



NEW BUILDING PLAN SUBMITTAL PROCESS

TEMPORARY – DURING SHUTDOWN FOR COVID-19

Please follow the procedure below for new plan/permit submittals to the Building Division:

1. **Preliminary Drawing Review** – E-mail plansubmittals@cityofvista.com with a PDF drawing of the proposed construction plans, along with a building permit application [here](#). City staff will review the preliminary drawings and associated information and respond to the applicant via e-mail or phone with any additional documentation needed for formal submittal. E-Mail limit is 20MB; response time goal is 48 hours. If plan check can be accomplished electronically, hard copy plans/drawings may not be required.
2. **Appointment** – If City staff requires hard copy plans, the applicant is contacted and may set up an appointment for formal submittal. Appointments may be made by contacting John Conley at jconley@cityofvista.com or (760) 643-5388.
3. **Drop Off** – Appointments will be met at the Civic Center door for submittal of hard copy plans, located at 200 Civic Center Drive, Vista. Three sets of plans and two sets of technical reports are required for new submittals, or as directed by staff from the preliminary drawing review. Hard copy plans that are dropped off will be quarantined for 48 hours minimum prior to distribution.
4. **Fees** – At the time of submittal applicable plan check fees will be calculated, and the applicant will be required to submit fees prior to commencement of plan review. Fees may be paid by electronic deposit or by check – this may be coordinated with City staff. A fee receipt will be e-mailed to the applicant within one week of payment.
5. **Plan Check** – The plans will be distributed for plan check and the applicant will be notified once corrections are complete or if the drawings are approved. Plan check timeframes are typically 20 business days for first check and 10 business days for subsequent checks, in addition to the quarantine period.
6. **Permit** – Once plans are approved, the applicant may e-mail the staff contact to coordinate issuance of the permit and payment of any applicable inspection fees. The permit and approved plans may be picked up by appointment only, following the instructions for appointments above. If stamped and approved plans are picked up, inspection cards are provided at that time.
7. **Inspection** – Inspections may be scheduled by calling the permit inspection line at (760) 639-6106.