

DSD ONLINE PERMITS

Apply for a Mills Act Agreement



Overview

The Development Services Department's (DSD) online permitting system is a full cloud-based application that allows customers to apply for permits online and upload plans and documents for review 24/7.

Before you begin, please review the information about the permit submittal requirements at sandiego.gov/dsd.

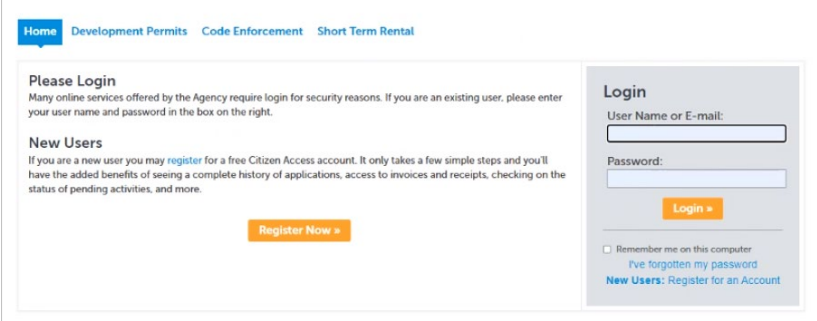
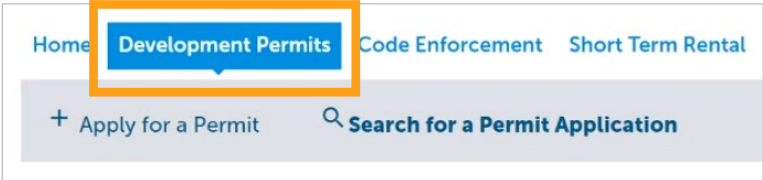
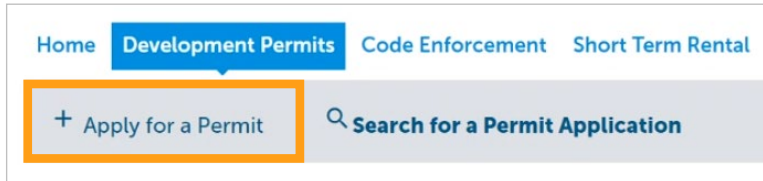
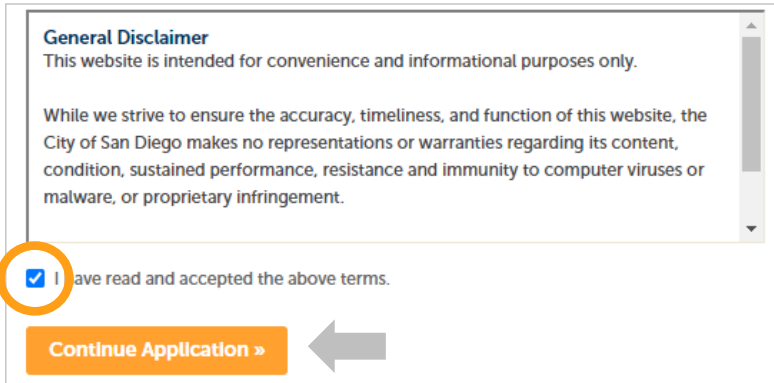
When new permit applications are received, DSD will review the required documents for completeness, if documents are incomplete staff will request a resubmittal. Applicants must address the requirements prior to resubmitting documents. Fees will be assessed, and an invoice will be issued to the applicant.

- For help with user accounts or uploading documents, please call us at 619-446-5000.
- For permit status or questions about your nomination application, login to your [online permitting account](#).
- For all other inquiries about your Mills Act application, please contact us via email at DSDMillsAct@sandiego.gov

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HOW TO SUBMIT AN APPLICATION

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> Log into your online permitting account. Enter your username and password.* <p>* If you are a new user, see the tutorial on how to register for an account.</p>	
2	<ul style="list-style-type: none"> Select "Development Permits" 	
3	<ul style="list-style-type: none"> Select "Apply for a Permit" 	
4	<ul style="list-style-type: none"> Read and acknowledge the disclaimer Click "Continue Application" 	

Select a Record Type

- Select the permit type you would like to apply for and click *Continue Application*

Note: For PTS Permits, please refer to instruction in the [OpenDSD User Guide to PTS Projects](#).

Select a Record Type

▶ **Building Applications**

- Approval - Process - Agreement
- Building Construction
- Building Construction - CIP or Public Project
- Building Construction - Master Plan Accessory Structure
- Building Construction - Master Plan MDU
- Building Construction - Master Plan SDU
- Building Construction - Special Programs
- Building Construction Change
- Deferred Fire Submittal
- Deferred Submittal
- Demolition
- Fire
- Fire Construction Change
- Photovoltaic
- Photo-voltaic Construction Change
- Photo-voltaic Residential Project
- Plan - Mechanical/Electrical/Plumbing Standalone
- Sign

▶ **Simple No Plan Permits**

- No-Plan - Nonresidential/Multifamily - Electrical
- No-Plan - Nonresidential/Multifamily - Mechanical
- No-Plan - Nonresidential/Multifamily - Plumbing
- No-Plan - Residential - Combination Mech/Elec/Plum

▶ **PTS**

- PTS Electronic Submittal

▶ **Grading, Right of Way, Mapping Applications**

- Deferred As Graded
- Engineering Construction Change
- Grading, ROW, Mapping - Associated Submittal
- Grading, ROW, Mapping - Standalone
- Right of Way - Dry Utilities
- Right of Way - Minor - Rapid Review

▶ **Discretionary Applications**

- Discretionary Project

▶ **Traffic & Transportation**

- Traffic Control Permit
- Transportation Permit

▶ **Agreement**

- Approval - Process - Agreement

▶ **Miscellaneous Applications**

- Individual Historical Resource Nomination
- Mills Act Agreement
- Others
- Street -Tree Permit
- Zone History Letter

▶ **Project Contacts**

- Add/Remove Licensed Contractor

[Continue Application](#)

5a

- Select "Mills Act Agreement" listed under "Miscellaneous Applications"
- Click "Continue Application"

▶ **Miscellaneous Applications**

- Individual Historical Resource Nomination
- Mills Act Agreement
- Others
- Street -Tree Permit
- Zone History Letter

[Continue Application](#)



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Address or Parcel Entry

- Enter Street No. and Street name only (the system will populate the parcel info)
- Click "Search"

OR

- Enter parcel number in ###-###-#### format (the system will populate the address info if it exists)
- Click "Search"

- Click "Continue Application"

Tip: For numeric **Street Names** in single digits, add a zero (0). For example, for 1st Av use 01st

* Street No.: Direction: * Street Name: Street Type:

* Parcel Number:

Legal Description:

←

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Mills Act

Answer the following questions:

- Is your property a designated historical resource?
- Was your property designated prior to December 31 of the previous years?
- Has there been any additions or modifications to the property since it was designated?
- Is the property held is a Trust, Corporation, Partnership, or other similar entity?

Step 1 : Permit Information > Permit Information

Mills Act Specific

MILLS ACT SPECIFIC

* Is your property a designated historical resource: Yes No

* Was your property designated prior to December 31st of the previous year: Yes No

* Has there been any additions or modifications to the property since it was designated?: Yes No

* Is the property held in a Trust, Corporation, Partnership, or other similar entity?: Yes No

[Continue Application](#)

Documents

Upload Required Project Documents

Required documents will be listed

- Click "Add" and find the document to be submitted
- Once all documents have successfully been uploaded, click "Continue Application"

* You will not be able to continue if files have not been uploaded.

* If you encounter Failed Scout Validation, use the [Scout link](#) and check your files.

[Scout Validation Help](#)

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Step 2 : Permit Documents > Required Documents

Required Documents

The maximum file size allowed is 200 MB.

* Required Documents

1. Required Attachment - Grant Deed

Add X

2. Required Attachment - Photographic Survey

Add X

3. Required Attachment - Proposed Improvements

Add X

Save and resume later



Step 2 : Permit Documents > Required Documents

Required Documents

The maximum file size allowed is 200 MB.



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

* Required Documents

1. Required Attachment - Grant Deed

Grant Deed.pdf

Add X

2. Required Attachment - Photographic Survey

Photographic Survey.pdf

Add X

3. Required Attachment - Proposed Improvements

Proposed Improvements.pdf

Add X

Save and resume later



[Continue Application](#)

Review Application

- Review the application for completeness
- Read the certification and check the box to confirm
- Click "Continue Application"

Step 4 : Review

[Save and resume later](#)

[Continue Application](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Mills Act Agreement

Address

[Edit](#)

1222 01st Av

Parcel

[Edit](#)

Parcel Number: 533-433-2800

Legal Description: BLK 1 ST CLSD0BLKS 13 THRU 150

Mills Act Specific

[Edit](#)

MILLS ACT SPECIFIC

Is your property a designated historical resource: Yes

Was your property designated prior to December 31st of the previous year: Yes

Has there been any additions or modifications to the property since it was designated?: No

Is the property held in a Trust, Corporation, Partnership, or other similar entity?: No

Required Documents

[Edit](#)

The maximum file size allowed is 200 MB.

acdb,ade,adp,bat,bmp;chm;cmd;com;cpl;doc;docx;exe;gif;heic;hta;htm;html;ins;isp;jar;jiff;jpe;jpeg;jpg;js;jse;lib;lnk;mdb;mde;mht;mhtml;msc;msp;mst;php;pif;png;psg;raw;scr;sct;shb;sys;tif;tiff;vb;vbe;vbs;vxd;webp;wsc;wsf;wsh;xls are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Grant Deed.pdf	Grant Deed	39.71 KB	12/23/2022	Actions ▼
Photographic Survey.pdf	Photographic Survey	39.71 KB	12/23/2022	Actions ▼
Proposed Improvements.pdf	Proposed Improvements	39.71 KB	12/23/2022	Actions ▼

I certify that I have read this application and state the above information is correct, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application (Municipal Code Section 112.0102). I understand that the applicant is responsible for knowing and complying with the governing policies and regulations applicable to the proposed development or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations, including before or during final inspections. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy, which may be available to enforce and correct violations of the applicable policies and regulations. I authorize representatives of the city to enter the above-identified property for inspection purposes. I have the authority and grant City staff and advisory bodies the right to make copies of any plans or reports submitted for review and permit processing for the duration of this project.

By checking this box, I agree to the above certification.

Date:

[Save and resume later](#)

[Continue Application](#)

Your submitted application screen should look like the following:

Mills Act Agreement

1 Permit Information	2 Permit Documents	3 Additional Documents	4 Review	5 Submitted
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Step 5 : Submitted



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is PMT-8006837.

You will need this number to check the status of your application or to schedule/check results of inspections. Your project will now be set up and you will be notified once the review has been completed, applicable fees have been assessed or permit issuance has been processed.

Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#)

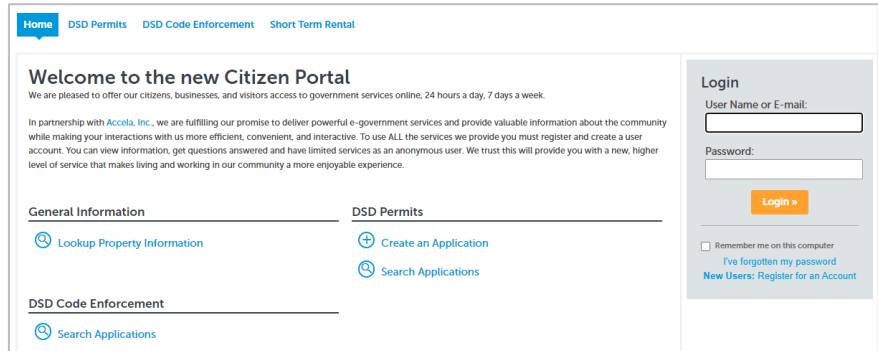
10

I RECEIVED A "PAYMENT REQUIRED" EMAIL. HOW DO I PAY?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> Open the "Payment Required" email Click on the link to log in to your account and make a payment 	<p>Hello, Please do not reply to this email, this mailbox is not monitored.</p> <p>Review of is pending payment of the attached invoice.</p> <p>Follow the steps below to pay the outstanding fees:</p> <ul style="list-style-type: none"> Login to your Online Permitting Account Search and select the application number Click on the Payments tab Pay the outstanding fees <p>Once payment is received, historical resources staff will begin reviewing your application.</p> <p>The progress of your application can be tracked through your Online Permitting Account</p> <p>For questions about your user account or help uploading, contact 619-446-5000</p> <p>For questions related to your nomination submittal please contact HistoricalResources@saniego.gov</p> <p>Thank you, City of San Diego Development Services Department</p>

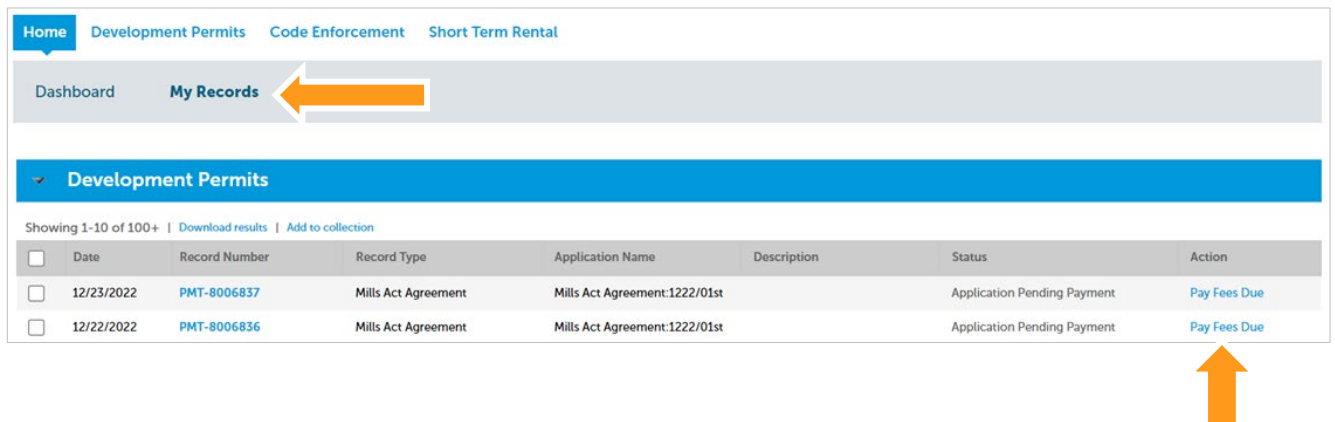
2

- Log into your [Online Permitting Account](#)
- Enter your username and password.



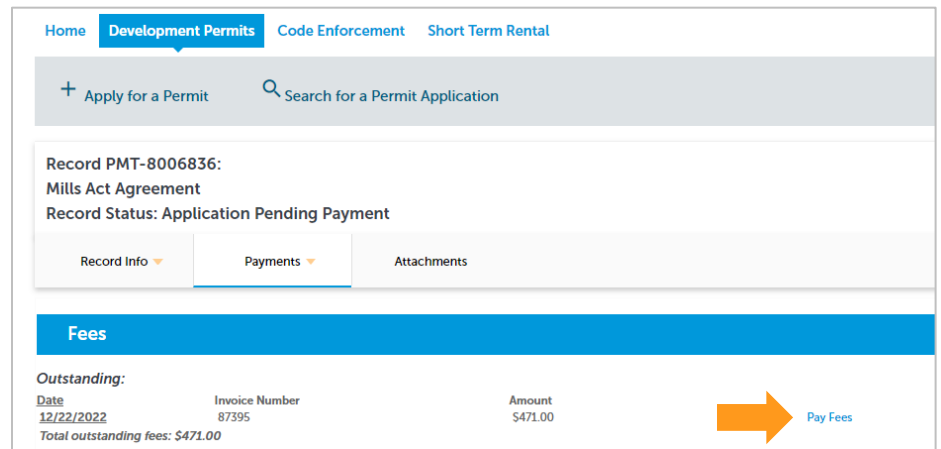
3

- Click the "My Records" tab.
- Find the record from your list of records
- Click on "Pay Fees Due"



4

- Click "Pay Fees" link associated with record



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- Click "Continue Application" and follow the prompts to make your payment

Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

Listed below are the fees based upon the information you've entered. The following screen will display your total fees.

Fees	Qty.	Amount
Indiv Historical Resource Nom	1	\$1,185.00

TOTAL FEES: \$1,185.00
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application >](#)

I RECEIVED A "RECHECK REQUIRED" EMAIL. HOW DO I UPLOAD THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference
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1

- Open the "Recheck Required" email
- Open the Issues Report attached to the email and confirm which documents are requested

[EXTERNAL] Recheck Required- Individual Historical Resources Nomination

noreply@sandiego.gov
To: Casique, Jorge

Retention Policy Inbox (Never) Expires Never

DSD_085_PreScreen_Projectissues_20220926_154530.pdf 144 KB

Hello,

Please do not reply to this email, this mailbox is not monitored.

Your nomination application has been reviewed and a resubmittal is required. Please see attached report for the required revisions.

Follow the steps below to upload the requested documents:

- Login to your [Online Permitting Account](#)
- Search and select the application number
- Click on the Attachments tab
- Add the required documents

2

- Log in to your [Online Permitting Account](#)

Home **Development Permits** Code Enforcement Short Term Rental

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now >](#)

Login
User Name or E-mail:
Password:
[Login >](#)

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

Click the "My Records" tab

- Find and select the record for your Individual Historical Resource Nomination

3

Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

Records

In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Permit type records.
To sort the table below, click the column name to perform an alphabetical sort on that column. For example, click "Application Name" to sort in descending order (Z-A).

Showing 1-10 of 100+ | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Application Name
<input type="checkbox"/>		PMT-8006837	Mills Act Agreement	Mills Act Agreement:1222/01st
<input type="checkbox"/>	12/22/2022	PMT-8006836	Mills Act Agreement	Mills Act Agreement:1222/01st
<input type="checkbox"/>	12/20/2022	PRJ-8006504	Building Construction	General-Standard-Building Construction:2204/Fern
<input type="checkbox"/>	12/20/2022	AMD-0000069	Add/Remove Licensed Contractor	Building Construction
<input type="checkbox"/>	12/20/2022	AMD-0000068	Add/Remove Licensed Contractor	Building Construction
<input type="checkbox"/>	12/20/2022	AMD-0000067	Add/Remove Licensed Contractor	Building Construction
<input type="checkbox"/>	12/20/2022	AMD-0000066	Add/Remove Licensed Contractor	Building Construction
<input type="checkbox"/>	12/20/2022	AMD-0000065	Add/Remove Licensed Contractor	Building Construction
<input type="checkbox"/>	12/20/2022	PRJ-8006505	Building Construction	General-Standard-Building Construction:2204/Fern
<input type="checkbox"/>	12/20/2022	PRJ-8006506	Building Construction	Rapid Review-Standard-Building Construction:2204/Fern

- Click the "Attachments" tab

4

Record PMT-8006516:
Individual Historical Resource Nomination
Record Status: Recheck Required

Record Info Payments **Attachments**

Work Location

1222 01st Av

Record Details

Applicant: Individual JORGE CASIQUE JCASIQUE@SANDIEGO.GOV	Description: Individual Historical Resource Nomination:1222/01st	Owner: CITY OF SAN DIEGO Public Agency 00000
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▶ More Details

Previously attached documents will be displayed.

- Click "Add Attachment"

5



To upload attachments:
1. Click Add to start the process
2. Click Add for each file to upload
The maximum file size allowed is 200 MB.
html;htm;mhtml;exe;doc;docx;xls;xlsx;mdb;acdb;zip;jpg;jpeg;jpe;jif;png;gif;webp;tiff;tif;psd;bmp;heic;raw are disallowed file types to upload.

Attachments (1) Approved or Reviewer Issues (1)

File Name	File Size	Status
Historical Evaluation Report PMT-8006568.pdf	547.43 KB	Uploaded

Actions Add Attachment

6

From the pop-up window:

- Select "Choose File" and drag/drop or search your files to attach them
- Click the *Type* drop-down and select file type
- Provide a brief description of the document
- Click the "Submit" button

7

Once all requested documents have been uploaded, the "Add Attachment" button will be disabled.

Tips:

- If Scout validation returns an error with your document, use the [Scout link](#) to check your documents
- [Scout Validation Help](#)

To upload attachments:
 1. Click Add to start the process
 2. Click Add for each file to upload
 The maximum file size allowed is **200 MB**.
 html;htm;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip;jpg;jpeg;jfif;png;gif;webp;tiff;tif;psg;bmp;heic;raw are disallowed file types to upload

Attachments (2)		Approved or Reviewer Issues (1)	
	File Name	File Size	Status
Actions ▾	Historical Evaluation Report PMT-8006568.pdf	547.43 kB	Uploaded
Actions ▾	DSD-Historic Reference Material PMT-8006568.pdf	547.43 kB	Uploaded

APPENDIX A – WORKFLOW/RECORD STATUS MAPPING AND DEFINITIONS

Task Name	Workflow Task Status	Record Status (Project)	Process
Pre-Screen	In Queue	In Queue	Initial submittal from applicant
Pre-Screen	In Process	Pre-Screen	The Pre-Screen process has been started by staff and a due date is set
Pre-Screen	Updates Required	Updates Required	Staff determines during Pre-Screen that the applicant's submission is incomplete
Pre-Screen	Resubmitted	Resubmitted	The applicant has submitted any additional documents requested during Pre-Screen
Pre-Screen	Route to EPR	Pre-Screen	Staff has routed the applicable documents to EPR for plan review (e.g. plans)
Pre-Screen	Documents Routed to EPR	Pre-Screen	System confirmation that documents have been routed to EPR for plan review
Pre-Screen	Pending Invoice Payment	Application Pending Payment	Staff has deemed the submission complete, assessed fees for plan check, and the project is ready for review
Project Review	In Review	In Review	The status of the project review until all disciplines sign-off and the project is ready for issuance
Project Review	Recheck Required	In Review	Reviewer has requested a resubmittal of documents and/or information
Project Review	Final version submitted	In Review	The final version will be reviewed by all disciplines
Project Review	Review Complete	In Review	The project review has completed and requires one last assessment by issuance staff
Project Review	Ready for Issuance	Review Phase Complete	The review phase can be closed out and the project is ready for issuance
Issuance	In Progress	Review Phase Complete	Permit issuance is in progress
Issuance	Updates Required	Issuance Checklist Requested	Issuance Checklist items are needed prior to permit issuance
Issuance	Resubmitted	Issuance Checklist Submitted	Issuance Checklist items have been resubmitted by the applicant
Issuance	Approved Upon Final Payment	Approved Upon Final Payment	Staff has confirmed that all required documents are present, approved plans are available in Accela, and all required fees have been assessed at both the project level and the permit level
Issuance	Approved Upon Final Payment	Issued (When all Permits are set to Issued)	Inspection invoice(s) will be sent to customer. When all fees are paid, permit is issued.
Issuance	Closed	Closed (When all Permits are set to Closed)	The record is closed. Any changes to the building construction plans require a construction change application.

APPENDIX B – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

Sheet Numbering

Please make sure your sheet numbers are located in the bottom right corner of your plans. Use [the designated templates](#) or follow [sheet numbering styles](#) to ensure the timely processing of reviews.

File Size

The max size of each file you can upload cannot exceed 200MB. File sizes larger than 200MB will be rejected.

FIX: Return to the source document and create PDF files that are below the file size limitation.

Page Size

PDF files with page sizes 8.5- by 11-inches are accepted for DSD-approved fillable documents and required reports. However, plans must be at minimum 11- by 17-inches and a maximum of 36- by 48-inches.

FIX: Return to the source document and change the paper size to meet the requirements.

Page Orientation

Having a mix of paper sizes and orientations is not a problem, as orientation issues will not prevent the file from being accepted. However, this will generate more difficult reviewing conditions for review teams. A warning will pop-up if different orientations are found to help you research whether any pages are upside down or improperly oriented.

FIX: Verify that pages are not upside down or improperly oriented.

Password Protection

Files must not be password protected. If the PDF cannot be opened, the file will be rejected.

FIX: Remove the password protection to allow users to open the PDF.

Annotations and Comments

An annotation is any 'object' that appears in the Adobe Reader 'Comment' panel. It could be a 'comment' or 'stamp' or font issue like SHX Text from AutoCad.

FIX: To remove annotations in a PDF, use the print to PDF option. This process eliminates annotations by "flattening" the PDF.