



Development Services

Building and Land Use Enforcement Division
7650 Mission Valley Rd., DSD-1A
San Diego, CA 92108-4423

MAILED
7/27/2026
BUILDING AND LAND USE
ENFORCEMENT DIVISION

Citation#: _____

Date Issued: _____

BLUE#: _____

GL#: _____

BP#: _____

CA#: _____

Invoice#: _____

Violation Observed: Date: _____ Time: _____

Warning (Not Appealable)

Citation Amount: \$ _____

Initials : _____

Payment is due upon receipt of invoice sent via separate mailing (see attached or reverse side for payment instructions).

RESPONSIBLE PERSON/PARTY CITED:	RELATION TO VIOLATION
MAILING ADDRESS,CITY,STATE, ZIP CODE	BUSINESS NAME (If any)
VIOLATION ADDRESS,CITY,STATE, ZIP CODE	ASSESSOR'S PARCEL NUMBER

Please refer to the San Diego Municipal Code section cited for additional information available via: <https://www.sandiego.gov/city-clerk>

MUNI.CODE SECTION VIOLATION:	VIOLATION DESCRIPTION:
121.0202 - 121.0203 & 121.0302	Provides Authority regarding the Land Development Code & Requires Compliance with the LDC.

Corrections indicated below are required by _____. If you fail to make the indicated corrections by this date, another citation may be issued. Other enforcement action may result if compliance is not achieved.

CORRECTIVE ACTION REQUIRED: _____

Name of City Official: _____

Work Phone: _____

Email: _____

CC: _____

Signature of City Official

Signature of Responsible Person

Name

Mailing Address

Reinspection Fees: Reinspection fees are assessed for each inspection after the issuance of a violation notice in accordance with San Diego Municipal Code section 13.0103. An invoice will be sent following each inspection until compliance is achieved. For current reinspection fees please visit the City of San Diego's User Fee Schedule at: <https://www.sandiego.gov/finance>.

Administrative Citations

City of San Diego Municipal Code, Chapter 1, Articles 1 and 2 provide the authority and process for the issuance of administrative citations for violations of the Municipal Code. The fines, as indicated on the citation, can be up to \$10,000. These fines can be cumulative. ***A warning, if issued, does not incur a fine and, therefore is not appealable.***

How to Pay Fine

The amount of the fine is indicated on the front of this administrative citation. An invoice for this amount will be sent via separate mailing. Invoices may be paid by mail or in person at the Office of the City Treasurer, 1200 Third Avenue, Suite 100, San Diego, CA 92101. Payment can be made by personal check, cashier's check or money order, payable to the **City Treasurer**. Please write the invoice number on your check or money order. If you choose to make payment before an invoice is issued, please write the violation address on your check or money order.

If the citation is not appealed within 10 calendar days, you will receive an invoice from the City Treasurer's Office. Please follow the instructions on the invoice to ensure proper processing of your payment. If you do not pay the fine by the indicated due date, there is a 10% penalty fee. Payment of the fine shall not excuse the failure to correct the violation nor shall it bar further enforcement by the City.

Consequences of Failure to Pay the Fine

The failure of any person to pay the invoice within the time specified may result in a claim with the Small Claims Court or any legal remedy to collect such money. The City has the authority to collect all costs associated with the filing of such actions.

Rights of Appeal

You have the right to appeal this administrative citation when there is a fine indicated within 10 calendar days from the date the citation was issued. If the citation was mailed, the appeal must be made within 10 calendar days from the date the citation was mailed. An appeal must be made in writing to the address on the front of this citation and to the attention of the **Hearing Coordinator**. An appeal will result in an administrative hearing. The administrative hearing will follow the procedures set forth in Division 4, Article 2, Chapter 1 of the San Diego Municipal Code. The appeal must include the name, phone number and valid address of the person filing the appeal. **You are responsible for notifying the department of any change in address.**

Failure of any person to properly file a written appeal within 10 calendar days shall constitute a waiver of his or her right to an administrative hearing and adjudication of the administrative citation or any portion thereof and the total amount of the fine.

Administrative Costs

The Hearing Officer is authorized to assess reasonable administrative costs. Administrative costs may include, but are not limited to: staff time to investigate and document violations; laboratory, photographic, and other expenses incurred to document or establish the existence of a violation; scheduling and processing of the administrative hearing; and all related actions. Any determination that documented costs are not reasonable must be supported by written findings.

Consequences of Failure to Correct Violations

There are numerous enforcement options that can be used to encourage the correction of violations. These options include, but are not limited to: civil penalties, abatement, criminal prosecution, civil litigation, recording the violation with the County Recorder and forfeiture of certain State tax benefits for substandard residential rental property. These options can empower the City to collect fines up to \$500,000.00, to demolish structures or make necessary repairs at the owner's expense, and to incarcerate violators. Any of these options or others may be used if the administrative citations do not achieve compliance.