

## DSD ONLINE PERMITS

# Apply for a Building Construction Permit



## 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](http://sandiego.gov/dsd).

When new permit applications are received, DSD will review the documents for completeness, assess required permit fees and assign that project to a reviewer. Reviewers will send out their cycle issues report as they complete each cycle, but resubmittal can only happen after all reviews have been complete. Applicants must address all cycle issues prior to resubmitting any new plans. You cannot resubmit to each specific discipline – resubmittals are for all disciplines at the same time.

- For help with user accounts or uploading documents, please call us at 619-446-5000.
- For plan requirements and document issues, please click [here](#).
- For help planning your project, consider booking a [virtual counter appointment](#) with DSD.

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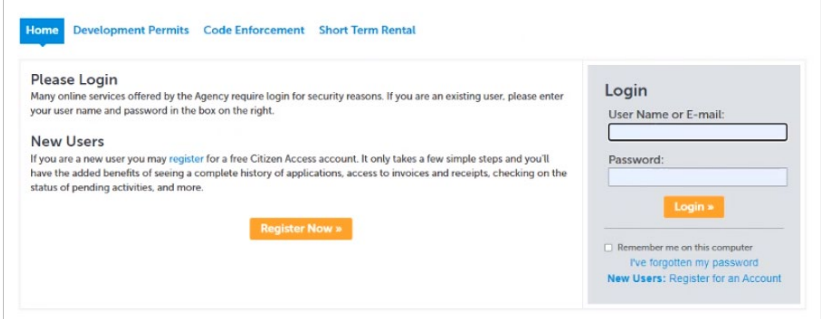
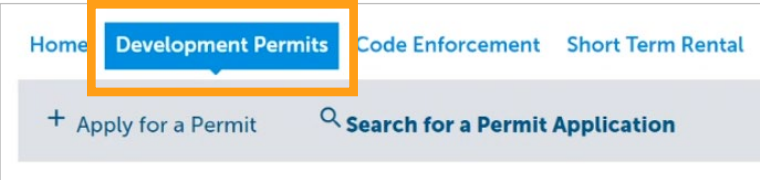
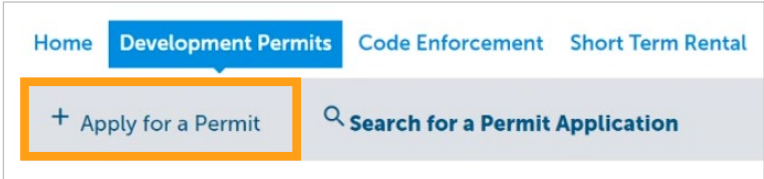
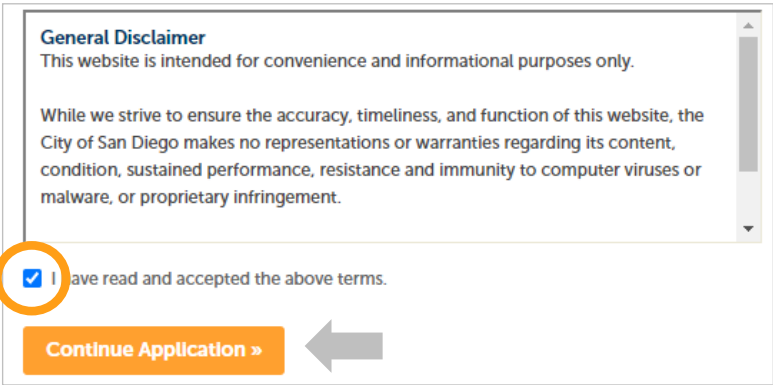
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[Appendix A – Workflow/record status mapping and definitions](#)

[Appendix B – Requirements to Upload Plans and Documents](#)

## HOW TO SUBMIT AN APPLICATION

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

**Select a Record Type**

- Select a permit type from “Building Applications,” then click “Continue Application”

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

Select a Record Type

- ▶ **Building Applications**
  - 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 - Master Plan Small Cell Telecom
  - Building Construction - Special Programs
  - Deferred Fire Submittal
  - Deferred Submittal
  - Demolition
  - Fire
  - Plan - Mechanical/Electrical/Plumbing Standalone
  - Sign

- ▶ **Construction Change**
  - Building Construction Change
  - Fire Construction Change

- ▶ **Miscellaneous Applications**
  - Construction Noise Permit
  - Individual Historical Resource Nomination
  - Mills Act Agreement
  - Others
  - Street -Tree Permit
  - Zone History Letter

- ▶ **Photovoltaic**

- Photovoltaic
- Photo-voltaic Residential Project
- ▶ **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 - Mapping
  - Engineering Construction Change
  - Grading, ROW, Mapping - Associated Submittal
  - Right of Way - Dry Utilities
  - Right of Way - Minor - Rapid Review

- ▶ **Discretionary Applications**
  - Discretionary Project

- ▶ **Traffic & Transportation**
  - Traffic Control Permit
  - Transportation Permit

- ▶ **Project Contacts**
  - Add/Remove Licensed Contractor

[Continue Application](#)



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Jump to a permit type for the next step:

- [General Permit](#)
- [CIP and Public Project Permit](#)
- [Master Plan Accessory Structure Permit](#)
- [Master Plan MDU and Master Plan SDU Permit](#)
- [Master Plan Small Cell Telecom](#)



Building Construction – General Permit

5a

1. Select “Building Construction”
2. Indicate if there is an address for the Project Site
3. Click “Continue Application”

▶ **Building Applications**

- Building Construction
- Building Construction - CIP or Public Project
- Building Construction - Master Plan Accessory Structure



**ADDRESS VALIDATION**

\* Do you have an address for the project site?:  Yes  No

**Continue Application »**



5b

**Address or Parcel Entry**

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

**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:

**Search** **Clear**

**OR**

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

\* **Parcel Number:**

**Legal Description:**

**Search** **Clear**

- Enter any additional parcels or addresses, if it applies to your project, and include the Unit # or Suite #

**Additional Information**  
being

List any additional parcel(s) associated with the project scope:

List any unit number(s) associated with the project scope: Suite 415

- Click "Continue Application"

**Continue Application »**

**Code Validation**

Answer the Code enforcement Case question:

- If "no," continue application:

**Code Enforcement**

\* Is there a code enforcement violation case on this site?  Yes  No

- If "yes," answer the additional questions:

**Code Enforcement**

\* Is there a code enforcement violation case on this site?:  Yes  No

Code Enforcement case number(s): \*

Is this application related to the code violation?: \*  Yes  No

Will this application resolve the code violation?: \*  Yes  No

**Continue Application »**

**Project Scope and Timeline**

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type
4. Associated building permit approval numbers (this is necessary for Deferred Submittals)

- When complete, click "Continue Application"

**Project Information**

\* Define the scope of the work: Scope of the project:  **1**

\* What is the processing timeline requested for this application?:  Standard **2**

\* Applicant Type: Authorized Agent of Professional Engineer:  **3**

Provide associated prior Discretionary Approval Number(s):  If applicable **4**

Save and resume later

Continue Application

**5e**

### Permit Specific Requirements

- Answer the No-Plan Permit question

If not a No-Plan Permit, select:

- “Building Permit” for commercial use of >3 unit residential use
- OR**
- “Combination Building Permit” for single family dwelling or duplex

- Click “Continue Application”

**i**

If you respond “Yes” to a No-Plan permit, you will be directed to the required documents page (see below)

- Go to [step 6](#) for full document upload instructions

**5f**

### Related Permits

- Select the permits you want associated with the Building Permit application, or select “No additional permits.”
- Click “Continue Application”



### Application Specific Requirements

Indicate the submittal type requested and answer additional related questions:

#### Active Project Management

**APPLICATION REQUIREMENTS**

\* Are you requesting Active Project Management:  Yes  No

Are you submitting a Permit Now Project per IB-195: \*  Yes  No

Did you receive approval previously from a DSD staff for Active Project Management for this application: \*  Yes  No

Provide the DSD Staff Name: \*

DSD Staff Member

#### Rapid Review submittal

**APPLICATION REQUIREMENTS**

Are you requesting Active Project Management:  Yes  No

\* Select Submittal Type: Rapid Review

Accessory structures for single-dwelling units (carports, patio covers, fences, and retaining walls) using City of San Diego standard designs contained in Information Bulletins: Retaining walls (one wall type, maximum 6 feet in height), Awnings (up to two types), Deck/stair repairs, Equipment platforms, Roof-mounted equipment: \*  Yes  No

Accessory Dwelling Unit, Junior Accessory Dwelling Unit, or Tiny Home: \*  Yes  No

Pool or Spa per approved Master Plan, up to 6 feet in depth: \*  Yes  No

5g

#### General submittal (Select Building or Combination permit)

**APPLICATION REQUIREMENTS**

\* Are you requesting Active Project Management:  Yes  No

\* Select Submittal Type: General

#### Wireless Communication Facility (WCF) submittals

**APPLICATION REQUIREMENTS**

Are you requesting Active Project Management:  Yes  No

\* Select Submittal Type: Wireless Communication

Are you submitting a Wireless Communication Facilities project per IB-536:  Yes  No

Do you request processing under the Spectrum Act per FCC Report and Order 14-153:  Yes  No

5h

### Submittal Specific Requirements

- Answer questions to determine required documents
- Click "Continue Application"

**SUBMITTAL REQUIREMENTS**

\* Is there a Discretionary Permit currently in the process associated with this project:  Yes  No

\* Will the project include new plumbing fixture(s) or, in the case of commercial construction, is the project removing plumbing fixtures:  Yes  No

\* Does the project include Structural Calculations:  Yes  No

\* Does the project include separate Truss Calculations that are not included in the plans:  Yes  No

\* Does the project include a Geotechnical Investigation Report:  Yes  No

\* Is the project proposing residential development of 10 or more dwelling units or a condominium conversion development of two or more dwelling units, except as provided in Section 142.1303:  Yes  No

\* Is the project only for residential use:  Yes  No

\* Does the project include any storage racks over 6 feet in height:  Yes  No

\* Is the project for a childcare center:  Yes  No

**5i**

**Historic Designation**

- Specify whether the project has a historic designation and answer the additional related questions
- Click "Continue Application"

**HISTORIC DESIGNATION**

Does the project contain a designated historic resource, or is it located within a designated historic district?  Yes  No

List the year constructed for all the structures on the project site: " 2010 "

**IMPORTANT: If any structures on site are 45yrs or older as indicated above and the proposed work is exterior, the following:**

Does your proposed construction include work on a site containing buildings or structures 45 years old or older in which there will be a change to the exterior of the existing buildings or structures? "  Yes  No

**5j**

**Affordable Housing Requirements**

- Indicate how the project complies with affordable housing requirements
- Click "Continue Application"

**How is the project complying with Inclusionary Affordable Housing requirements?**

**AFFORDABLE HOUSING COMPLIANCE**

Payment of the Inclusionary Affordable Housing In-Lieu Fee:

The project will include affordable units:

The project will combine a pro-rated payment of the In-Lieu Fee and affordable units:

Other method of compliance:

**Does the project propose any of the following residential use types?**

**RESIDENTIAL USE TYPES**

Permanent Supportive Housing:

Transitional Housing:

Accessory Dwelling Units:

Junior Accessory Dwelling Units:

None of the above:

**Does the project propose using any of the following incentive programs?**

**INCENTIVE PROGRAMS**

SB 35 Streamlined Affordable Housing:

Complete Communities Housing Solutions:

100% Affordable Housing Density Bonus:

Affordable Housing Density Bonus:

Micro Unit Density Bonus:

Senior Housing Density Bonus:


Student Housing Density Bonus:

Affordable Accessory Dwelling Unit Bonus:

Voluntary Accessibility Program:

Other:

None of the above:

 Go to [step 6](#) to upload documents and complete application

CIP or Public Project Permit

**Select a Record Type**

- Select "CIP or Public Project"
- Click "Continue Application"

Use this application when submitting for Capital Improvement Program Projects or projects at City-owned facilities.

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

- ▶ **Building Applications**
  - 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 - Master Plan Small Cell Telecom
  - Building Construction - Special Programs
  - Deferred Fire Submittal
  - Deferred Submittal
  - Demolition
  - Fire
  - Plan - Mechanical/Electrical/Plumbing Standalone
  - Sign

**Continue Application**

**CIP Classification**

Answer the CIP classification question.

If the answer to the classification question is "No," you will need to submit to a different permit type.

**CIP CLASSIFICATION**

\* Are you submitting a Public Project on behalf of a City Department:  Yes  No

**Address Validation**

- Indicate if there is an address for the Project Site
- Click "Continue Application"

**ADDRESS VALIDATION**

\* Do you have an address for the project site?:  Yes  No

**Continue Application »**



5d

**Address or Parcel Entry**

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

**OR**

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

- Enter any additional parcels or addresses, if it applies to your project and include the Unit # or Suite #

- 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: --Select\* Street Name:  Street Type:

\* Parcel Number:

Legal Description:

**Additional Information**

List any additional parcel(s) associated with the project scope:

List any unit number(s) associated with the project scope:



**Continue Application »**



5e

**Project Scope and Timeline**

Provide the following:

1. Scope
  2. Processing timeline
  3. Applicant type
  4. Associated building permit approval numbers (this is necessary for Deferred Submittals)
- When complete, click "Continue Application"

**Project Information**

\*Define the scope of the work: Scope of the project  **1** \*What is the processing timeline requested for this application?:  **2**

\*Applicant Type: Authorized Agent of Project  **3** Provide associated prior Discretionary Approval Number(s):  **4**



**Permit Specific Requirements**

5f

- Answer the No-Plan Permit question

If not a No-Plan Permit, select:

- Building Permit for commercial use of >3 unit residential use

**OR**

- Combination Building Permit for single family dwelling or duplex

- Click "Continue Application"

**PERMIT SPECIFIC REQUIREMENTS**

\* Is this application for a No-Plan Permit per Information Bulletin 203:  Yes  No

\* Select the applicable Permit Type:

--Select--  
 --Select--  
 Building Permit  
 Combination Building Permit

**Continue Application »**



If you respond "Yes" to a No-Plan permit, you will be directed to the required documents page (see below)

**i**

- Go to [step 6](#) for full document upload instructions

The maximum file size allowed is **200 MB**.

\* Required Documents

1. Required Attachment - No-Plan Building Permit Supplemental Applications (DS-6005)

Choose File No file chosen

**Related Permits**

5g

- Select the permits you want associated with the Building Permit application, or select "No additional permits."
- Click "Continue Application"

**PERMITS**

No additional permits:	<input type="checkbox"/>	Mechanical Permit:	<input checked="" type="checkbox"/>
Electrical Permit:	<input checked="" type="checkbox"/>	Plumbing Permit:	<input checked="" type="checkbox"/>
Fire Permit - Alarm:	<input type="checkbox"/>	Fire Permit - Suppression:	<input type="checkbox"/>
Fire Permit - Underground:	<input type="checkbox"/>	Fire Permit - Kitchen Hood:	<input type="checkbox"/>

**Save and resume later**



**Continue Application**

**Historic Designation**

5h

- Specify whether the project has a historic designation and answer the additional related questions
- Click "Continue Application"

**HISTORIC DESIGNATION**

Does the project contain a designated historic resource, or is it located within a designated historic district?  Yes  No

List the year constructed for all the structures on the project site: \* 2010

**IMPORTANT: If any structures on site are 45yrs or older as indicated above and the proposed work is exterior, the following Does your proposed construction include work on a site containing buildings or structures 45 years old or older in which there will be a change to the exterior of the existing buildings or structures? \***  Yes  No

**Submittal Specific Requirements**

- Answer questions to determine required documents
- Click “Continue Application”

**SUBMITTAL REQUIREMENTS**

\* Is there a Discretionary Permit currently in the process associated with this project:  Yes  No

\* Will the project include new plumbing fixture(s) or, in the case of commercial construction, is the project removing plumbing fixtures:  Yes  No

\* Does the project include Structural Calculations:  Yes  No

\* Does the project include separate Truss Calculations that are not included in the plans:  Yes  No

\* Does the project include a Geotechnical Investigation Report:  Yes  No

\* Is the project proposing residential development of 10 or more dwelling units or a condominium conversion development of two or more dwelling units, except as provided in Section 142.1303:  Yes  No

\* Is the project only for residential use:  Yes  No

\* Does the project include any storage racks over 6 feet in height:  Yes  No

\* Is the project for a childcare center:  Yes  No

5h



Go to [step 6](#) to upload documents and complete application

Master Plan Accessory Structure Permit

**Select a Record Type**

- Select “Master Plan Accessory Structure”

Use this application to **establish a design** for an accessory structure to be used for future construction projects; for example, a swimming pool.

However, **do not use this record to submit to construct** a swimming pool; for that, use Building Construction and select either a Building Permit or Combination permit.

- **Building Applications**
- 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 - Master Plan Small Cell Telecom
  - Building Construction - Special Programs
  - Deferred Fire Submittal
  - Deferred Submittal
  - Demolition
  - Fire
  - Plan - Mechanical/Electrical/Plumbing Standalone
  - Sign

Continue Application

5a

**Project Scope and Timeline**

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type

- When complete, click “Continue Application”

**Project Information**

\* Define the scope of the work:  **1**

\* What is the processing timeline requested for this application?:  **2**

\* Applicant Type:  **3**

Save and resume later Continue Application



5b

**5c Submittal Requirements**

- Indicate if the design includes structural calculations
- Click "Continue Application"

**SUBMITTAL REQUIREMENTS**

\* Does the project include Structural Calculations:  Yes  No

**i** Go to [step 6](#) to upload documents and complete application

Master Plan MDU and SDU Permit

**5a Select a Record Type**

- Select "Master Plan MDU" or "Master Plan SDU"

Use this record to **establish a design** and to submit phases for a Master Plan Multi Dwelling Unit or a Master Plan Single Dwelling

▶ **Building Applications**

- 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 - Master Plan Small Cell Telecom
- Building Construction - Special Programs
- Deferred Fire Submittal
- Deferred Submittal
- Demolition
- Fire
- Plan - Mechanical/Electrical/Plumbing Standalone
- Sign

Continue Application

**5b Occupancy Classification**

Answer the questions regarding occupancy and process

- Click "Continue Application"

**OCCUPANCY CLASSIFICATION**

\* Select Occupancy Classification for this application:

\* Select the process requested for this application as defined in the IB 114:

**5c Address Validation**

Answer the address validation question. You must have an address or assessor's parcel number to continue the application.

- Click "Continue Application"

**ADDRESS VALIDATION**

\* Do you have an address for the project site?:  Yes  No

Do you have an Assessor's Parcel Number(s)?: \*  Yes  No

**Address or Parcel Entry**

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

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

\*Street No.:  Direction: --Select\* Street Name:  Street Type:

**OR**

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

\* Parcel Number:

Legal Description:

- Enter any additional parcels or addresses, if it applies to your project and include the Unit # or Suite #

**Additional Information**

List any additional parcel(s) associated with the project scope:

List any unit number(s) associated with the project scope: Suite 415



- Click "Continue Application"



5d



- For Master Plan MDUs, go to [step 6](#) to upload documents and complete application
- For Master Plan SDUs, continue with the following steps

**Project Scope and Timeline**

Provide the following:

1. Scope
  2. Processing timeline
  3. Applicant type
  4. Associated discretionary permit, if any
- When complete, click "Continue Application"

**Project Information**

\*Define the scope of the work:  **1**

\*Applicant Type: Authorized Agent **3**

\*What is the processing timeline requested for this application?:  **2**

Provide associated prior Discretionary Approval Number(s):  **4**



5e



**Submittal Requirements**

5f

- Indicate whether an associated discretionary permit is currently in process
- Click "Continue Application"

**SUBMITTAL REQUIREMENTS**

Is there a Discretionary Permit currently in the process associated with this project?  Yes  No



Go to [step 6](#) to upload documents and complete application

Master Plan Small Cell Telecom

**Select a Record Type**

- Select "Building Construction – Master Plan Accessory Structure"

Use this application to **establish a Master Structural Plan** for an 5G-Small Cell and Equipment to be mounted on various types of streetlights and signalized pole standards within the City Public Right-Of-Way.

However, **do not use this record to submit to construct/mount** equipment on streetlights and/or signalized poles; for that, use Right of Way - Dry Utilities record type.

- ▶ Building Applications
  - 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 - Master Plan Small Cell Telecom
  - Building Construction - Special Programs
  - Deferred Fire Submittal
  - Deferred Submittal
  - Demolition
  - Fire
  - Plan - Mechanical/Electrical/Plumbing Standalone
  - Sign

Continue Application

5a

**Project Scope and Timeline**

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type

- When complete, click "Continue Application"

\* Indicates a required field

Select Scope and Timeline

**Submittal Information**

\* Define the scope of the work:  1

\* What is the processing timeline requested for this application?:  2

Applicant Type:  3

Continue Application



Go to [step 6](#) to upload documents and complete application

Required Documents

**Upload Required Project Documents**

Required documents will be listed

- Select "Choose File" and drag/drop or search your files to attach them.
- You will not be able to continue if files have not been uploaded.

The maximum file size allowed is **400 MB**.

\* Required Documents

1. Required Attachment - Fire Alarm Plans	<input type="button" value="Choose File"/>	No file chosen
2. Required Attachment - Fire Permit Worksheet	<input type="button" value="Choose File"/>	No file chosen

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

[Scout Validation Help](#)



**Additional Documents**

Upload any Additional Documents you wish to include with your submittal

- Click "Add"

The maximum file size allowed is **200 MB**.  
 html;htm;mh;html;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload.

File Name	File Size	Type
Fee Worksheet 190KB.pdf	189.58 kB	Fire Permit Worksheet
Fire Plans 1.2MB.pdf	1.2 MB	Fire Protection Plans

7



8

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

**New Attachment**
✕

---

New Attachment

Project Contact Information Form.pdf

Type

Description

9

**Workers' Compensation Declaration (if applicable)**

- Select the insurance declaration statement that applies to this project (Not applicable for Master Plan Accessory Structure)
- Click "Continue Application"

Worker's Compensation Declaration: I hereby affirm under penalty of perjury one of the following declarations:

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations: \* indicates a required field.

**Declaration**

**DECLARATION**

I am either self-insured or will maintain workers compensation insurance:  [?](#)

I am not subject to workers compensation insurance:  [?](#)

To be determined at the time of permit issuance:  [?](#)

### Review Application

Review the Application and return to previous steps by clicking on the numbered tabs at the top.



**Building Construction**

1 2 3 **Project Information** 4 Project Documents 5 Declaration 6 **Review** 7 Submitted

**Step 6 - 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**

Building Construction

**Address Validation**

ADDRESS VALIDATION  
Do you have an address for the project site?: Yes

**Address**

1222 01st Av

**Parcel**

Parcel Number: 533-433-2800  
Legal Description: BLK 1ST CL 5D@BLKS 13 THRU 15@

**Additional Information-If applicable**

Additional Information  
List any additional parcel(s) associated with the project scope: List any unit number(s) associated with the project scope:

**Code Case Validation**

Code Enforcement  
Is there a code enforcement violation case on this site?: No

**Select Scope and Timeline**

Project Information  
Define the scope of the work: ADU What is the processing timeline requested for this application?: Standard  
Applicant Type: Authorized Agent of Property Owner or Other Person per M.C. Provide associated prior Discretionary Approval Number(s): 0  
Section 112.0102

**Does the project propose any of the following residential use types?**

RESIDENTIAL USE TYPES

Permanent Supportive Housing:	No
Transitional Housing:	No
Accessory Dwelling Units:	No
Junior Accessory Dwelling Units:	No
None of the above:	Yes

**Does the project propose using any of the following incentive programs?**

INCENTIVE PROGRAMS

SB 35 Streamlined Affordable Housing:	No
Complete Communities Housing Solutions:	No
100% Affordable Housing Density Bonus:	No
Affordable Housing Density Bonus:	No
Micro Unit Density Bonus:	No
Senior Housing Density Bonus:	No
Student Housing Density Bonus:	No
Affordable Accessory Dwelling Unit Bonus:	No
Voluntary Accessibility Program:	No
Other:	No
None of the above:	Yes

**Declaration**

DECLARATION

I am either self-insured or will maintain workers compensation insurance: No

I am not subject to workers compensation insurance: No

To be determined at the time of permit issuance: Yes

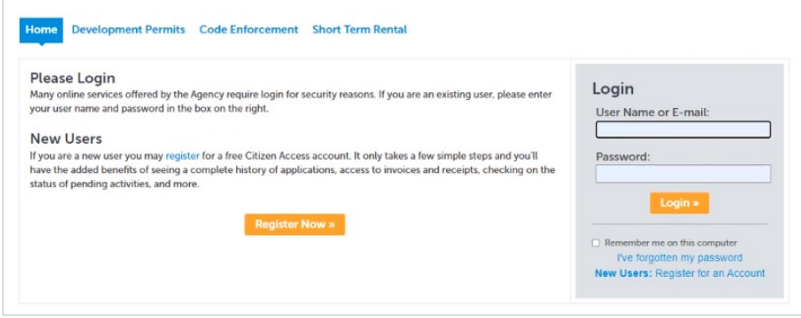
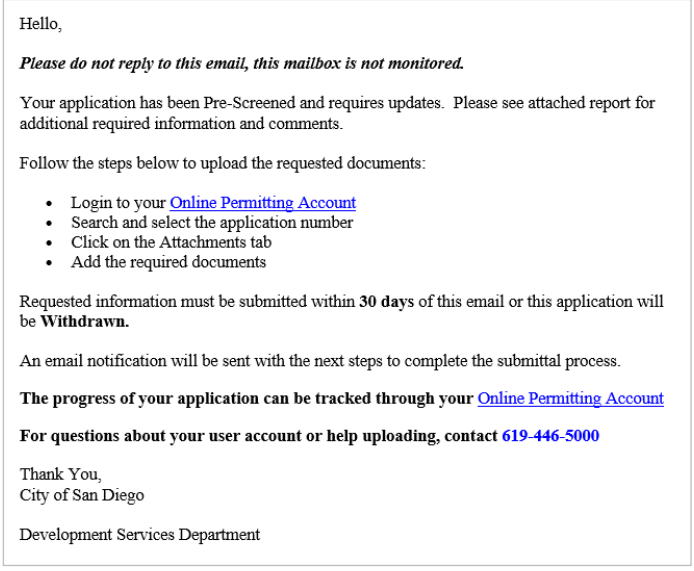
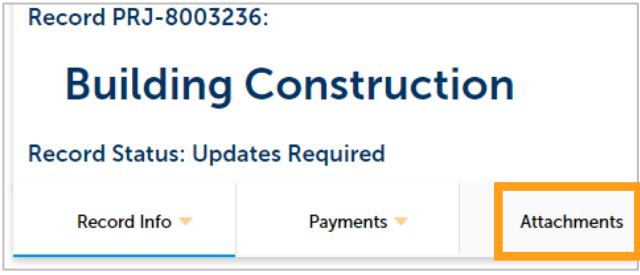
I certify that I have read this application and state the above information is correct, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application (Municipal 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 policy 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](#)

<p>11</p>	<ul style="list-style-type: none"> <li>Acknowledge the final certification</li> <li>Click "Continue Application"</li> </ul>	<div data-bbox="768 264 1477 655"> <p>I certify that I have read this application and state the above information is true and correct. I warrant that I am entitled to the use of the property that is the subject of this application and that I am aware of all policies and regulations applicable to the proposed development or construction, including before or during final inspections. City of San Diego regulation, nor does it constitute a waiver by the City to pursue any other regulatory action. The city to enter the above-identified property for inspection purposes.</p> <p><input checked="" type="checkbox"/> By checking this box, I agree to the above certification.</p> </div> <div data-bbox="768 688 1274 760"> <p><b>Continue Application »</b> ←</p> </div>
<p>12</p>	<p>Your record number will be created and displayed, and an email with further instructions will be sent.</p>	<div data-bbox="738 825 1477 1297"> <p><b>Step 8: Submitted</b></p> <p> Your application has been successfully submitted. Please print your record and retain a copy for your records.</p> <hr/> <p>Thank you for using our online services. <b>Your Record Number is PRJ-8001732.</b></p> <p>You will need this number to check the status of your application or to schedule/check results of inspections. Fees have been assessed or permit issuance has been processed.</p> <p>Choose "View Record Details" to Schedule Inspections, check status, or make other updates.</p> <p><b>View Record Details »</b></p> </div>
<p>13</p>	<p>You will receive a system generated email with your project number and what to expect next.</p>	<div data-bbox="738 1356 1507 1869"> <p>Hello,</p> <p>Development Services has created your application. Record ID: PRJ-8005336 Record Address: Record Type: General</p> <p><i>Please do not reply to this email, this mailbox is not monitored.</i></p> <p>Thank you for your application. Your documents have been received and will be processed in the order submitted.</p> <p>For current application processing timeline, <a href="#">click here</a></p> <p><b>The progress of your application can be tracked through your <a href="#">Online Permitting Account</a></b></p> <p><b>For questions about your user account or help uploading, contact 619-446-5000</b></p> <p>Thank you, City of San Diego Development Services Department</p> </div>

I RECEIVED AN "UPDATES REQUIRED" EMAIL. HOW DO I UPLOAD THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a></li> <li>Enter your username and password.</li> </ul>	
2	<p>Open the "Updates Required" email.</p> <ul style="list-style-type: none"> <li>Click either of the email links to go to your account and make project updates</li> </ul>	
3	<p>Your project information will load</p> <ul style="list-style-type: none"> <li>Click the "Attachments" tab</li> </ul>	

4

Previously attached documents will be displayed.

- Click "Add Attachment"

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.  
 acrobat;adp;bat;chm;cmd;com;cp;doc;docx;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mdb;mde;mht;mhtml;msc;msp;mst;php;pdf;scr;sect;shb;sys;vb; types to upload.

Attachments (2)

File Name	File Size	Status	Type
Storm Water Req. Applicability Checklist (DS-560) PRJ-8003236.pdf	1.2 MB	Uploaded	Storm Wa
Building Construction Plans PRJ-8003236.pdf	4.14 MB	Uploaded	Building C

Add Attachment

5

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

### New Attachment

Choose File No file chosen

Type  
 --Select--

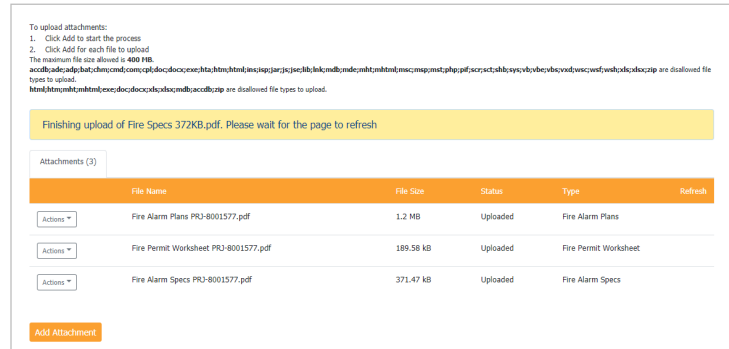
Description  
 Enter a brief description of the document

Close Submit

The documents will be validated by Scout and be uploaded to the project record (PR)

**Tips:**

- If you have any items to submit that were not requested, upload them first.
- When your resubmittal contains all the required documents, the “Add” button will disappear.



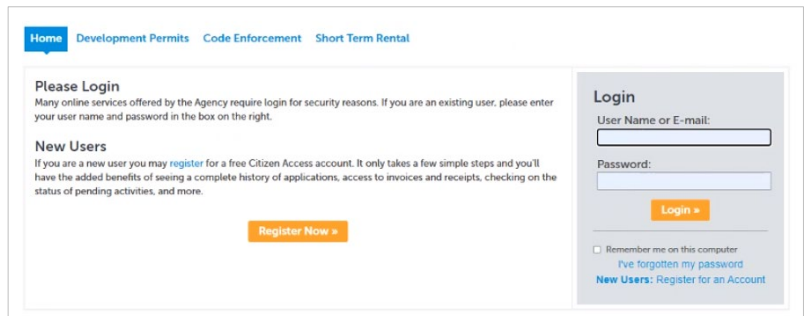
6

I RECEIVED A “REVIEW PENDING INVOICE PAYMENT” EMAIL. HOW DO I PAY?

Step	Action	Screen Reference
------	--------	------------------

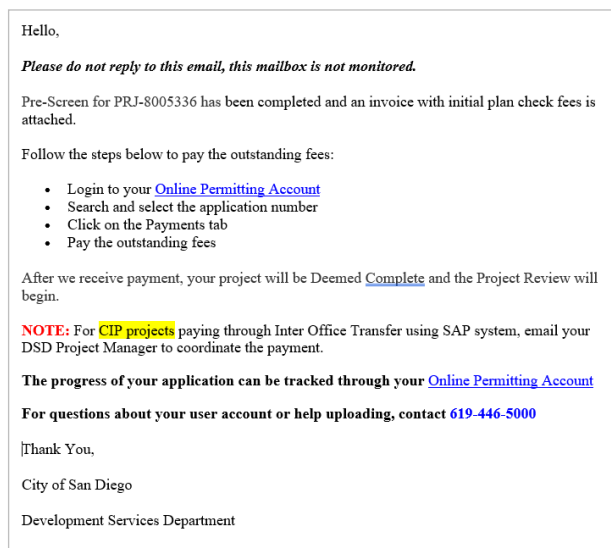
1

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



2

- Open the “Review Pending Invoice Payment” email
- Click a link to log in to your account and make a payment





Click on the "Development Permits" tab.

- Select the record listed in the email



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 Permi

To sort the table below, click the column name to perform an alphabetical sort on that column. I again to sort in descending order (Z-A).

Show on Map

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

<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	02/16/2021	PRJ-1004641	Photo-voltaic Residential Project
<input type="checkbox"/>	02/16/2021	PMT-3004537	Approval - Construction - Electrical Pmt - PV Combo

**OR**

Scroll down to the search field for Records

- Input the PRJ into the General Search in this format:  
**PRJ-1234567**

Record Type: --Select-- Record Status: --Select--

Record Number:  Project Name:

**Add the Project number (PRJ-XXXXXX)**

Verify that the record has the status: "Application Pending Payment"

- Click on "Payments"
- Select "Fees"

**Record PRJ-8003236:**

**Building Construction**

**Record Status: Application Pending Payment**

Record Info Payments Attachments

Fees

- Click on "Pay Fees"

**Outstanding:**

Date	Invoice Number	Amount
01/12/2018	617932	\$20.00
01/12/2018	617932	\$242.00
01/12/2018	617932	\$179.00
Total outstanding fees: \$441.00		

**Pay Fees**

3

4

5

6

The following screen will load. Follow instructions to pay.

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
Records-No Plan Permits/Other	1	\$20.00
PVS-Template SDU/DUP/TH (I)	1	\$242.00
PVS-Template SDU/DUP/TH (P)	1	\$179.00

TOTAL FEES: \$441.00  
 Note: This does not include additional inspection fees which may be assessed later.

I RECEIVED A "RECHECK REQUIRED" EMAIL FROM A REVIEW DISCIPLINE. HOW DO I LOOK FOR THE ISSUES REPORT?

Step	Action	Screen Reference																														
1	<ul style="list-style-type: none"> <li>Log into your <a href="#">online permitting account</a></li> <li>Enter your username and password*</li> <li>* If you are a new user, see the <a href="#">tutorial</a> on how to register for an account</li> </ul>	<p>Home Development Permits Code Enforcement Short Term Rental</p> <p><b>Please Login</b>              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.</p> <p><b>New Users</b>              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.</p> <p>Register Now »</p> <p><b>Login</b>              User Name or E-mail:  <input type="text"/>              Password:  <input type="password"/>  <input type="button" value="Login"/> »</p> <p><input type="checkbox"/> Remember me on this computer              I've forgotten my password  <a href="#">New Users: Register for an Account</a></p>																														
2	<ul style="list-style-type: none"> <li>Select the "Development Permits" tab</li> </ul>	<p>Home <b>Development Permits</b> Code Enforcement Short Term Rental</p> <p>+ Apply for a Permit Search for a Permit Application</p>																														
3	<p>Your records will be displayed</p> <ul style="list-style-type: none"> <li>Select the PRJ you wish to see the Project Issues Report for</li> </ul>	<table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td>PRJ-8001673</td> <td>Fire</td> <td>Standard-Fire-101/Ash</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td>PMT-8001628</td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm-101/Ash</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td>PMT-8001629</td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm-101/Ash</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td>CC-8001682</td> <td>Building Construction Change</td> <td>Construction Change - PRJ-8001673</td> <td>In Review</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td>CC-8001693</td> <td>Building Construction Change</td> <td>Construction Change - PRJ-8001682</td> <td>In Review</td> </tr> </tbody> </table>	<input type="checkbox"/>	01/25/2021	PRJ-8001673	Fire	Standard-Fire-101/Ash	Issued	<input type="checkbox"/>	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm-101/Ash	Issued	<input type="checkbox"/>	01/25/2021	PMT-8001629	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm-101/Ash	Issued	<input type="checkbox"/>	01/25/2021	CC-8001682	Building Construction Change	Construction Change - PRJ-8001673	In Review	<input type="checkbox"/>	01/25/2021	CC-8001693	Building Construction Change	Construction Change - PRJ-8001682	In Review
<input type="checkbox"/>	01/25/2021	PRJ-8001673	Fire	Standard-Fire-101/Ash	Issued																											
<input type="checkbox"/>	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm-101/Ash	Issued																											
<input type="checkbox"/>	01/25/2021	PMT-8001629	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm-101/Ash	Issued																											
<input type="checkbox"/>	01/25/2021	CC-8001682	Building Construction Change	Construction Change - PRJ-8001673	In Review																											
<input type="checkbox"/>	01/25/2021	CC-8001693	Building Construction Change	Construction Change - PRJ-8001682	In Review																											

**4**

- Click the "Attachments" tab

Previously attached documents will be displayed.

You will see your Project Issues Report by discipline displayed.

- Click the "Actions" drop-down

**5**

Click "Download" and the selected Project Issues Report will download

I RECEIVED A "READY FOR RESUBMITTAL" EMAIL. HOW DO I SUBMIT THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference
------	--------	------------------

**i** You will receive an email for Recheck Required if there are corrections to be made to the plans or if additional information is needed.

**1**

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

2

- Open the “Ready for Resubmittal” email
- Click a link to log in to your account and update the project documents or information

Hello,

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

All review disciplines have completed their reviews for PRJ-8005336. At this time, additional documents and information are required to continue the review process.

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

**IMPORTANT: All required documents requested by all review disciplines must be uploaded at the same time. Incomplete submittals will result in review delays.**

The progress of your application can be tracked through your [Online Permitting Account](#)

For questions about your user account or help uploading, contact **619-446-5000**

Thank you,  
City of San Diego  
Development Services Department

3

- Select the “Development Permits” tab
- Your records will display with the current statuses.
- Click on the blue PRJ link of the project

Date	Record Number	Record Type	Application Name	Description	Status
01/12/2021	PMT-8001493	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:1200/03rd		Opened
01/12/2021	PRJ-8001528	Fire	Standard-Fire:4250/05th		Issued
01/12/2021	PMT-8001496	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground:1222/01st		Opened
01/12/2021	PMT-8001497	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground:1222/01st		Opened
01/12/2021	PMT-8001498	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground:1222/01st		Opened
01/12/2021	PRJ-8001525	Fire	Standard-Fire:1222/01st		Recheck Required

4

- Your project information will load.
- Click the “Attachments” tab

**Record PRJ-8001577:**

**Fire**

**Record Status: Updates Required**

Record Info | Payments | **Attachments**

5

- Previously attached documents will be displayed.
- Click “Add Attachment”

To upload attachments:

1. Click Add to start the process
2. Click Add for each file to upload

The maximum file size allowed is 400 MB.  
accdb;ade;adp;bat;chm;cmd;com;cpb;doc;docx;exe;hta;htm;html;ins;isp;jar;jsc;jse;lib;lnk;mdb;mdc;mht;mhtml;msg;msp;ppt;pps;pdf;scr;scs;shb;sys;vb;vbs;vxd;vsd;waf;wsh;xls;xlsm;xlsx;xml;zip are disallowed file types to upload.

File Name	File Size	Status	Type
Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans
Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded	Fire Permit Works

**Add Attachment**

6

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

\*\*\*If submitting Applicant Response to Issues, upload requested documents. If the responses are for more than one discipline, combine responses into one PDF file for upload\*\*\*

**Tips:**

- If you have any items to submit that were not requested, upload them first.
- When your resubmittal contains all the required documents, the "Add" button will disappear.

7

The documents will be validated by Scout and be uploaded to the project record (PR)

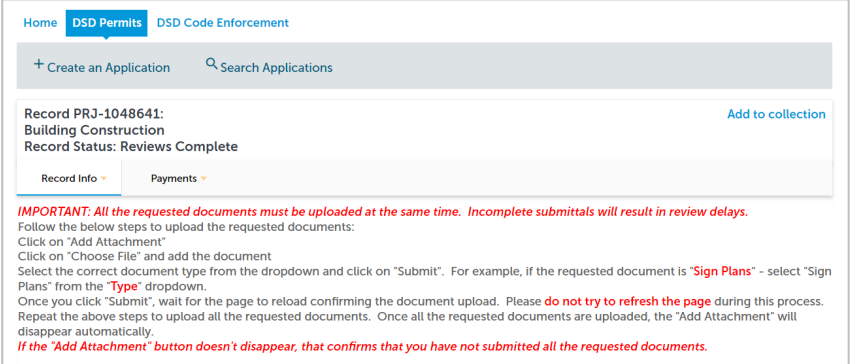
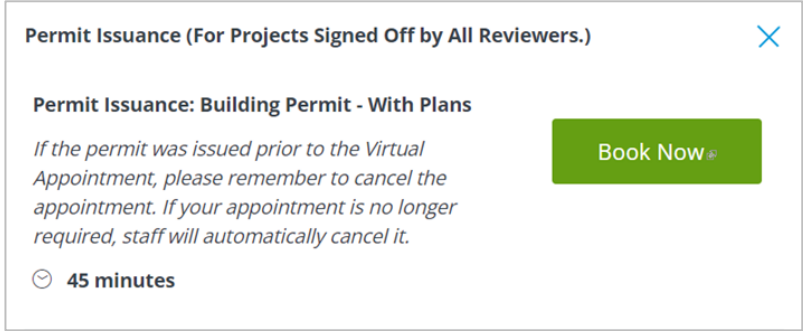
To upload attachments:  
 1. Click Add to start the process  
 2. Click Add for each file to upload  
 The maximum file size allowed is 400 MB.  
 .acdb, .adp, .bat, .chm, .cmd, .com, .cpb, .doc, .docx, .exe, .hta, .htm, .html, .inc, .ipg, .jar, .jce, .jch, .kml, .mdb, .mxd, .mht, .mhtml, .mim, .mp3, .mp4, .pdf, .psd, .scr, .stl, .svg, .vbs, .wac, .wax, .wps, .xml, .xps, .zip are disallowed file types to upload.  
 .lnk, .htm, .mht, .mhtml, .exe, .doc, .docx, .kml, .cmd, .acdb, .zip are disallowed file types to upload.

Finishing upload of Fire Specs 372KB.pdf. Please wait for the page to refresh

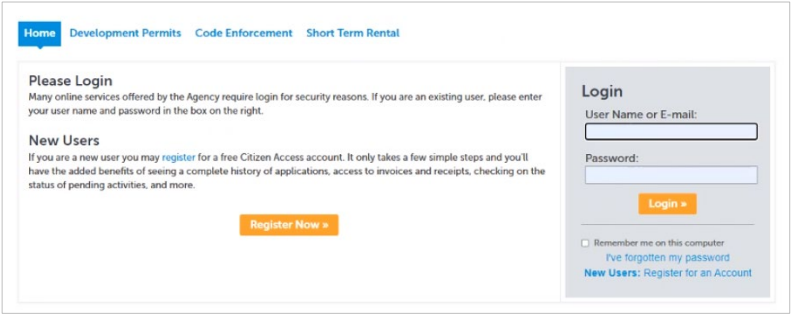
Attachments (3)					
	File Name	File Size	Status	Type	Refresh
Actions	Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	
Actions	Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded	Fire Permit Worksheet	
Actions	Fire Alarm Specs PRJ-8001577.pdf	371.47 kB	Uploaded	Fire Alarm Specs	

Add Attachment

## I RECEIVED A "FINAL VERSION SIGNED OFF" EMAIL. WHAT DO I DO NEXT?

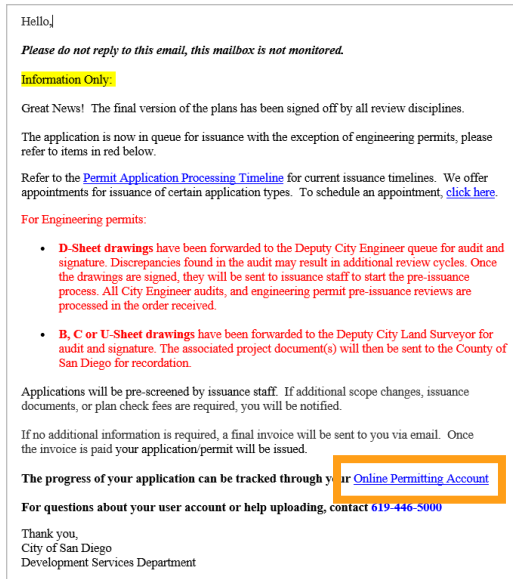
Step	Action	Screen Reference
	<p>The application is now in queue for issuance. Refer to the <a href="#">Permit Application Processing Timeline</a> for current issuance timelines.</p>	
1	<p>We offer appointments for issuance of certain application types.</p> <ul style="list-style-type: none"> <li>To schedule an appointment, <a href="#">click here</a>.</li> </ul>	

## I RECEIVED A "REVIEW COMPLETE/PERMIT READY FOR PAYMENT" EMAIL. HOW DO I PAY MY INVOICE?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a></li> <li>Enter your username and password</li> </ul>	

Open the "Approved" email

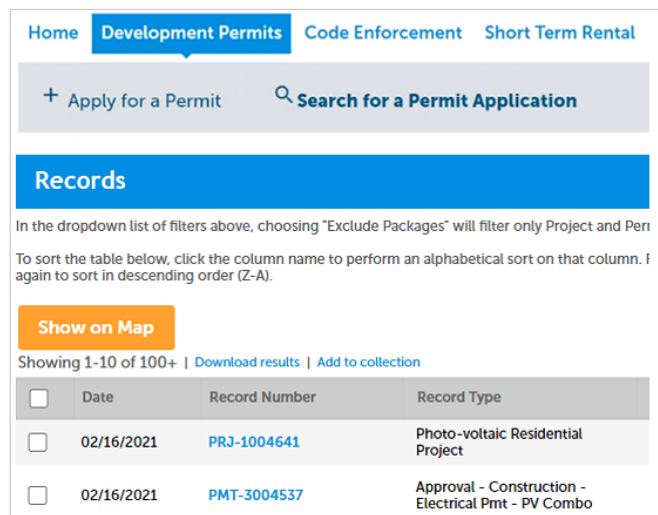
- Click on the email link that says "Online Permitting Account" to login to your account and upload documents



2

Click the "Development Permits" tab.

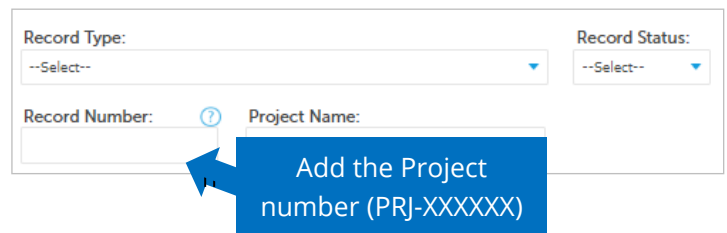
- Select the record listed in the email



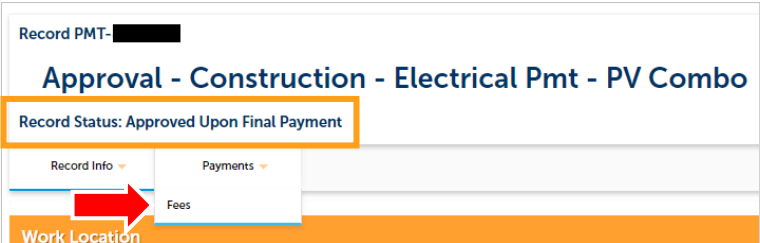
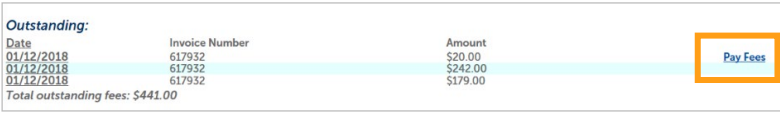
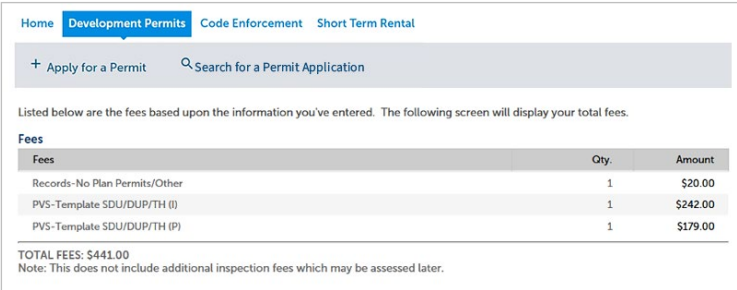
OR

Scroll down to the search field for Records

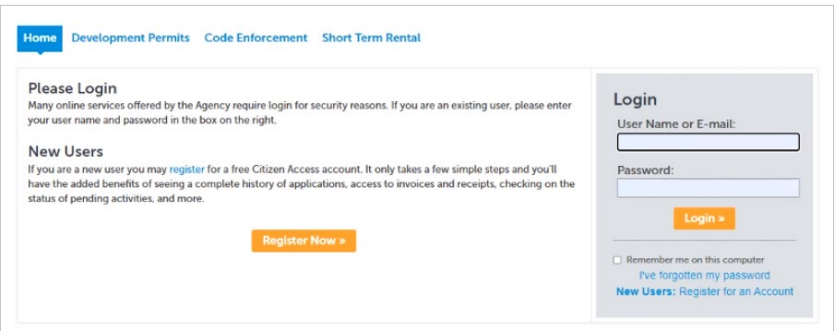
- Input the PRJ into the General Search in this format:  
**PRJ-1234567**



3

<p><b>4</b></p>	<p>Verify that the record has the status: "Approved Upon Final Payment"</p> <ul style="list-style-type: none"> <li>Click "Payments"</li> <li>Then, select "Fees"</li> </ul>																			
<p><b>5</b></p>	<p>Click "Pay Fees"</p>	 <table border="1"> <thead> <tr> <th colspan="3">Outstanding:</th> </tr> <tr> <th>Date</th> <th>Invoice Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$20.00</td> </tr> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$242.00</td> </tr> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$179.00</td> </tr> <tr> <td colspan="3">Total outstanding fees: \$441.00</td> </tr> </tbody> </table>	Outstanding:			Date	Invoice Number	Amount	01/12/2018	617932	\$20.00	01/12/2018	617932	\$242.00	01/12/2018	617932	\$179.00	Total outstanding fees: \$441.00		
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01/12/2018	617932	\$179.00																		
Total outstanding fees: \$441.00																				
<p><b>6</b></p>	<p>The following screen will load.</p> <ul style="list-style-type: none"> <li>Follow instructions to pay</li> </ul>	 <table border="1"> <thead> <tr> <th>Fees</th> <th>Qty.</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Records-No Plan Permits/Other</td> <td>1</td> <td>\$20.00</td> </tr> <tr> <td>PVS-Template SDU/DUP/TH (I)</td> <td>1</td> <td>\$242.00</td> </tr> <tr> <td>PVS-Template SDU/DUP/TH (P)</td> <td>1</td> <td>\$179.00</td> </tr> <tr> <td colspan="2"><b>TOTAL FEES: \$441.00</b></td> <td></td> </tr> </tbody> </table> <p>Note: This does not include additional inspection fees which may be assessed later.</p>	Fees	Qty.	Amount	Records-No Plan Permits/Other	1	\$20.00	PVS-Template SDU/DUP/TH (I)	1	\$242.00	PVS-Template SDU/DUP/TH (P)	1	\$179.00	<b>TOTAL FEES: \$441.00</b>					
Fees	Qty.	Amount																		
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PVS-Template SDU/DUP/TH (I)	1	\$242.00																		
PVS-Template SDU/DUP/TH (P)	1	\$179.00																		
<b>TOTAL FEES: \$441.00</b>																				

I RECEIVED A "ISSUANCE CHECKLIST REQUESTED" EMAIL. HOW DO I SUBMIT THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference
<p><b>i</b></p>	<p>You will receive an Updates Required email if additional information is needed to issue the permit.</p>	
<p><b>1</b></p>	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a></li> <li>Enter your username and password</li> </ul>	



2

- Open the “Issuance Checklist Requested” email.
- Click on a link to log in to your account and submit documents

Hello,

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

Plan check for PRJ-8005336 has been completed. There may be outstanding plan check fees that must be paid prior to uploading the requested Issuance Checklist Items shown on the attachment for permit issuance.

For any outstanding fees, refer to the attached Invoice. **Documents cannot be uploaded until outstanding plan check fees are paid.**

Follow the steps below to upload the requested documents:

- Login to your [Online Permitting Account](#)
- Search and select the application number
- Pay outstanding fees (if applicable)
- Click on the Attachments tab
- Upload the requested documents

**NOTE:** The **Inspection Contact** listed on the Form DS-345 (Project Contacts Information) must have an **ACA registered account** to schedule inspections. Click the following link [Online Permitting Account](#) to register.

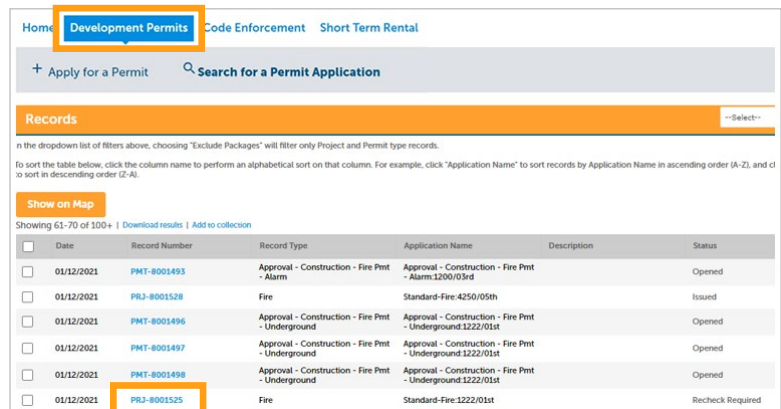
**The progress of your application can be tracked through your [Online Permitting Account](#)**

**For questions about your user account or help uploading, contact 619-446-5000**

Thank You,  
City of San Diego  
Development Services Department

3

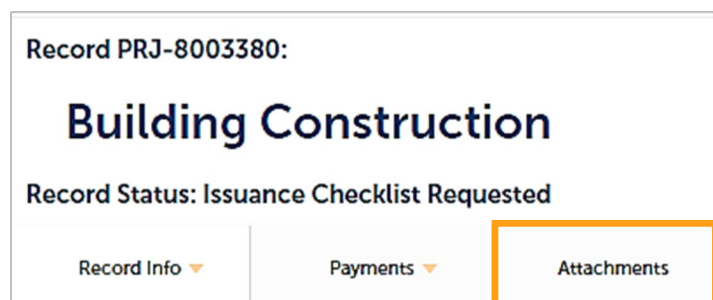
- Select the “Development Permits” tab
- Your records will display with the current statuses.
- Click on the blue PRJ link of the project



Date	Record Number	Record Type	Application Name	Description	Status
01/12/2021	PMT-8001493	Approval - Construction - Fire Pmt Alarm	Approval - Construction - Fire Pmt Alarm.1200/03rd		Opened
01/12/2021	PRJ-8001528	Fire	Standard-Fire-4250/05th		Issued
01/12/2021	PMT-8001496	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st		Opened
01/12/2021	PMT-8001497	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st		Opened
01/12/2021	PMT-8001498	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st		Opened
01/12/2021	PRJ-8001525	Fire	Standard-Fire.1222/01st		Recheck Required

4

- Your project information will load.
- Click the “Attachments” tab



**Record PRJ-8003380:**

## Building Construction

**Record Status: Issuance Checklist Requested**

Record Info ▾      Payments ▾      **Attachments**

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 400 MB.  
 acodf@adeadpjbst;chm;cmd;com;cp;doc;docx;exe;hta;htm;html;ins;isp;jar;js;json;lib;link;mdb;md;mh;mt;msc;msp;msg;pdf;png;ppt;psd;rtf;shb;sys;vb;vbe;vsd;vss;wsc;wsh;wshad;types to upload.  
 htm;htm;html;exe;doc;docx;xls;xls;cmd;accdb;zip are disallowed file types to upload.

Attachments (2)	File Name	File Size	Status	Type
Actions ▾	Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans
Actions ▾	Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded	Fire Permit Works

**Add Attachment**

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

Repeat until all requested documents have been uploaded

6

**New Attachment** [X]

**New Attachment**

**Choose File** No file chosen ←

**Type**

--Select-- ▾ ←

**Description**

Enter a brief description of the document

**Close** **Submit**

The documents will be validated by Scout and be uploaded to the project record (PR)

**Tip:** When your resubmittal contains all the required documents, the "Add" button will disappear.

7

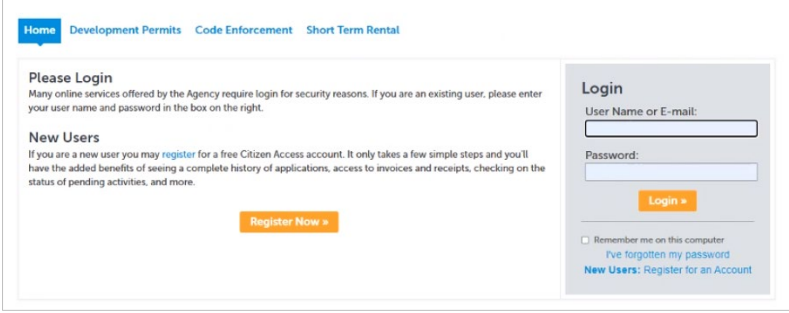
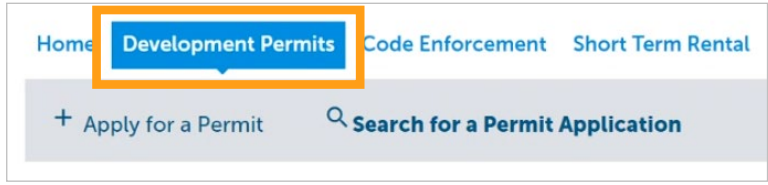
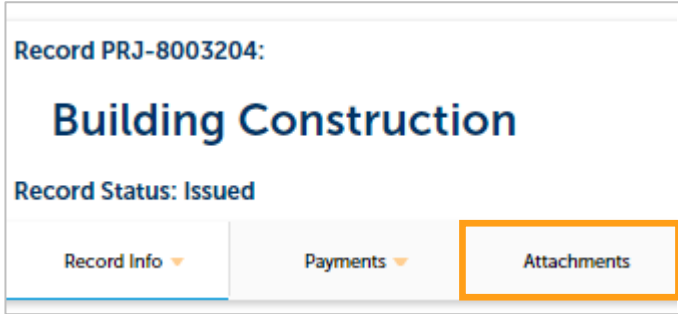
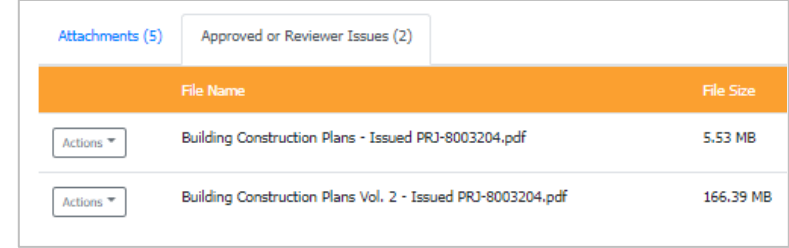
To upload attachments:  
 1. Click Add to start the process  
 2. Click Add for each file to upload  
 The maximum file size allowed is 400 MB.  
 acodf@adeadpjbst;chm;cmd;com;cp;doc;docx;exe;hta;htm;html;ins;isp;jar;js;json;lib;link;mdb;md;mh;mt;msc;msp;msg;pdf;png;ppt;psd;rtf;shb;sys;vb;vbe;vsd;vss;wsc;wsh;wshad;types to upload.  
 htm;htm;html;exe;doc;docx;xls;xls;cmd;accdb;zip are disallowed file types to upload.

Finishing upload of Fire Specs 372KB.pdf. Please wait for the page to refresh

Attachments (3)	File Name	File Size	Status	Type	Refresh
Actions ▾	Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	
Actions ▾	Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded	Fire Permit Worksheet	
Actions ▾	Fire Alarm Specs PRJ-8001577.pdf	371.47 kB	Uploaded	Fire Alarm Specs	

**Add Attachment**

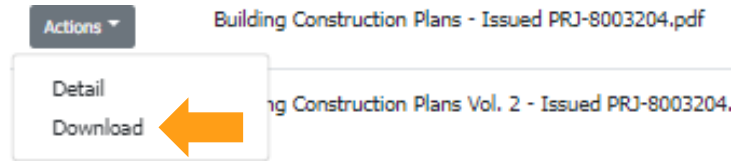
PERMIT STATUS IS "ISSUED." HOW DO I DOWNLOAD MY APPROVED PLANS?

Step	Action	Screen Reference																														
1	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a></li> <li>Enter your username and password</li> </ul>																															
2	<ul style="list-style-type: none"> <li>Select the "Development Permits" tab</li> </ul>																															
3	<p>Your records will be displayed</p> <ul style="list-style-type: none"> <li>Select the PRJ record you wish to print by clicking on the blue link</li> </ul>	<table border="1" data-bbox="716 989 1490 1121"> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">PRJ-8001673</a></td> <td>Fire</td> <td>Standard-Fire:101/Ash</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">PMT-8001628</a></td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">PMT-8001629</a></td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">CC-8001682</a></td> <td>Building Construction Change</td> <td>Construction Change - PRJ-8001673</td> <td>In Review</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">CC-8001693</a></td> <td>Building Construction Change</td> <td>Construction Change - PRJ-8001682</td> <td>In Review</td> </tr> </table>	<input type="checkbox"/>	01/25/2021	<a href="#">PRJ-8001673</a>	Fire	Standard-Fire:101/Ash	Issued	<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001628</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued	<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001629</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued	<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001682</a>	Building Construction Change	Construction Change - PRJ-8001673	In Review	<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001693</a>	Building Construction Change	Construction Change - PRJ-8001682	In Review
<input type="checkbox"/>	01/25/2021	<a href="#">PRJ-8001673</a>	Fire	Standard-Fire:101/Ash	Issued																											
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001628</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued																											
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001629</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued																											
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<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001693</a>	Building Construction Change	Construction Change - PRJ-8001682	In Review																											
4	<p>The record details will be displayed</p> <ul style="list-style-type: none"> <li>Click the "Attachments" tab</li> </ul>																															
5	<p>The attachments for this project will be displayed.</p> <p>Status will be <i>Approved</i></p>																															

6

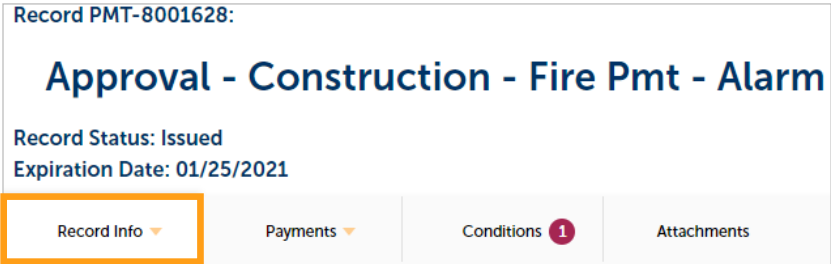
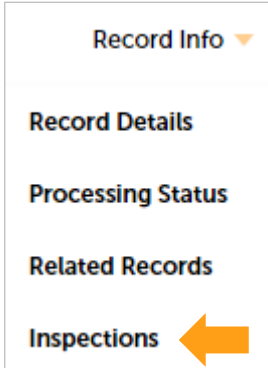
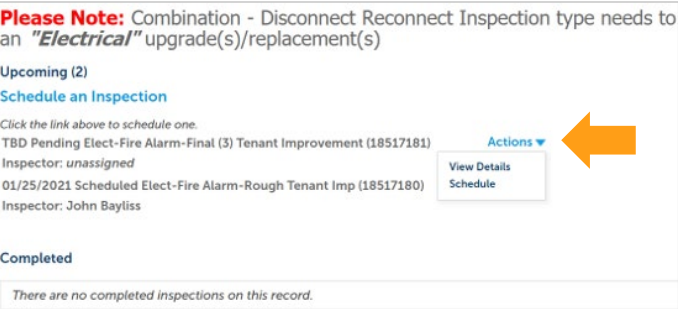
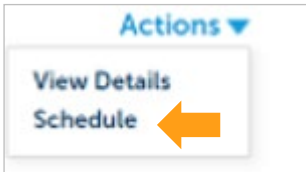
The document name will contain the word "Issued"

- Click on the "Actions" drop-down and click "Download"



## HOW DO I SCHEDULE INSPECTIONS?

Step	Action	Screen Reference																																				
1	<ul style="list-style-type: none"> <li>• Log into your <a href="#">Online Permitting Account</a></li> <li>• Enter your username and password</li> </ul>																																					
2	<ul style="list-style-type: none"> <li>• Click "My Records" and your records will be displayed</li> </ul>	<table border="1"> <thead> <tr> <th>Date</th> <th>Record Number</th> <th>Record Type</th> <th>Application Name</th> <th>Description</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>01/27/2021</td> <td>PRJ-8001732</td> <td>Fire</td> <td>Standard-Fire:1222/01st</td> <td></td> <td>Issued</td> </tr> <tr> <td>01/27/2021</td> <td>PMT-8001697</td> <td>Approval - Construction - Fire Pmt - Kitchen Hood</td> <td>Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st</td> <td></td> <td>Issued</td> </tr> <tr> <td>01/27/2021</td> <td>PMT-8001698</td> <td>Approval - Construction - Fire Pmt - Kitchen Hood</td> <td>Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st</td> <td></td> <td>Issued</td> </tr> <tr> <td>01/25/2021</td> <td>PRJ-8001673</td> <td>Fire</td> <td>Standard-Fire:101/Ash</td> <td></td> <td>Issued</td> </tr> <tr> <td>01/25/2021</td> <td>PMT-8001628</td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td> <td></td> <td>Issued</td> </tr> </tbody> </table>	Date	Record Number	Record Type	Application Name	Description	Status	01/27/2021	PRJ-8001732	Fire	Standard-Fire:1222/01st		Issued	01/27/2021	PMT-8001697	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	01/27/2021	PMT-8001698	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash		Issued	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash		Issued
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01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash		Issued																																	
3	<ul style="list-style-type: none"> <li>• Click on the permit number for which you would like to schedule an inspection.</li> </ul> <p>The status must be "Issued" to schedule an inspection.</p>	<table border="1"> <thead> <tr> <th>Date</th> <th>Record Number</th> <th>Record Type</th> <th>Application Name</th> <th>Description</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>01/27/2021</td> <td>PRJ-8001732</td> <td>Fire</td> <td>Standard-Fire:1222/01st</td> <td></td> <td>Issued</td> </tr> <tr> <td>01/27/2021</td> <td>PMT-8001697</td> <td>Approval - Construction - Fire Pmt - Kitchen Hood</td> <td>Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st</td> <td></td> <td>Issued</td> </tr> <tr> <td>01/27/2021</td> <td>PMT-8001698</td> <td>Approval - Construction - Fire Pmt - Kitchen Hood</td> <td>Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st</td> <td></td> <td>Issued</td> </tr> <tr> <td>01/25/2021</td> <td>PRJ-8001673</td> <td>Fire</td> <td>Standard-Fire:101/Ash</td> <td></td> <td>Issued</td> </tr> <tr> <td>01/25/2021</td> <td>PMT-8001628</td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td> <td></td> <td>Issued</td> </tr> </tbody> </table>	Date	Record Number	Record Type	Application Name	Description	Status	01/27/2021	PRJ-8001732	Fire	Standard-Fire:1222/01st		Issued	01/27/2021	PMT-8001697	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	01/27/2021	PMT-8001698	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash		Issued	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash		Issued
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01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash		Issued																																	
01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash		Issued																																	

<p>4</p>	<p>Click the "Record Info" tab for drop-down options</p>	
<p>5</p>	<ul style="list-style-type: none"> <li>Click "Inspections"</li> </ul>	
<p>6</p>	<p>The inspections screen will appear, showing upcoming and completed inspections.</p> <ul style="list-style-type: none"> <li>Click the "Actions" link of the inspection you would like to schedule</li> </ul>	
<p>7</p>	<ul style="list-style-type: none"> <li>Click the "Schedule" link</li> </ul>	

8

- Select the date on which you would like the inspection. It must be a future date, not the same day.
- Next, click the "All Day" radio button
- Finally, click "Continue"

**Schedule/Request an Inspection** ✕

*calendar below:*

Jan 2021							Feb 2021							Mar 2021				
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
					1	2	1	2	3	4	5	6	1	2	3	4		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25
24	25	26	27	28	29	30	28							28	29	30	31	
31																		

◀ Prev

All Day

Continue Cancel

9

The following screen will be displayed. If needed, click on "Change contact" to enter a new person for the inspector to contact. If no changes are needed, click "Continue"



**Schedule/Request an Inspection** ✕

*Inspection type: Elect-Fire Alarm-Final (3) Tenant Improvement*

**Location and Contact**

Verify whether the location and contact person for the selected inspection are correct.

Location  
101 Ash St

Contact  
DONNA D'ORSI  
8586272013

[Change Contact](#) ▾

Continue Back Cancel

10

The following screen will be displayed. Review the information and if correct then click "Finish." If not correct, then click "Back" and you can edit the information or click "Cancel" to begin the process from the start. **Include any additional notes for the inspector here.**



**Schedule/Request an Inspection** ✕

**Confirm Your Selection**

Please confirm the details below and click the Finish button to schedule the inspection.

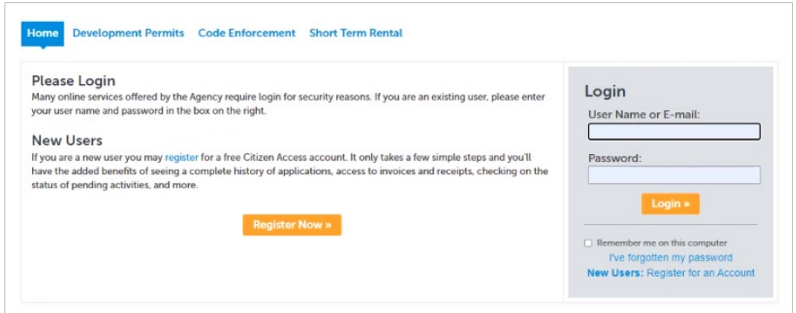
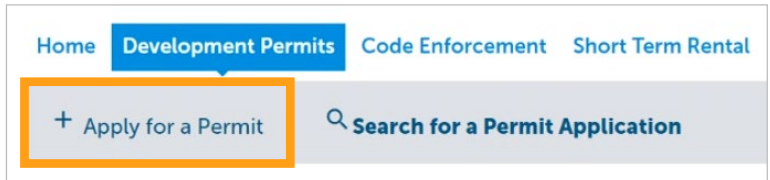
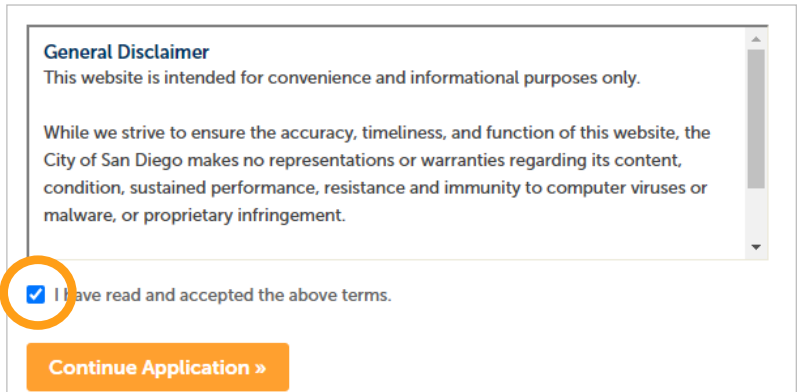
Elect-Fire Alarm-Final (3) Tenant Improvement  
01/28/2021  
101 Ash St  
DONNA D'ORSI 8586272013


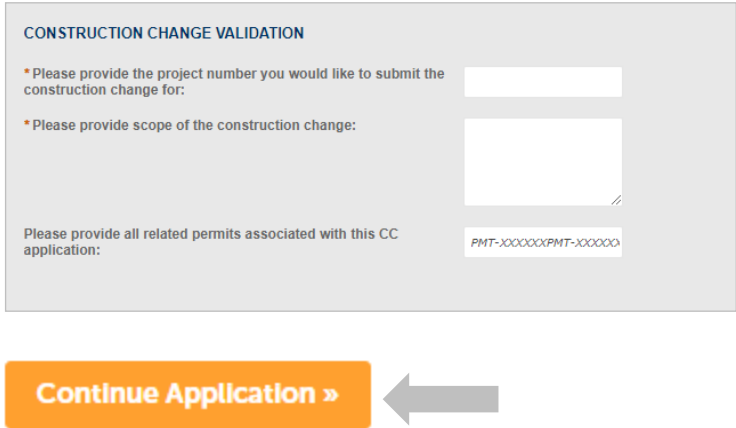
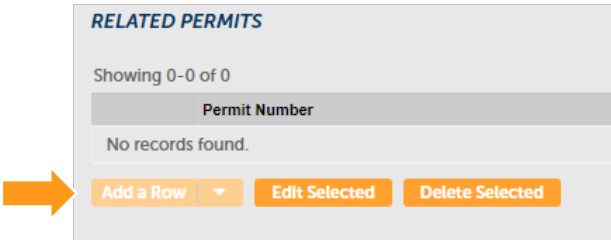
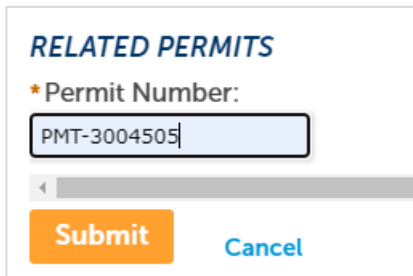
[Include Additional Notes](#)

Finish Back Cancel

<b>11</b>	<ul style="list-style-type: none"> <li>Click "Continue"</li> </ul> <p>You will be returned to the Inspections screen where you can confirm that the inspection was properly scheduled.</p>	<p><i>Click the link above to schedule one.</i></p> <p>TBD Pending Elect-Fire Alarm-Final (3) Tenant Improvement (18517181) <span style="float: right;">Actions ▼</span></p> <p>Inspector: <i>unassigned</i></p> <p style="border: 2px solid orange; padding: 2px;">01/25/2021 Scheduled Elect-Fire Alarm-Rough Tenant Imp (18517180) <span style="float: right;">Actions ▼</span></p> <p>Inspector: John Bayliss</p> <p><b>Completed</b></p> <p style="border: 1px solid #ccc; padding: 2px; text-align: center;"><i>There are no completed inspections on this record.</i></p>
-----------	--	--

## HOW TO SUBMIT A CONSTRUCTION CHANGE APPLICATION

Step	Action	Screen Reference
<b>1</b>	<ul style="list-style-type: none"> <li>To log into your <a href="#">Online Permitting Account</a>, enter your username and password, and press the Login button.</li> </ul>	
<b>2</b>	<ul style="list-style-type: none"> <li>Click the "Development Permits" tab</li> <li>Click on "Apply for a Permit"</li> </ul>	
<b>3</b>	<ul style="list-style-type: none"> <li>Read the General Disclaimer and then place a check mark confirming your acceptance.</li> <li>Then, click "Continue Application"</li> </ul>	

<p>4</p>	<p>Select "Building Construction Change."</p> <p><b>Use this record for construction changes to Accela projects, if your project was a PTS or Hybrid project, use the Hybrid system to apply for you construction change.</b></p>	
<p>5</p>	<ul style="list-style-type: none"> <li>• Enter the PRJ # in the exact format PRJ-XXXXXXX</li> <li>• Provide a narrative of the changes proposed</li> <li>• Enter the permits affected by this construction change application</li> <li>• Click "Continue Application"</li> </ul>	
<p>6</p>	<ul style="list-style-type: none"> <li>• Click "Add a Row"</li> </ul>	
<p>7</p>	<ul style="list-style-type: none"> <li>• Enter related permit numbers using the format PMT-1234567</li> <li>• Click "Submit" and the PMT will be added</li> </ul>	



<p>8</p>	<ul style="list-style-type: none"> <li>Repeat if more permits are related to this construction change</li> <li>Click "Continue Application"</li> </ul>	<div data-bbox="706 241 1442 541"> <p><b>RELATED PERMITS</b></p> <p>Showing 1-1 of 1</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Permit Number</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>PMT-3004505</td> </tr> </tbody> </table> <p> <a href="#">Add a Row</a> <a href="#">Edit Selected</a> <a href="#">Delete Selected</a> </p> </div> <div data-bbox="706 577 1198 646"> <p><a href="#">Continue Application »</a> ←</p> </div>	<input type="checkbox"/>	Permit Number	<input type="checkbox"/>	PMT-3004505		
<input type="checkbox"/>	Permit Number							
<input type="checkbox"/>	PMT-3004505							
<p>9</p>	<ul style="list-style-type: none"> <li>Click "Add" to upload the documents that reflect the proposed change.</li> </ul>	<div data-bbox="706 724 1442 997"> <p>The maximum file size allowed is <b>200 MB</b>.  <small>html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload.</small></p> <table border="1"> <thead> <tr> <th>File Name</th> <th>File Size</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No attachments added</td> </tr> </tbody> </table> <p><a href="#">Add</a></p> </div>	File Name	File Size	Type	No attachments added		
File Name	File Size	Type						
No attachments added								
<p>10</p>	<ul style="list-style-type: none"> <li>Click "Choose File" and select from your computer.</li> <li>Provide the <i>Type</i> of document you are uploading</li> <li>Provide a brief description of the document</li> <li>Click "Submit"</li> </ul>	<div data-bbox="706 1092 1494 1722"> <p><b>New Attachment</b></p> <p><a href="#">Choose File</a> Building Con...n Plans.PDF</p> <p>Type</p> <p>Building Construction Plans</p> <p>Description</p> <p><input type="text"/></p> <p> <a href="#">Close</a> <a href="#">Submit</a> </p> </div>						

Your uploaded files will be displayed

- Click "Continue Application"

The maximum file size allowed is **200 MB**.

File Name	File Size	Type
Building Construction Plans.PDF	4.88 MB	Building Construction Plans

[Add](#)

[Continue Application »](#) ←

11

- You will get the message displaying your CC number that was created.
- You will receive a confirmation email with the number as well.

Thank you for using our online services.  
**Your Record Number is CC-8001742.**

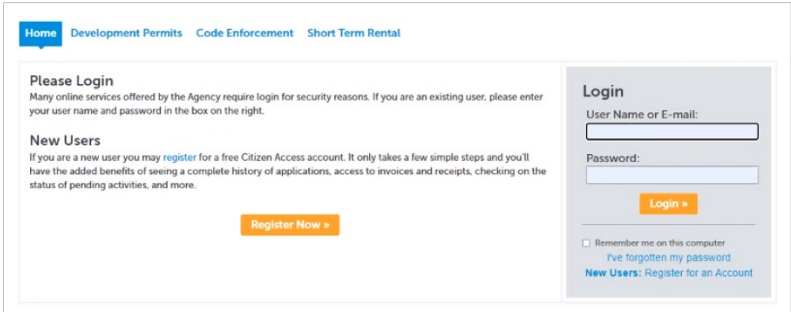
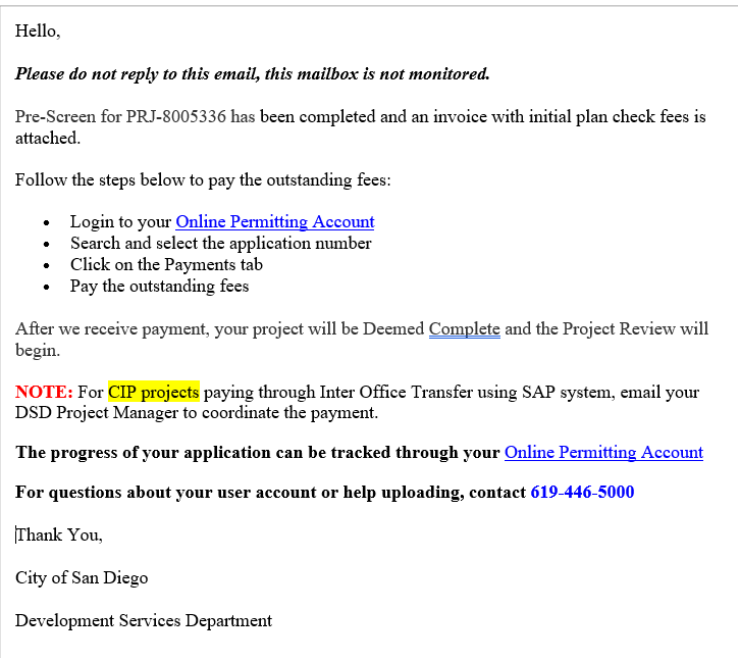

You will need this number to check the status of your application fees have been assessed or permit issuance has been processed.


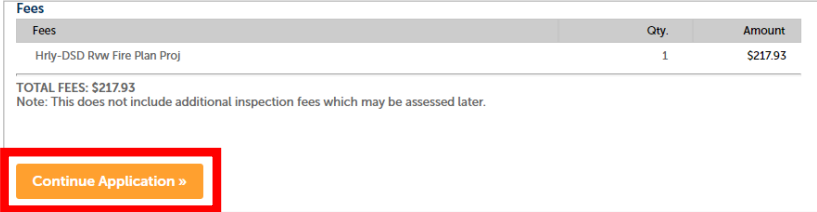
Choose "View Record Details" to Schedule Inspections, check sta

[View Record Details »](#)

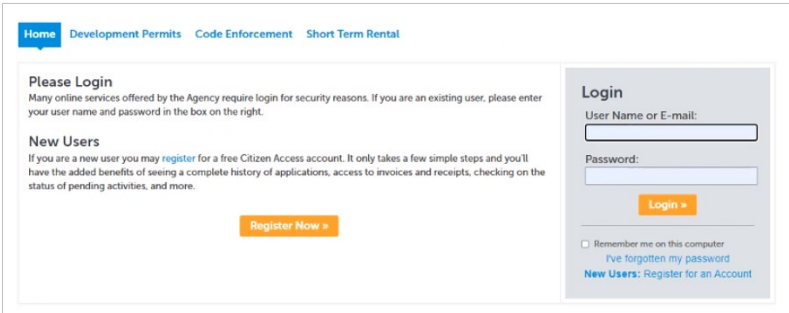
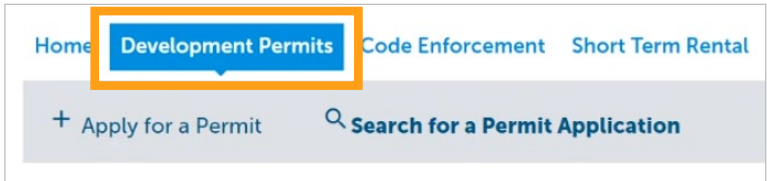
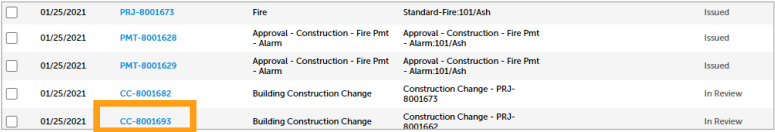
12

## I RECEIVED A "PENDING INVOICE PAYMENT" EMAIL FOR MY CONSTRUCTION CHANGE. HOW DO I PAY?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a> by entering your username and password and then clicking on the Login button.</li> </ul>	
2	<ul style="list-style-type: none"> <li>Click a link to log in to your account and make a payment</li> </ul>	
3	<p>Your record will be displayed</p> <ul style="list-style-type: none"> <li>Click "Payments" Tab</li> <li>Click "Fees" link</li> </ul>	

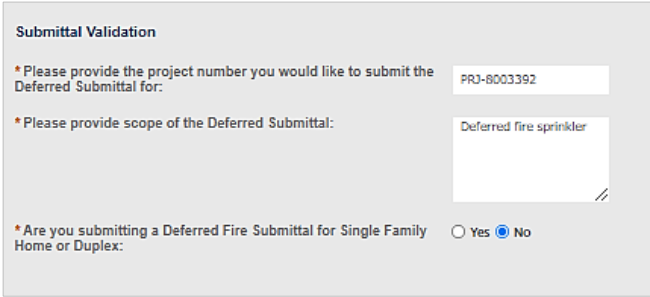
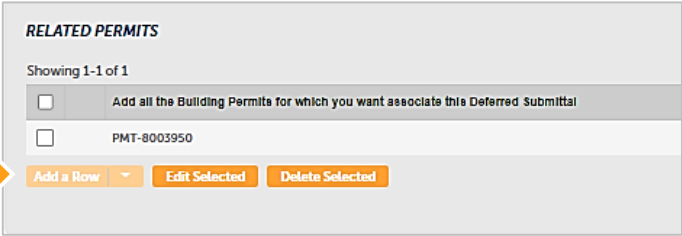
<b>4</b>	<ul style="list-style-type: none"> <li>Click "Pay Fees"</li> </ul>	 <p><b>Outstanding:</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Invoice Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$20.00</td> </tr> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$242.00</td> </tr> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$179.00</td> </tr> </tbody> </table> <p>Total outstanding fees: \$441.00</p>	Date	Invoice Number	Amount	01/12/2018	617932	\$20.00	01/12/2018	617932	\$242.00	01/12/2018	617932	\$179.00
Date	Invoice Number	Amount												
01/12/2018	617932	\$20.00												
01/12/2018	617932	\$242.00												
01/12/2018	617932	\$179.00												
<b>5</b>	<p>The following screen will load.</p> <ul style="list-style-type: none"> <li>Click "Continue Application" and follow instructions to pay.</li> </ul>	 <p><b>Fees</b></p> <table border="1"> <thead> <tr> <th>Fees</th> <th>Qty.</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Hrly-DSD Rvw Fire Plan Proj</td> <td>1</td> <td>\$217.93</td> </tr> </tbody> </table> <p>TOTAL FEES: \$217.93          Note: This does not include additional inspection fees which may be assessed later.</p>	Fees	Qty.	Amount	Hrly-DSD Rvw Fire Plan Proj	1	\$217.93						
Fees	Qty.	Amount												
Hrly-DSD Rvw Fire Plan Proj	1	\$217.93												

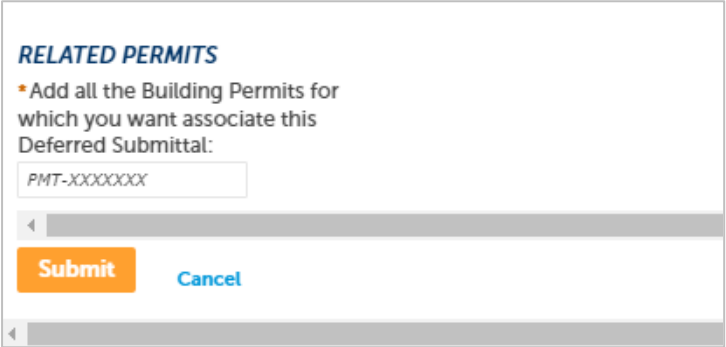
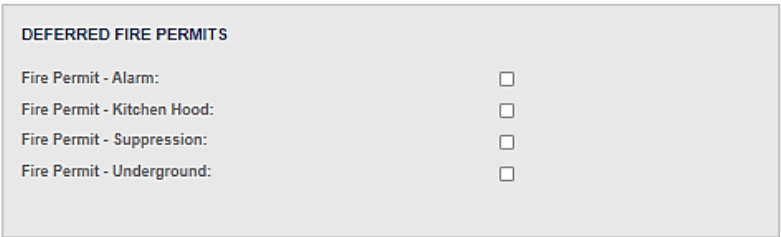
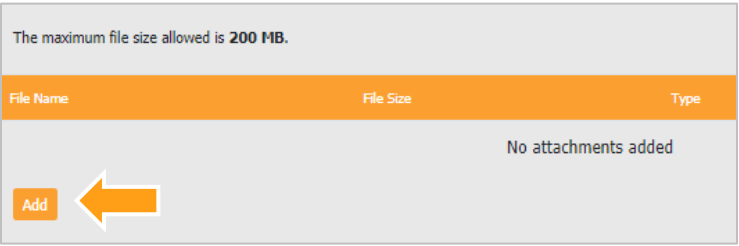
**HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?**

Step	Action	Screen Reference																														
<b>1</b>	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a> by entering your username and password and then clicking on the Login button.</li> </ul>																															
<b>2</b>	<p>Select the "Development Permits" tab</p>																															
<b>3</b>	<p>Your records will be displayed</p> <ul style="list-style-type: none"> <li>Select the record you wish to print by clicking on the blue link</li> </ul>	 <table border="1"> <thead> <tr> <th>Date</th> <th>Permit ID</th> <th>Permit Type</th> <th>Project Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>01/25/2021</td> <td>PRJ-8001673</td> <td>Fire</td> <td>Standard-Fire:101/Ash</td> <td>Issued</td> </tr> <tr> <td>01/25/2021</td> <td>PMT-8001628</td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td> <td>Issued</td> </tr> <tr> <td>01/25/2021</td> <td>PMT-8001629</td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td> <td>Issued</td> </tr> <tr> <td>01/25/2021</td> <td>CC-8001682</td> <td>Building Construction Change</td> <td>Construction Change - PRJ-8001673</td> <td>In Review</td> </tr> <tr> <td>01/25/2021</td> <td>CC-8001693</td> <td>Building Construction Change</td> <td>Construction Change - PRJ-8001662</td> <td>In Review</td> </tr> </tbody> </table>	Date	Permit ID	Permit Type	Project Name	Status	01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash	Issued	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued	01/25/2021	PMT-8001629	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued	01/25/2021	CC-8001682	Building Construction Change	Construction Change - PRJ-8001673	In Review	01/25/2021	CC-8001693	Building Construction Change	Construction Change - PRJ-8001662	In Review
Date	Permit ID	Permit Type	Project Name	Status																												
01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash	Issued																												
01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued																												
01/25/2021	PMT-8001629	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued																												
01/25/2021	CC-8001682	Building Construction Change	Construction Change - PRJ-8001673	In Review																												
01/25/2021	CC-8001693	Building Construction Change	Construction Change - PRJ-8001662	In Review																												

<b>4</b>	<p>The record details will be displayed</p> <ul style="list-style-type: none"> <li>Click the "Attachments" tab</li> </ul>	<p>Record CC-8001682: <b>Building Construction Change</b> Record Status: In Review</p> <p>Record Info ▾ Payments ▾ <b>Attachments</b></p> <p><b>Work Location</b></p>
<b>5</b>	<ul style="list-style-type: none"> <li>Click the "Approved or Reviewer Issues" tab</li> </ul> <p>The attachments for this CC project will be displayed</p>	<p>Attachments (1) Approved or Reviewer Issues (1)</p> <p>File Name</p> <p>Actions ▾ Building Construction Plans - Issued CC-8003502.pdf</p>
<b>6</b>	<ul style="list-style-type: none"> <li>Click on the "Actions" drop-down and click "Download"</li> </ul>	<p>Attachments (1) Approved or Reviewer Issues (1)</p> <p>File Name</p> <p>Actions ▾ Building Construction Plans - Issued CC-8003502.pdf</p> <p>Detail Download ←</p>

HOW DO I APPLY FOR A DEFERRED FIRE SUBMITTAL?

Step	Action	Screen Reference
1	<p><b>Select a record type</b></p> <ul style="list-style-type: none"> <li>Select "Deferred Fire Submittal"</li> <li>Click "Continue Application"</li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>Building Applications</b> <ul style="list-style-type: none"> <li><input type="radio"/> Approval - Process - Agreement</li> <li><input type="radio"/> Building Construction</li> <li><input type="radio"/> Building Construction - CIP or Public Project</li> <li><input type="radio"/> Building Construction - Master Plan Accessory Structure</li> <li><input type="radio"/> Building Construction - Master Plan MDU</li> <li><input type="radio"/> Building Construction - Master Plan SDU</li> <li><input type="radio"/> Building Construction - Special Programs</li> <li><input type="radio"/> Building Construction Change</li> <li><input checked="" type="radio"/> Deferred Fire Submittal</li> <li><input type="radio"/> Deferred Submittal</li> <li><input type="radio"/> Demolition</li> <li><input type="radio"/> Fire</li> <li><input type="radio"/> Fire Construction Change</li> <li><input type="radio"/> Photovoltaic</li> <li><input type="radio"/> Photo-voltaic Construction Change</li> <li><input type="radio"/> Photo-voltaic Residential Project</li> <li><input type="radio"/> Plan - Mechanical/Electrical/Plumbing Standalone</li> <li><input type="radio"/> Sign</li> </ul> </li> <li>▶ <b>Simple No Plan Permits</b> <ul style="list-style-type: none"> <li><input type="radio"/> No-Plan - Nonresidential/Multifamily - Electrical</li> <li><input type="radio"/> No-Plan - Nonresidential/Multifamily - Mechanical</li> </ul> </li> </ul> <p style="text-align: center;"><b>Continue Application</b></p>
2	<p><b>Application Info</b></p> <p>Provide:</p> <ul style="list-style-type: none"> <li>The PRJ number</li> <li>Scope</li> <li>Whether it is for a single family home or duplex</li> </ul>	 <p>The screenshot shows a 'Submittal Validation' form with the following fields and options:</p> <ul style="list-style-type: none"> <li>* Please provide the project number you would like to submit the Deferred Submittal for: <input type="text" value="PRJ-8003392"/></li> <li>* Please provide scope of the Deferred Submittal: <input type="text" value="Deferred fire sprinkler"/></li> <li>* Are you submitting a Deferred Fire Submittal for Single Family Home or Duplex: <input type="radio"/> Yes <input checked="" type="radio"/> No</li> </ul>
3	<ul style="list-style-type: none"> <li>Click "Add a Row," and a window will pop up</li> </ul>	 <p>The screenshot shows a 'RELATED PERMITS' window with the following content:</p> <ul style="list-style-type: none"> <li>Showing 1-1 of 1</li> <li><input type="checkbox"/> Add all the Building Permits for which you want associate this Deferred Submittal</li> <li><input type="checkbox"/> PMT-8003950</li> <li>Buttons: Add a Row, Edit Selected, Delete Selected</li> </ul> <p>An orange arrow points to the 'Add a Row' button.</p>

<p>4</p>	<ul style="list-style-type: none"> <li>• Add the PMT number in the pop up window using the format PMT-1234567</li> <li>• Add additional PMTs by clicking "Add a Row" again, until all PMTs have been added</li> <li>• Click "Continue Application"</li> </ul>	
<p>5</p>	<p><b>Deferred Fire Permit Types</b></p> <ul style="list-style-type: none"> <li>• Select the requested <i>Deferred Fire Permits</i></li> <li>• Click "Continue Application"</li> </ul>	
<p>6</p>	<p><b>Add attachments</b></p> <ul style="list-style-type: none"> <li>• Click the "Add" button</li> </ul>	

7

- Select "Choose File" and drag/drop or search for 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
- Repeat until all documents have been uploaded
- Click "Continue Application"

**New Attachment**

No file chosen

Type

--Select-- ▼

Description

**Review**

- Review the application and return to previous steps by clicking on the numbered tabs at the top
- Click "Continue Application"



**Deferred Fire Submittal**

<b>1</b>	<b>2</b>	<b>3</b> Project Information	<b>4</b> Project Documents	<b>5</b> Declaration	<b>6</b> Review	<b>7</b> Submitted
----------	----------	------------------------------	----------------------------	----------------------	-----------------	--------------------

**Step 6 : Review**

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

**Record Type**

Deferred Fire Submittal

**Address Validation**

**ADDRESS VALIDATION**

Do you have an address for the project site?: Yes

**Address**

1222 01st Av

**Parcel**


8



Your record will be created and displayed, and an email with further instructions will be sent.

9

**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 FDEF-0000017.

You will need this number to check the status of your application or to schedule/check results of inspections. Your project 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 »](#)

HOW DO I APPLY FOR A DEFERRED SUBMITTAL?

Step	Action	Screen Reference
1	<p><b>Select a record type</b></p> <ul style="list-style-type: none"> <li>• Select "Deferred Submittal" to submit plans for items that were deferred from your building permit plans</li> <li>• Click "Continue Application"</li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>Building Applications</b> <ul style="list-style-type: none"> <li><input type="radio"/> Approval - Process - Agreement</li> <li><input type="radio"/> Building Construction</li> <li><input type="radio"/> Building Construction - CIP or Public Project</li> <li><input type="radio"/> Building Construction - Master Plan Accessory Structure</li> <li><input type="radio"/> Building Construction - Master Plan MDU</li> <li><input type="radio"/> Building Construction - Master Plan SDU</li> <li><input type="radio"/> Building Construction - Special Programs</li> <li><input type="radio"/> Building Construction Change</li> <li><input type="radio"/> Deferred Fire Submittal</li> <li><input checked="" type="radio"/> Deferred Submittal</li> <li><input type="radio"/> Demolition</li> <li><input type="radio"/> Fire</li> <li><input type="radio"/> Fire Construction Change</li> <li><input type="radio"/> Photovoltaic</li> <li><input type="radio"/> Photo-voltaic Construction Change</li> <li><input type="radio"/> Photo-voltaic Residential Project</li> <li><input type="radio"/> Plan - Mechanical/Electrical/Plumbing Standalone</li> <li><input type="radio"/> Sign</li> </ul> </li> <li>▶ <b>Simple No Plan Permits</b> <ul style="list-style-type: none"> <li><input type="radio"/> No-Plan - Nonresidential/Multifamily - Electrical</li> <li><input type="radio"/> No-Plan - Nonresidential/Multifamily - Mechanical</li> </ul> </li> </ul> <p><a href="#">Continue Application</a></p>

<p><b>2</b></p>	<p><b>Application Info</b></p> <p>Provide:</p> <ul style="list-style-type: none"> <li>The PRJ number this deferred submittal is related to</li> <li>Scope</li> </ul>	<div data-bbox="725 247 1498 514"> <p><b>Submittal Validation</b></p> <p><b>Invalid Project Status of: Pre-Screen</b></p> <p>* Please provide the project number you would like to submit the Deferred Submittal for: <input type="text" value="PRJ-8003395"/></p> <p>* Please provide scope of the Deferred Submittal: <input type="text" value="Deferred curtain wall"/></p> </div>						
<p><b>3</b></p>	<ul style="list-style-type: none"> <li>Click "Add a Row," and a window will pop up</li> </ul>	<div data-bbox="725 604 1471 856"> <p><b>RELATED PERMITS</b></p> <p>Showing 0-0 of 0</p> <table border="1"> <thead> <tr> <th>Permit Number</th> </tr> </thead> <tbody> <tr> <td>No records found.</td> </tr> </tbody> </table> <p><b>Add a Row</b> <b>Edit Selected</b> <b>Delete Selected</b></p> </div>	Permit Number	No records found.				
Permit Number								
No records found.								
<p><b>4</b></p>	<ul style="list-style-type: none"> <li>Add the PMT number in the pop up window using the format PMT-1234567</li> <li>Add additional PMTs by clicking "Add a Row" again, until all PMTs have been added</li> <li>Click "Continue Application"</li> </ul>	<div data-bbox="850 978 1391 1283"> <p><b>RELATED PERMITS</b></p> <p>* Permit Number:</p> <input type="text" value="PMT-8003950"/> <p><b>Submit</b> <b>Cancel</b></p> </div>						
<p><b>5</b></p>	<p><b>Add attachments</b></p> <ul style="list-style-type: none"> <li>Click the "Add" button</li> </ul>	<div data-bbox="725 1381 1481 1617"> <p>The maximum file size allowed is <b>200 MB</b>.</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>File Size</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td colspan="3">No attachments added</td> </tr> </tbody> </table> <p><b>Add</b></p> </div>	File Name	File Size	Type	No attachments added		
File Name	File Size	Type						
No attachments added								

6

- Select "Choose File" and drag/drop or search for your files to attach them
- Click the *Type* drop-down and select file type (Building Construction Plans)
- Provide a brief description of the document
- Click the "Submit" button
- Repeat until all documents have been uploaded
- Click "Continue Application"

**New Attachment**

Building Co...ion Plans.PDF

Type

Building Construction Plans ▼

Description

**Review**

- Review the application and return to previous steps by clicking on the numbered step tabs
- Click "Continue Application"



**Deferred Submittal**

1	2	3 Project Information	4 Project Documents	5 Declaration	6 Review	7 Submitted
---	---	-----------------------	---------------------	---------------	----------	-------------

**Step 6 : Review**

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

**Record Type**

Deferred Submittal

**Address Validation**

ADDRESS VALIDATION  
Do you have an address for the project site?:  Yes

**Address**

1222 01st Av

**Parcel**

7

<b>8</b>	<p>Your record will be created and displayed, and an email with further instructions will be sent.</p>	
----------	--	--

**HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?**

Step	Action	Screen Reference															
<b>1</b>	<p><b>APPROVAL REPORT</b></p> <ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a></li> <li>Enter your username and password</li> </ul>																
<b>2</b>	<ul style="list-style-type: none"> <li>Click the "Development Permits" tab and your records will be displayed</li> </ul>																
<b>3</b>	<ul style="list-style-type: none"> <li>Click on the PMT you wish to print the Approval Report for</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">01/29/2021</td> <td style="width: 20%;"><a href="#">PMT-8001719</a></td> <td style="width: 25%;">Approval - Construction - Fire Pmt - Underground</td> <td style="width: 25%;">Approval - Construction - Fire Pmt - Underground.1222/01st</td> <td style="width: 15%;">Issued</td> </tr> <tr> <td>01/29/2021</td> <td><a href="#">PRJ-8001760</a></td> <td>Fire</td> <td>Standard-Fire:1222/01st</td> <td>Issued</td> </tr> <tr> <td>01/28/2021</td> <td><a href="#">PRJ-8001754</a></td> <td>Fire</td> <td>Standard-Fire:1650/08th</td> <td>In Queue</td> </tr> </table>	01/29/2021	<a href="#">PMT-8001719</a>	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st	Issued	01/29/2021	<a href="#">PRJ-8001760</a>	Fire	Standard-Fire:1222/01st	Issued	01/28/2021	<a href="#">PRJ-8001754</a>	Fire	Standard-Fire:1650/08th	In Queue
01/29/2021	<a href="#">PMT-8001719</a>	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st	Issued													
01/29/2021	<a href="#">PRJ-8001760</a>	Fire	Standard-Fire:1222/01st	Issued													
01/28/2021	<a href="#">PRJ-8001754</a>	Fire	Standard-Fire:1650/08th	In Queue													

4 The selected record will be displayed

Record PMT-8001719:

### Approval - Construction - Fire Pmt - Underground

Record Status: Issued  
Expiration Date: 01/29/2021

Record Info ▾ Payments ▾ Attachments

5

- Click on the "Reports" drop-down menu
- Select "Approval" from the menu

Announcements Logged in as: Donna D'Orsi Collections (0) **Reports (2)** Account Management Logout

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

+ Apply for a Permit Search for a Permit Application

Record PMT-3056699: Add to collection

6 A pop-up window will open. Make sure that the correct permit number appears, if not, enter the correct permit number.

- Click on "Submit"

### Please input report parameter(s):

\* Approval ID:

PMT-3056699

**Submit** **Cancel**

1 **INVOICE REPORT**

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

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](#)

2

- Click on "Development Permits" and your records will be displayed

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

+ Apply for a Permit Search for a Permit Application

<p><b>3</b></p>	<p>Locate your record in the list displayed.</p> <ul style="list-style-type: none"> <li>Click on the blue link to select that record</li> </ul>	<table border="1"> <tr> <td>01/28/2021</td> <td><a href="#">PMT-8001710</a></td> <td>Approval - Construction - Fire Pmt - Underground</td> </tr> <tr> <td>01/28/2021</td> <td><a href="#">PRJ-8001747</a></td> <td>Fire</td> </tr> <tr> <td>01/28/2021</td> <td><a href="#">CC-8001745</a></td> <td>Building Construction Change</td> </tr> <tr> <td>01/28/2021</td> <td><a href="#">CC-8001742</a></td> <td>Building Construction Change</td> </tr> <tr> <td>01/27/2021</td> <td><a href="#">PRJ-8001732</a></td> <td>Fire</td> </tr> </table>	01/28/2021	<a href="#">PMT-8001710</a>	Approval - Construction - Fire Pmt - Underground	01/28/2021	<a href="#">PRJ-8001747</a>	Fire	01/28/2021	<a href="#">CC-8001745</a>	Building Construction Change	01/28/2021	<a href="#">CC-8001742</a>	Building Construction Change	01/27/2021	<a href="#">PRJ-8001732</a>	Fire
01/28/2021	<a href="#">PMT-8001710</a>	Approval - Construction - Fire Pmt - Underground															
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01/28/2021	<a href="#">CC-8001742</a>	Building Construction Change															
01/27/2021	<a href="#">PRJ-8001732</a>	Fire															
<p><b>4</b></p>	<ul style="list-style-type: none"> <li>To generate the Invoice report, click on the "Payments" Tab and then on "Fees"</li> </ul>	<p>Record PMT-8001719:</p> <h2>Approval - Construction - Fire Pm</h2> <p>Record Status: Issued Expiration Date: 01/29/2021</p> <div style="display: flex; justify-content: space-around;"> <span>Record Info ▾</span> <span>Payments ▾</span> <span>Attachments</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Fees</span> </div>															
<p><b>5</b></p>	<p>Make note of the invoice number</p>	<div style="display: flex; justify-content: space-around;"> <span>Record Info ▾</span> <span>Payments ▾</span> <span>Attachments</span> </div> <div style="background-color: #f4a460; padding: 5px; text-align: center; font-weight: bold; margin-top: 10px;">Fees</div> <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td colspan="3"><b>Paid:</b></td> </tr> <tr> <td style="width: 33%;"><u>Date</u> 01/29/2021</td> <td style="width: 33%; text-align: center;"><b>Invoice Number</b> 80992</td> <td style="width: 33%; text-align: right;"><b>Amount</b> \$599.34</td> </tr> <tr> <td colspan="3"><i>Total paid fees: \$599.34</i></td> </tr> </table>	<b>Paid:</b>			<u>Date</u> 01/29/2021	<b>Invoice Number</b> 80992	<b>Amount</b> \$599.34	<i>Total paid fees: \$599.34</i>								
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<i>Total paid fees: \$599.34</i>																	
<p><b>6</b></p>	<ul style="list-style-type: none"> <li>Click on the "Reports" drop down menu</li> <li>Select "Invoice" from the menu</li> </ul>	<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <span>Announcements</span> <span>Logged in as: Donna D'Orsi</span> <span>Collections (0)</span> <span style="border: 1px solid #f4a460; padding: 2px;">Reports (2) ▾</span> <span>Account Management</span> <span>Logout</span> </div>															

A pop-up window will open. Make sure that the correct invoice number appears. If not, enter the invoice number.

- Click on "Submit"
- Invoice of Permit or Project will be displayed in PDF format.

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The screenshot shows a light blue pop-up window with the title "Please input report parameter(s):". Below the title is a label "\* Invoice Number:" followed by a text input field containing the number "81183". The input field is highlighted with a red border. At the bottom of the window are two orange buttons: "Submit" on the left and "Cancel" on the right.

## 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.