670 or [facilitiesfinancing@sandiego.gov](mailto:facilitiesfinancing@sandiego.gov).

### E. School Fees

A school fee may be assessed by the local school district(s) for a relocated structure. Information Bulletin 146, School Fees, provides information about school fee requirements, how the fees are calculated, and how to pay school fees to the school district prior to permit issuance.

## VI. Options for Service

Plans for relocation of a residential or non-residential building requires a building permit and must be submitted electronically through the online [portal](#) selecting Building Permit.

Projects that require discretionary permits must be submitted electronically through the online [portal](#) selecting Discretionary Project.

Projects that require a demolition permit must be submitted electronically through the online [portal](#) selecting Demolition.

Projects that require a transportation permit must be submitted electronically through the online [portal](#) selecting Transportation Permit.

## VII. Permit Expiration

Building Permit for the relocation of a residential structure shall expire in two years (four years for non-residential structure) after date of permit issuance.

## Reference Table

[San Diego Municipal Code](#) (SDMC)  
[Water Meter Data Card](#), [\(DS-16\)](#)  
[Hazardous Materials Reporting](#), [\(DS-165\)](#)  
[Project Contacts Information Form](#), [\(DS-345\)](#)  
[Storm Water Requirements Applicability Checklist](#), [\(DS-560\)](#)  
[Owner Builder Verification](#), [\(DS-3042\)](#)  
[Transportation Permit](#), [\(DS-3094\)](#)  
[San Diego Regional Hazardous Materials Questionnaire](#), [\(HM-9171\)](#)  
[Information Bulletin 103](#), Fee Schedule for Mechanical, Electrical, Plumbing/Gas Permits  
[Information Bulletin 122](#), Site Plan  
[Information Bulletin 146](#), School Fees  
[Information Bulletin 501](#), Fee Schedule, Construction Permits – Structures  
[Information Bulletin 580](#), Potential Historic Resource Review  
[Information Bulletin 581](#), Designated Historic Resource Review  
[Information Bulletin 710](#), Building Demolition/Removal  
[Project Submittal Manual Section 2](#), Construction Permits –Structure  
[Project Submittal Manual Section 2A](#), Single Dwelling Units/Duplex and Accessory Structure.  
[Landscape Plan Review Section](#)  
[Schedule for Water and Sewer Fee](#)  
[Impact Fee Schedule](#)  
[Demolition Credit Requirements](#)

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