



## Development Checklist for Municipal Code Requirements FORM 5509

**Project Location:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_

**Related Records**  
GR: \_\_\_\_\_  
B/BR: \_\_\_\_\_  
DR: \_\_\_\_\_  
LA: \_\_\_\_\_

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### 1. PROJECT REQUIREMENTS

According to the plans you recently submitted to the Development Services Department for review, the items noted below will be included as conditions of approval of your Building Permit under the authority of the Chula Vista Municipal Code (CVMC). For further questions regarding this checklist, please contact the person listed at the bottom of the last page.

#### 1.1 Dedication Requirements

Dedication OR  Irrevocable Offer of Dedication of street right-of-way  
(Brief description) \_\_\_\_\_

**Note:** Prior to issuance of a Building Permit, City must review and approve grant deeds for completeness, signed by owner(s), with all signatories notarized and accepted by the City. Call the Engineering Technician at (619) 409-5885 for the required supporting documents to be submitted.

#### 1.2 Public Improvement Requirements

In accordance with Section 12.24.040 of the Chula Vista Municipal Code (CVMC) and Council Policy No. 563-02, if a Building Permit is issued for the on-site work valued at more than the threshold indicated in CVMC 12.24.030 (\$50,000 plus the percentage increase in the "20-City Average Building Code Index") the City may impose the requirement to construct certain public improvements, which may include, but not necessarily be limited to, the following:

<input type="checkbox"/> Curb & gutter	<input type="checkbox"/> Sidewalk (_____feet wide)	<input type="checkbox"/> Raised concrete/asphalt median
<input type="checkbox"/> Driveway approach	<input type="checkbox"/> Street widening	<input type="checkbox"/> Signal relocation
<input type="checkbox"/> PCC alley paving	<input type="checkbox"/> ADA ramps	<input type="checkbox"/> Alley type approach
<input type="checkbox"/> Storm drain	<input type="checkbox"/> Asphalt & base in street	<input type="checkbox"/> Water Facilities
<input type="checkbox"/> Replace existing driveway with curb, gutter, sidewalk	<input type="checkbox"/> Fire Protection	
<input type="checkbox"/> Street light(s)_____ (required)	<input type="checkbox"/> _____	

**Notes:** A) The Construction Permit must be obtained prior to issuance of a Building Permit.  
B) See Page 8 for information regarding deferring the requirement to install public improvements.

#### 1.2.a Surety Requirements:

- Submit security in the amount of 110% of the approved engineer's estimate of the work to be done. Security may be in any of the following forms: Surety bond from a surety company holding a Best's rating in accordance with CVMC 12.20.090; letter of credit; U.S.Currency; savings passbook; certificate of deposit; or bank's certified check (NOTE: personal, company or third party checks are not acceptable for cash bonds).
- A properly licensed contractor must obtain the permit. The contractor must first submit a Certificate of Insurance with the City of Chula Vista named as additional insured and with the following minimum liability limits as set forth in "Specifications for Public Works Construction" (Commonly referred to as the "Green Book"):



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Surety Requirements - Continued:

- Bodily Injury: \$500,000 each person, \$1,000,000 each occurrence, \$1,000,000 aggregate products and completed operations
Property Damage: \$250,000 each occurrence, \$500,000 aggregate

Note: A combined single limit policy with the aggregate limits in the amount of \$2,000,000 will be considered equivalent to the required minimum. This amount may be adjusted (by written request) at the discretion of the City Engineer

1.2.b Construction Permit Requirements

Minor Construction Permit

No engineered improvement plans are necessary and you are to submit the following items:

- Inspection fee/deposit (amount is determined based on estimated value of work to be done);
Traffic Control Plan for Engineering's review and approval; (Submit at least 3 days prior to requesting Construction Permit to provide time for review and corrections, if necessary);
Satisfaction of Surety Requirements outlined above.

Major Construction Permit

The following items will be required prior to issuance of the Construction Permit: (Note: improvement plans are not required if curbs have been constructed in their ultimate location and installed under previous improvement plans)

- Improvement plans prepared by a registered civil engineer for review and approval (City's average processing time: 3 to 4 weeks for first review; approximately 2 weeks for any subsequent reviews);
Plan check deposit amount depends on the value of work (\$4,500 minimum);
Satisfaction of Surety Requirements outlined above.

1.3 Grading Requirements

Grading Permit Not Required

Grading Permit Required

It appears from your plans that a Grading Permit (CVMC 15.04) may be required. For information regarding limits to grading without a permit, please see Form 5516. The following items must be completed to obtain the permit:

- Submit a grading plan prepared by a registered civil engineer and submitted to this department for review; (City's average processing time: 3 to 4 weeks for first review; approximately 2 weeks for any subsequent reviews)
Fulfill landscaping requirements as set forth by the City Landscape Architect. (Contact: 619-409-3890)
Submit a plan-check deposit. Amount depends on the project's complexity and scope, in accordance with the City's Full Cost Recovery Program (\$6,000 minimum);
Provide security in the amounts of: 25% of estimated earthwork costs; 100% of the estimated costs of appurtenant structures (i.e. retaining walls, culverts, inlet structures, etc.) as determined by the approved engineer's estimate;
Provide security in the amounts of 100% of landscaping and irrigation facilities; and 100% of landscape maintenance for the period stated on the Grading Permit;
Provide security in the amount of 10% contingency on the total security amount;
Provide plans and technical reports in accordance with the City of Chula Vista Subdivision Manual Section 4-200;
Provide a Storm Water Quality Management Plan in accordance with the City of Chula Vista BMP Design Manual.

Note: A Building Permit cannot be issued until certification (Form PW-E-106A) that the rough grading has been completed. The form is available at the Development Services Counter and must be signed by the applicant's civil and soil engineers, and then submitted to the Engineering Construction Inspection Section.

Grading Not Provided

Since the plans submitted for review showed no information regarding proposed grading of the site, it may be determined at the Building Permit stage that a Grading Permit is required (if this is the case, see above for requirements).

1.4 General Requirements

- Undergrounding of existing overhead utility lines on site.
Undergrounding of distribution lines and other overhead utilities in the right-of-way adjacent to your site.
An Encroachment Permit for your proposed private facilities within the City's street right-of-way and/or easement (call for details).

1.5 Water Capacity Fees

The project may be subject to the collection of water capacity fees by the respective water authority, as required to acquire new or additional capacity from the water system. The applicability and amount of fees are to be confirmed with the water agency checked below.

- Sweetwater Authority
Otay Water District



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### 2. ENGINEERING FEES APPLICABLE ON BUILDING PERMIT(S)

The following fees are applicable to your project, and they are required to be paid at the time of issuance of the Building Permit under the authority of the City of Chula Vista's Master Fee Schedule, applicable ordinances, and other fees and assessments as approved by the City Council.

If your plans call for a change to an existing structure, fees will be calculated on the difference in use/size. No refunds will be given for reduced-sized structures.

*Please note that the fees listed are based only on the plans submitted and are subject to change to reflect items shown on the final building plans. This list may not include other Non-Engineering fees that may apply to your project.*

*Many engineering fees are generally **adjusted annually on October 1** to reflect current building industry cost indices.*

#### 2.1 Sewer Fees (See Fee Schedule 12-100)

**Administrative Fee:**

- \$45 for Residential Sewer Connection Permit
- \$220 for Commercial/Industrial Sewer Connection Permit

**Sewer Lateral Installation Fee for lateral from main to property line (one required for each building proposed):**

- 4-inch: \$9,160 plus \$229.10 per foot of chargeable length over 40 feet
- 6-inch: \$9,160 plus \$236.91 per foot of chargeable length over 40 feet
- 10-inch or larger: \$9,160 plus \$355.10 per foot of chargeable length over 40 feet
- Tap into main over nine (9) feet in depth: Add \$995
- Tap into main without City lateral installation: 4" lateral - \$600; 6" lateral - \$760

- Sewer Main Assessment per Ordinance 997:** \$16.00 per foot of property frontage
- Sewer Repayment District No.** \_\_\_\_\_ (Call for details)
- Spring Valley Sanitation District:** \$130 per acre (area to include ½ of street right-of-way along property frontage)
- Montgomery Sewer Service Charges** (Call for details)

#### 2.2 Sewer Capacity Charge (See Fee Schedule 12-100)

**Sewer Capacity Charge**..... **\$4,182 per Equivalent Dwelling Unit (EDU)**

The following is to be used as a guide in calculating the fee for your project; however, the final charges will be based upon the plans submitted for a building permit:

Land Use Category		
<b>Residential:</b>	Single-family Dwellings	1.00 EDU
	Multi-Family	0.79 EDU
	Mobile Home/Trailer	0.79 EDU
<b>Commercial</b>	Self-service laundries, Coin Operated <sup>1</sup>	0.5 EDU per washer plus non-washer EFUs
	R.V. Parks	0.79 EDU per hook-up plus EFUs in bldgs
<b>Restaurants:</b>	Minimum rate, all categories	0.60 EDU
	Fast food w/ drive thru	18.8 GPD/seat <sup>2</sup>
	Fast food w/o drive thru	21.2 GPD/seat <sup>2</sup>
	Buffet	14.5 GPD/seat <sup>2</sup>
	Sit down w/ waiter	17.7 GPD/seat <sup>2</sup>
	Coffee shop w/ juice bar	19.9 GPD/seat <sup>2</sup>
	Bar/night club	7 GPD/seat <sup>2</sup>
<b>Car wash:</b>	Self-serve	2.0 EDUs per stall
	Automatic w/ water recycling	6.5 EDUs
	Automatic w/o water recycling <sup>3</sup>	EFUs case by case
<b>Transient/Temporary Residence Facility:</b>	Hotel, Motel, Inn, Boarding House	By EFU
	Convalescent Hospital, Hospital	By EFU
	Dormitories and other Temporary Residences	By EFU
<b>Other</b>	Government, Institutional	By EFU
	Commercial, Industrial	By EFU
	Manufacturing, Tenant Improvement	By EFU
	All other uses not described above	By EFU

Source: Wastewater Collection System Master Plan (City of Chula Vista, May 2014)

<sup>1</sup> Facilities with water recycling systems shall be assessed individually. Information required for the assessment shall be provided by the applicant.

<sup>2</sup> 230 GPD/EDU.

<sup>3</sup> Facilities using water for processing purposes shall be assessed individually by the Director.



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### 2.2 Sewer Capacity Charge - Continued

Table for calculating EFUs:			
Fixture	EFU	Fixture	EFU
Bar sink (Commercial)	2	Sink (mop basin)	3
Bathtub	2	Sink (wash-up, each set of faucet)	2
Dental unit or Cuspidor	1	Sink or Dishwasher	2
Drinking fountain (each head)	.5	Urinal (stall)	2
Laundry tub or clothes washer	3	Urinal (wall)	2
Lavatory	1	Toilet (tank)	4
Lavatory (Dental)	1	Toilet (valve)	4
<ul style="list-style-type: none"> <li>● Multiply total EFUs by 12.1 GPD to get total GPD</li> <li>● Divide GPD by 230 GPD/EDU to get total EDUs</li> <li>● Multiply result by Sewer Capacity Charge to calculate total fee</li> </ul>			

### 2.3 Sewer & Drainage Basin Development Impact Fees (DIFs)

Projects located within the Poggi Canyon sewer basin and/or the Salt Creek sewer basin are also subject to Sewer & Drainage Basin DIFs, which are in addition to the Sewer Capacity Charge described above in Section 2.2. Sewer & Drainage Basin DIFs are calculated using basin-specific DIF rates, sewer flow rates, and EDUs as shown below:

- Poggi Canyon Sewer Basin**  
DIF to cover the costs of improvements to the sewerage system in Poggi Canyon ..... **\$265 per Basin EDU**
- Salt Creek Sewer Basin**  
DIF to cover the costs of improvements to the sewerage system in Salt Creek Basin ..... **\$1,612 per Basin EDU**

#### Sewer Basin DIF EDU Factors

Land Use Classification	Poggi Canyon Sewer Basin <sup>(a)</sup>		Salt Creek Sewer Basin <sup>(b)</sup>	
	Flow Rate	Basin EDU	Flow Rate	Basin EDU
Residential Single-Family Dwelling*	265 GPD/DU	1.00 per DU	230 GPD/DU	1.00 per DU
Residential Multi-Family Dwelling	199 GPD/DU	0.75 per DU	182 GPD/DU	0.79 per DU
Commercial/Industrial	2,500 GPD/Acre	9.43 per Acre	1,401 GPD/Acre	6.09 per Acre
Multi-Story Commercial	0.072 GPD/SF	0.272 per 1,000 sq. ft.	N/A	N/A
High School	20 GPD/Student	0.08 per Student	13 GPD/Student	0.06 per Student
Junior High School	20 GPD/Student	0.08 per Student	13 GPD/Student	0.06 per Student
Elementary School	15 GPD/Student	0.06 per Student	12 GPD/Student	0.05 per Student
Park	500 GPD/Acre	1.89 per Acre	410 GPD/Acre	1.78 per Acre
Community Purpose Facility	2,500 GPD/Acre	9.43 per Acre	1,313 GPD/Acre	5.71 per Acre

\* Detached and Attached.

(a) Source: Poggi Basin Gravity Sewer Development Impact Fee (City of Chula Vista, April 2009)

(b) Source: Salt Creek Sewer Basin Development Impact Fee Study (Bartle Wells Associates, June 2015)

### 2.4 Traffic Signal Fee (See Fee Schedule 16-200)

New projects proposed in the City are subject to a **Traffic Signal Fee** based on expected trip generation ..... **\$43.95 per Trip**

Your plans call for \_\_\_\_\_ additional trips generated.



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### TRIP GENERATION TABLE

This is not an exhaustive list and includes the most commonly applied trip generation counts. To view the complete table, please refer to the [Fee Schedule 16-200](#)

<b>Major Commercial, per 1,000 SF</b>	
Commercial/retail center (also strip commercial)	40 T
Community shopping center (30-60 acres, 100K-300K SF)	80 T
Neighborhood shopping center (< 10 acres, < 100K SF)	120 T
<b>Commercial shops, per 1,000 SF</b>	
Supermarket	150 T
Convenience market	700 T
Discount club	60 T
Discount store	60 T
Furniture store	6 T
Lumber store	30 T
Hardware or paint store	60 T
Garden Nursery	40 T
<b>Industrial, per 1,000 SF or other factor as designated</b>	
Industrial/business park (commercial included)	16 T
Industrial park (no commercial)	8 T
Industrial plant, multiple shifts	10 T
Manufacturing/assembly	4 T
Warehousing	5 T
Storage	2 T
Storage, per vault	0.2 T
Science R&D	8 T
<b>Residential, per unit</b>	
Single family detached	10 T
Condo/duplex	8 T
Apartments	6 T
Mobile home, adults only	3 T
Mobile home, family	5 T
Retirement community	4 T
Congregate care facility	2.5 T
<b>Lodging, per room</b>	
Hotel, with convention facilities and restaurants	10 T
Motel	9 T
Resort hotel	8 T
<b>Offices</b>	
Standard office, < 100,000 SF, per 1,000 SF	20 T
Standard office, < 100,000 SF, per acre	300 T
Standard office, > 100,000 SF, per 1,000 SF	17 T
Standard office, > 100,000 SF, per acre	600 T
Corporate office, single user, per 1,000 SF	14 T
Corporate office, single user, per acre	180 T
Medical/dental office, per 1,000 SF	50 T
Medical/dental office, per acre	500 T
<b>Restaurant/Lounge</b>	
Low turn-over, quality, per 1,000 SF	100 T
Low turn-over, quality, per seat	3 T
Low turn-over, quality, per acre	500 T
High turn-over, sit down, per 1,000 SF	160 T
High turn-over, sit down, per seat	6 T
High turn-over, sit down, per acre	1,000 T
Fast-food with drive-through, per 1,000 SF	650 T
Fast-food with drive-through, per seat	20 T
Fast-food with drive-through, per acre	3,000 T
Fast-food w/out drive-through, per 1,000 SF	700 T
Lounge, per 1,000 SF gross floor area	100 T



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### 2.5 Transportation DIFs

As required by the TransNet Extension Ordinance approved by San Diego County voters in 2004, the City is required to collect a minimum of \$2,583.82 per residential unit for contribution to the SANDAG Regional Transportation Congestion Improvement Program. This minimum amount is indexed annually at the start of the fiscal year. Certain residential land uses are exempted from this fee collection as described in Chapter 3 of the RTCIP Impact Fee Nexus Study Final Report (November 26, 2007)..

**Eastern Transportation DIF (ETDIF)**

Your proposed project lies within the Eastern Territories (generally to the east of I-805) and is subject to the ETDIF to cover the costs of improvements on certain roads in the City east of I-805 (Fee to be assessed with application of Building Permit). The ETDIF is assessed at a rate of \$1,580.30 per daily vehicular trip. Example ETDIF calculations for selected residential land use types are provided in the table below. For other land uses, please consult SANDAG's Not So Brief Guide of Vehicular Traffic Generation Rates, excerpts of which are provided above in Section 2.4.

**Example ETDIF Calculations, Selected Residential Land Uses\***

Land Use Classification		ETDIF
Residential (LOW)	0 to 6 DU/Acre	\$15,802 / DU
Residential (MED)	6.1 - 20 DU/Acre	\$12,642 / DU
Residential (HIGH)	20+ DU/Acre	\$9,481 / DU
Senior Housing	8 DU/Acre	\$6,321 / DU
Residential Mixed Use	20+ DU/Acre**	\$6,321 / DU

\* Examples only; please contact Facilities Financing for a project specific DIF estimate.

\*\* For multi-family residences located within the same building as commercial retail land uses; coordinate with Facilities Financing for additional details.

**Western Transportation DIF (WTDIF)**

Your proposed project lies within the City's Western Territories (generally between I-5 and I-805) and is subject to the WTDIF to cover the costs of improvements on certain roads in the City west of I-805 (Fee to be assessed with application of Building Permit). The WTDIF is assessed a rate of \$492.87 per daily vehicular trip. See the table below for calculations for selected residential land uses.

**Bayfront Transportation DIF (BFDIF)**

Your proposed project lies within the City's Bayfront and is subject to the DIF to cover the costs of improvements on certain roads in the City west of I-5 (Fee to be determined with application of Building Permit). The BFDIF is assessed a rate of \$1,191.37 per daily vehicular trip. Refer to Table 2 for calculations for selected land uses.

**Example WTDIF and BFDIF Calculations, Selected Residential Land Uses\***

Land Use Classification		WTDIF Rate	BFDIF Rate
Residential (LOW)	0-6 DU/Acre	\$4,928/DU	\$11,913/DU
Residential (MED)	6.1-20 DU/Acre	\$3,942/DU	\$9,530/DU
Residential (HIGH)	20+ DU/Acre	\$2,957/DU	\$7,148/DU
Mobile Home		\$2,464/DU	\$5,956/DU
Residential Mixed	20+ DU/Acre **	\$1,971/DU	\$4,765/DU

\* Examples only; please contact Facilities Financing for a project specific DIF estimate.

\*\* For multi-family residences located within the same building as commercial retail land uses; coordinate with Facilities Financing for additional details.

### 2.6 Parkland Acquisition and Development (PAD) Fees *(See Fee Schedule 16-100)*

PAD Fees shall be paid at the time stated in the latest version of CVMC 17.10.

Per the CVMC 17.10, a single-family home includes single-family detached homes and detached condominiums.

Multi-family homes include attached condominiums, attached townhouses, duplexes, triplexes and apartments.





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**Eastern PAD Fee**

Your proposed project is located within the City's Eastern Territories (East of I-805) and is subject to PAD Fees to cover the cost of new parkland acquisition and development as follows:

Proposed Type of Project	Parkland Obligation (Dedicate parkland to the City)		Park Development Fees*	Total PAD
Single-Family Home	\$12,676/DU	+	\$8,803/DU	= \$21,479/DU
Multi-Family Home	\$9,408/DU	+	\$6,534/DU	= \$15,942/DU
Mobile Home	\$5,932/DU	+	\$4,119/DU	= \$10,051/DU

**Western PAD Fee**

Your proposed project is located within the City's Western Territories (West of I-805) and is subject to PAD Fees to cover the cost of new parkland acquisition and development as follows:

Proposed Type of Project	Parkland Obligation (Dedicate parkland to the City)		Park Development Fees*	Total PAD
Single-Family Home	\$4,994/DU	+	\$8,803/DU	= \$13,797/DU
Multi-Family Home	\$3,707/DU	+	\$6,534/DU	= \$10,241/DU
Mobile Home	\$2,337/DU	+	\$4,119/DU	= \$ 6,456/DU

\*Development fees are revised annually on October 1st to reflect current building industry cost indexes.

**2.7 Public Facilities DIF**

Your proposed project is subject to the Public Facilities DIF to cover the costs of expanding the City's facilities:

Component	Single-Family	Multi-Family	Commercial	Industrial
Civic Center	\$3,627/DU	\$3,436/DU	\$11,572/Acre	\$3,656/Acre
Police	\$2,029/DU	\$2,191/DU	\$9,585/Acre	\$2,067/Acre
Corporation Yard	\$ 544/DU	\$ 436/DU	\$9,266/Acre	\$4,364/Acre
Libraries (Residential Only)	\$2,085/DU	\$2,085/DU	\$0	\$0
Fire Suppression System	\$1,833/DU	\$1,319/DU	\$4,845/Acre	\$964/Acre
Administration	\$ 729/DU	\$690/DU	\$2,327/Acre	\$736/Acre
Recreation (Residential Only)	\$1,583/DU	\$1,583/DU	\$0	\$0
<b>Total per Residential Unit</b>	<b>\$12,430</b>	<b>\$11,740</b>	-----	-----
<b>Total per Commercial/Industrial Acre</b>	-----	-----	<b>\$37,595</b>	<b>\$11,787</b>

**2.8 Pedestrian Bridge DIFs**

Your proposed project lies within one of the following Pedestrian Bridge benefit areas:

		<b>Total</b>
<input type="checkbox"/> Otay Ranch Village 1, 2, 5, or 6	Single-Family	\$1,000/DU
	Multi-Family	\$741/DU
<input type="checkbox"/> Otay Ranch Village 11	Single-Family	\$2,839/DU
	Multi-Family	\$2,105/DU
<input type="checkbox"/> Otay Ranch Millenia Eastern Urban Center (EUC)	Single-Family	\$615.13/DU
	Multi-Family	\$456.10/DU



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## 2.9 DIF Deferral Program

To assist in the funding for development projects in the City of Chula Vista, certain Development Fees that are due at permit issuance may be deferred until it is time to schedule the final inspection. The applicant must notify a Development Services representative in writing, if they would like to defer eligible fees prior to permit issuance.

### Deferrable Fees

- **Transportation DIFs for the following locations:**
  - Eastern (ETDIF)
  - Western (WTDIF)
  - Bayfront (BFDIF)
- **Sewer Basin DIFs for the following basins:**
  - Salt Creek Sewer Basin
  - Poggi Canyon Sewer Basin
- **Pedestrian Bridge DIFs for the following communities:**
  - Otay Ranch Village 1, 2, 5, & 6
  - Otay Ranch Village 11
  - Otay Ranch Millenia Eastern Urban Center (EUC)
- **Parkland Acquisition and Development Fee (PAD)**
- **Telegraph Canyon Drainage DIF**
- **Public Facilities Development Impact Fee (PFDIF)**
  - Administration      - Library              - Police
  - Fire Suppression    - Corporation Yard   - Civic Center
- **Sewerage Capacity Charge**

### Non-Deferrable Fees<sup>1</sup>

- **Residential Construction Tax**
- **Traffic Signal Fee<sup>2</sup>**
- **Sewer Administrative Fee**
- **Planning Fees**
- **Fire Administration Fees**
- **Environmental Fees**
- **Building Fees**

<sup>1</sup> This list is not exhaustive and may include other fees due at permit issuance.

<sup>2</sup> Credit for Traffic Signal Fees must be allocated and applied prior to permit issuance. No Traffic Signal credit allocation requests will be accommodated if received after permit issuance.

Pursuant to City of Chula Vista Ordinance No. 3163, the amount of the Development Fees due and payable by the Applicant at final inspection shall be the amount of the fee at the time of payment, and not at the time of building permit issuance. Deferred fees are subject to change due to fee increases and application of DIF credits.

Most development fees are adjusted annually on October 1st based on the one-year change of applicable cost indices in accordance with the Ordinances that established the fees.

**For questions, contact:**  
Facilities Financing  
619-476-5377

**For project-specific DIF estimate, contact:**  
Tom Doyle  
[tdoyle@chulavistaca.gov](mailto:tdoyle@chulavistaca.gov)