



## WHERE DO I START? ZONING

The City is divided into commercial, industrial and residential zones. The types of business allowed in each zone vary.

Some uses are permitted “by right” while other uses require a higher level of review. Any of these reviews must be completed before a business can operate.

**Contact Planning Division:  
(619) 258-4100, Ext. 152**

## WHY A PERMIT?

The building permitting system is designed to ensure the health safety and welfare of your customers, employees, and adjacent neighbors.

Permits also provide a historical record of physical changes to the built environment.

## PLAN REVIEW

The City then accepts the application for a permit along with five (5) sets of plans and an application fee.

Four City departments (building, fire, planning, and engineering) review the plans and either approve them or provide a list of corrections.

If not approved, the plans and the list of needed corrections are provided to the applicant.

The permit can be issued, when all departments approve the plans. An issuance fee will be collected at that time to cover the cost of inspections.

# Starting A New Business

### IMPORTANT

Prior to purchasing or leasing a business location, check with Planning Division to ensure that the proposed use is allowed in that zone.

**Planning Division  
(619) 258-4100, Ext .152**

### IMPORTANT

Creating access for all persons is an important consideration. This typically involves parking, walkways, bathrooms, and counter heights

**[See City Accessibility Handout](#)**

### IMPORTANT

**PERMITS MUST BE APPROVED  
AND ISSUED PRIOR TO THE  
START OF CONSTRUCTION.**

**Building Division  
(619) 258-4100, Ext .154**



## City of Santee

Department of Development  
Services

10601 Magnolia Avenue  
Santee, CA 92071

Phone (619) 258-4100 Ext. 167

Fax (619) 562-9376

[www.cityofsanteeca.gov](http://www.cityofsanteeca.gov)

## DETERMINE IF A BUILDING PERMIT IS REQUIRED

A building permit is required for construction within the suite, significant changes in the occupancy (as defined by the Building Code), and new signs.

The cost of the permit depends upon the scope of work involved.

Smaller improvements such as painting, carpet replacement etc. will not require permits.

**Contact Building Division:  
(619) 258-4100, Ext 154**

## PLANS

Most tenant improvements require submittal of and review or architectural plans. The time spent for plan development by your designer and review by the City must be included into your proposed business plan.

**THE MORE COMPLETE AND  
ACCURATE THE PLANS YOU SUBMIT,  
THE QUICKER THE REVIEW PROCESS.**

Plans shall be drawn to a standard scale and provide sufficient data to fully describe the project.

**Contact Building Division:  
(619) 258-4100, Ext 154**



## INSPECTIONS

Inspections are required periodically during the course of construction. Inspection requests are taken via phone at least a day prior to the day of inspection.

**(619) 258-4100, Ext. 154**

## BUSINESS LICENSING

All businesses and individuals conducting business within the City limits require a business license.

**Business Licensing  
(619) 258-4100, Extension 146**



## LOCAL RESOURCES:

Santee Chamber of Commerce  
(619) 449-6572

City of Santee, Economic Development Pam White, (619) 258-4100, Ext. 223

City of Santee, Business Licensing  
Tanya Espinola, (619) 258-4100, Ext. 146

Service Corps of Retired Executives (SCORE) (619) 557-7272



## HELPFUL TIP

Plan review may take several rounds. Delays often occur in responding to plan corrections and resubmitting plans in a timely manner.

**Business owners should track this to avoid delays.**

## HELPFUL TIP

Your sign contractor should check with the City prior to constructing any signs.

**Planning Division  
(619) 258-4100, Ext .152**

## IMPORTANT

Businesses employing hazardous materials or chemicals should contact the Fire Marshal.

**Fire Marshal  
(619) 258-4100, Ext .184**

For additional information on starting or expanding a business in Santee, please refer to our website:  
[www.cityofsanteeca.gov](http://www.cityofsanteeca.gov)

## WHAT ABOUT SIGNS?

Most Commercial signs require a permit.

Some commercial centers have specific sign programs that detail the location and design of signage allowed. Copies of the plans are available at City Hall.

Temporary signs and banners are also allowed for up to 90 days per calendar year with a permit.

For sign information:  
**Contact Planning Division  
(619) 258-4100, Ext. 152**

## OTHER AGENCIES

### Padre Dam MWD

All plans submitted must first be reviewed and stamped by Padre Dam Municipal Water District prior to submittal.

### SD County, Dept. of Environmental Health

Plans for new or modified restaurants must be reviewed and approved by the San Diego County, Department of Environmental Health.

### San Diego Air Pollution Control District

Certain uses such as auto painting require coordination with the San Diego Air Pollution Control District.

## POINTS OF CONTACT

### State of California

- **Alcoholic Beverage Control (ABC)** (619-525-4064)
- **Contractors State Licensing Board** (800-321-CSLB(2752))
- **State Board of Equalization** (858-385-4700)

### Utilities

- **Padre Dam MWD** (water and sewer questions) ([www.padredam.org](http://www.padredam.org)) (619-448-3111)
- **San Diego Gas & Electric** ([www.sdge.com](http://www.sdge.com)) (800-411-7343)
- **AT&T** ([www.att.com](http://www.att.com)) (800-288-2020)
- **Cox Cable** ([www.cox.com](http://www.cox.com)) (866-272-5111)
- **Waste Management** ([www.wm.com](http://www.wm.com)) (619-596-5100)

### SD County

- **Recorder: (619) 237-0502** (For Fictitious Business Name)
- **Dept. of Environmental Health** (858-505-6700)
- **Air Pollution Control District** (858-586-2600)

