The City of SAN DIEGO

DSD ONLINE PERMITS

Apply for a Standalone 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.

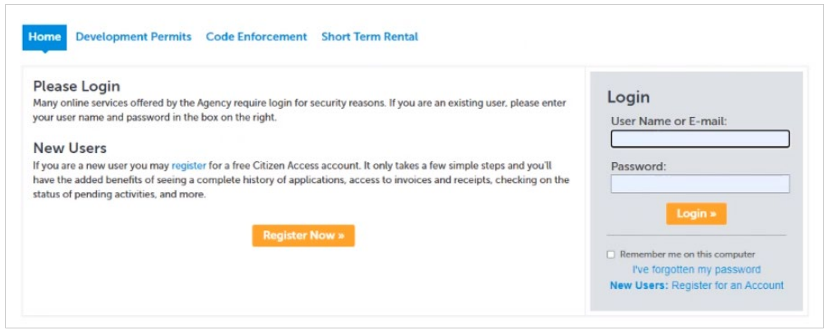
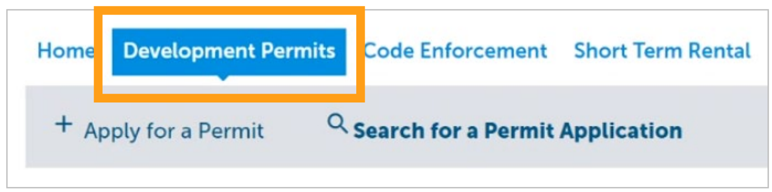
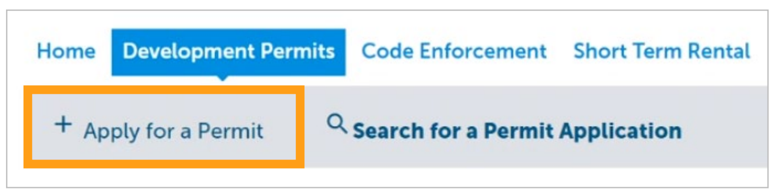
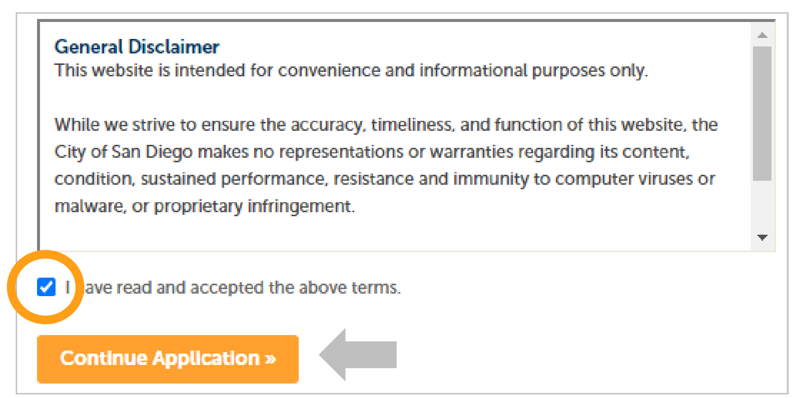
Before you begin, please review the information about the permit submittal requirements at sandiego.gov/dsd.

When new permit applications are received, DSD will review the documents for completeness, assess required permit fees and assign thet 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.

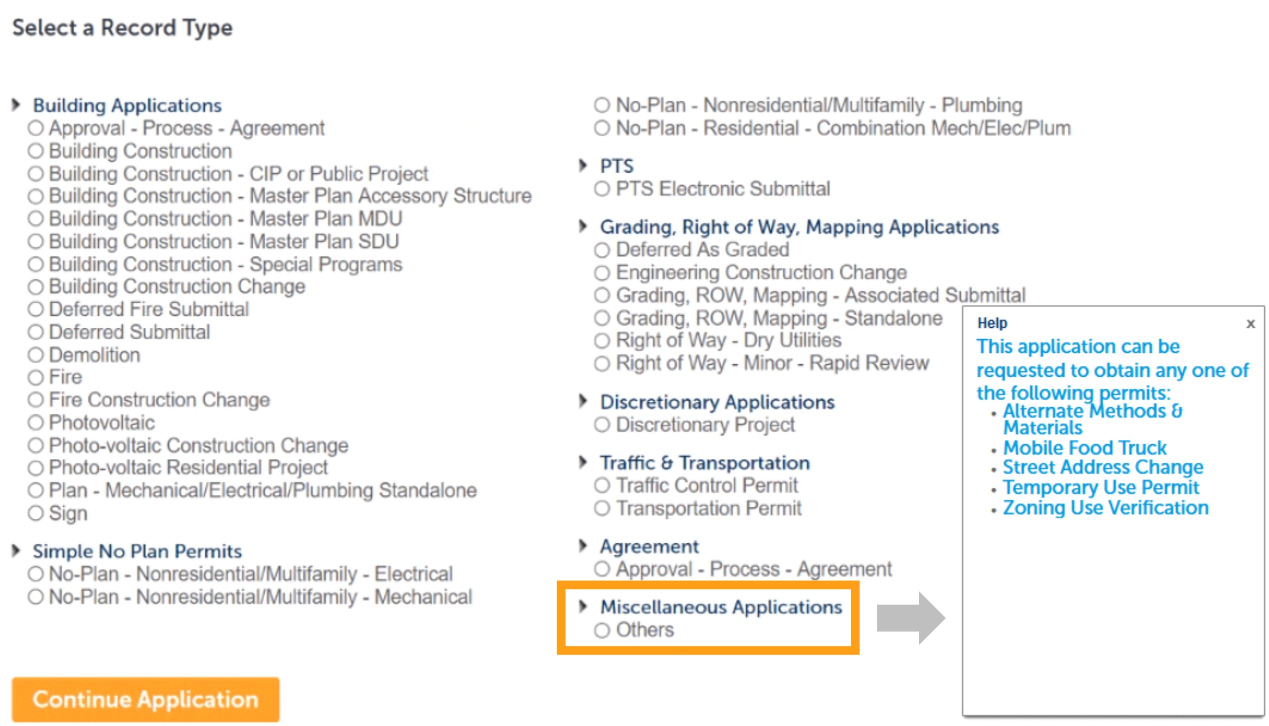
- For help with user accounts or uploading documents, please call us at 619-446-5000.
- For plan requirements and document issues, please click here.
- For help planning you project, consider booking a virtual counter appointment with DSD.

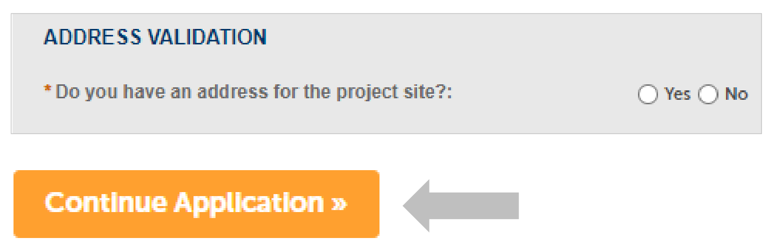
TABLE OF CONTENTS

HOW TO SUBMIT AN APPLICATION

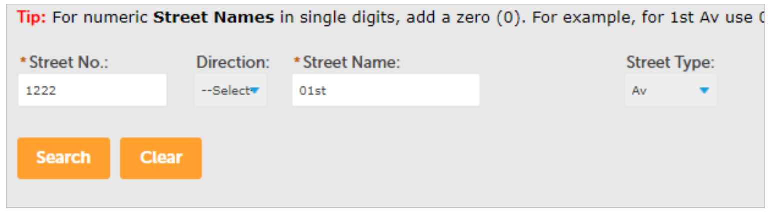
Step	Action	Screen Reference
1	• Log into your online permitting account. • Enter your username and password.* * If you are a new user, see the tutorial on how to register for an account.	
2	• Select "Development Permits"	
3	• Select "Apply for a Permit"	
4	• Read and acknowledge the disclaimer • Click "Continue Application"	

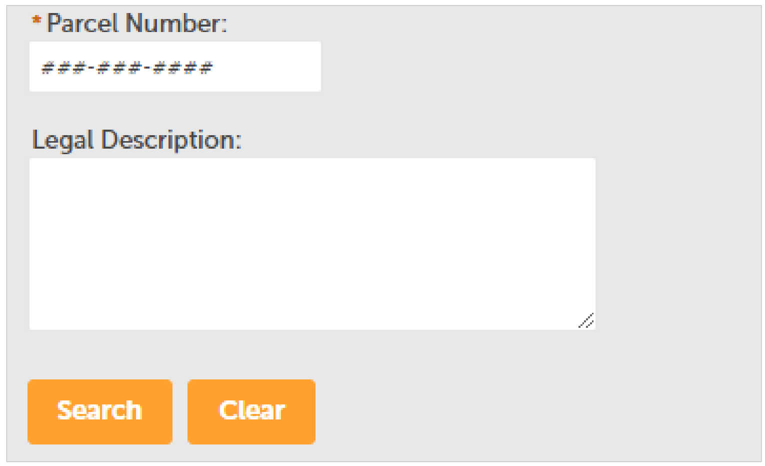
Step	Instructions
5	**Select a Record Type** • Select the permit type you would like to apply for and click *Continue Application* Note: For PTS Permits, please refer to instruction in the OpenDSD User Guide to PTS Projects.
6	• Indicate if there is an address for the Project Site • Click "Continue Application"





7	**Address or Parcel Entry** • Enter Street No. and Street name only (the system will populate the parcel info) • Click “Search” **OR** • Enter parcel number in ###-###-#### format (the system will populate the address info if it exists) • Click “Search” • Enter any additional parcels or addresses, if it applies to your project, and include the Unit # or Suite # • Click “Continue Application”





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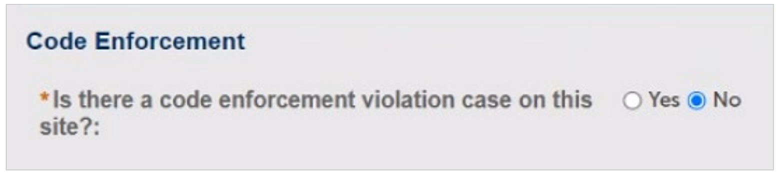
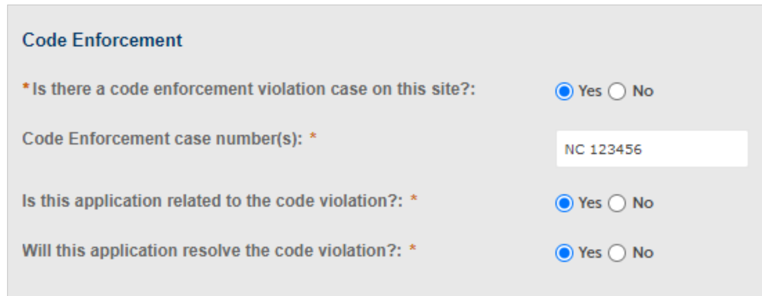
Code Validation

Answer the Code enforcement Case question:

- If "no," continue application:



If "yes," answer the additional questions:



Jump to a permit type for the next step:

- [Fire Permit]
- [Demo Permit]
- [Sign Permit]
- [Mechanical/Electrical/Plumbing Permit]

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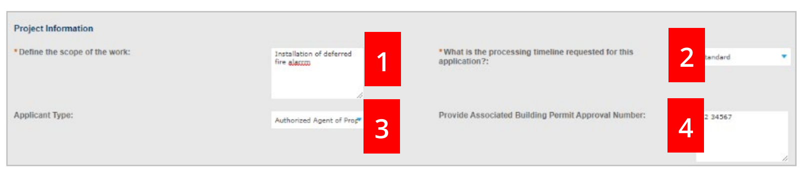
Fire Permit

Provide:

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

- Select permit type and answer additional questions.

- When completed, click "Continue Application."



[Click here] to move on to step 10

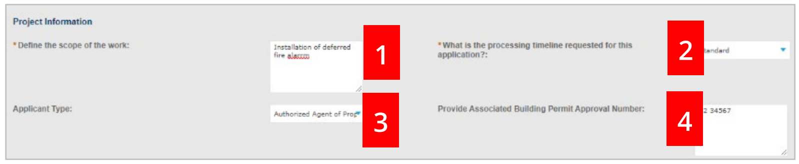
9

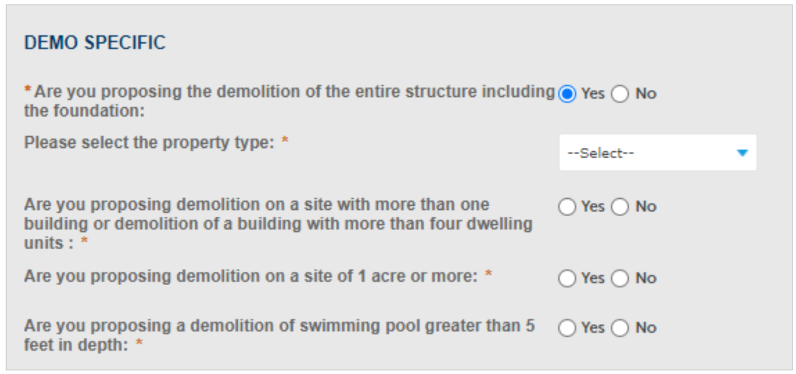
Demo Permit

Provide:

1. Scope
2. Processing timeline
3. Applicant type
4. Associated building permit approval numbers, if applicable

- Provide the permit specific requirements
- Click "Continue Application"





[Click here] to move on to step 10

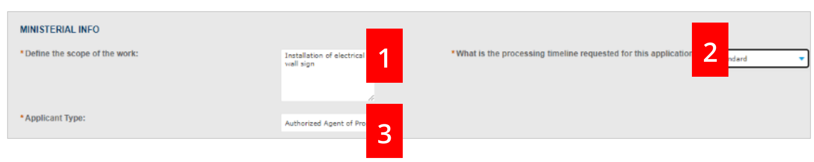
9

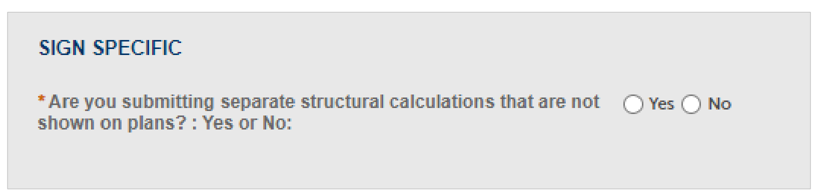
Sign Permit

Provide:

1. Scope
2. Processing timeline
3. Applicant type

- Provide the permit specific requirements
- Click "Continue Application"





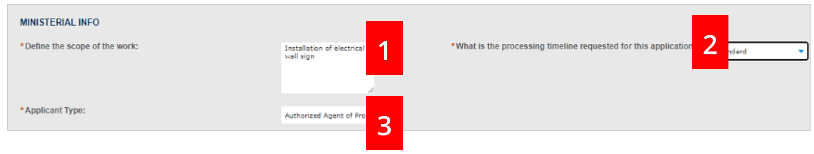
[Click here] to move on to step 10

9

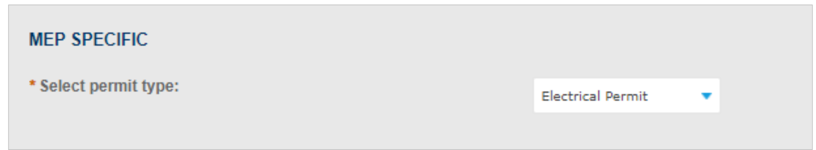
Mechanical/Electrical/Plumbing Permit

Provide:

1. Scope
2. Processing timeline
3. Applicant type



- Select the permit type
- Click “Continue Application”



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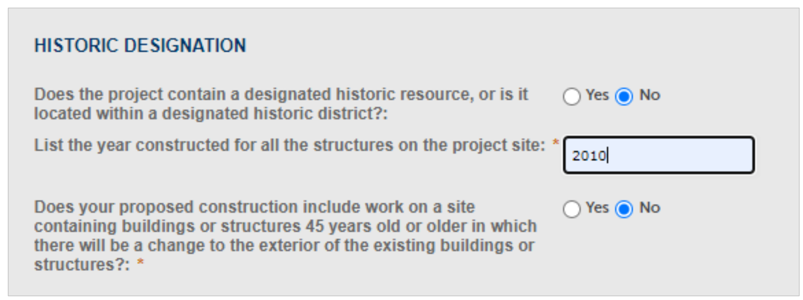
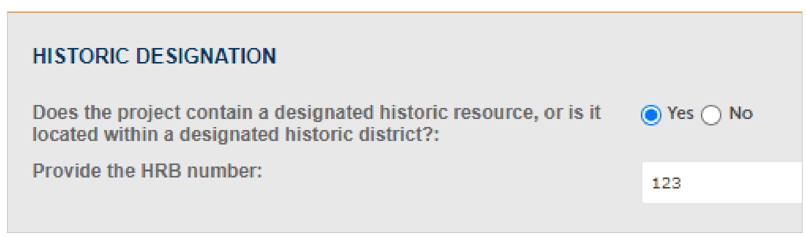
Historic Designation

Answer the Historic Designation question Y/N and provide the additional information

If no:



If yes, answer the additional questions.



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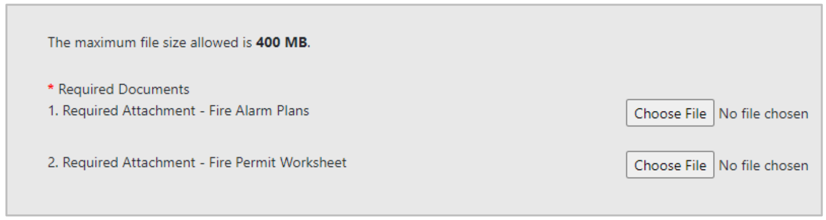
Upload Required Project Documents

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.



If you encounter Failed Scout Validation, use the Scout link and check your files.

Scout Validation Help

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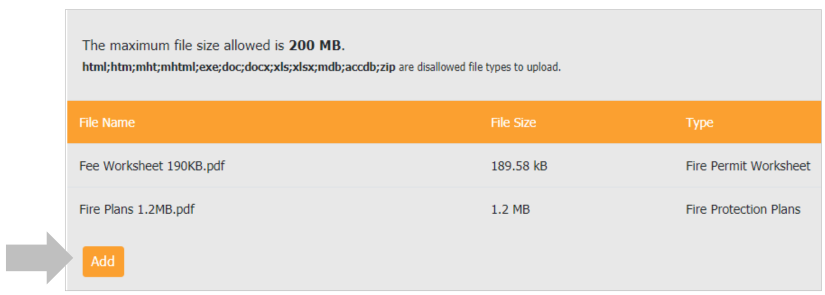
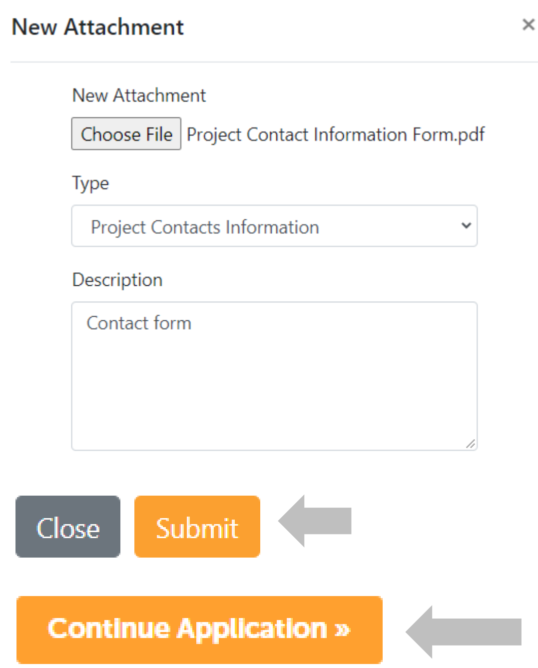
Upload any Additional Documents you wish to include with your submittal

If you have your Project Contact Information form completed, you may upload it now. (Uploading it now will save the step of staff requesting it prior to issuance.)

- Click "Add"



- 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"



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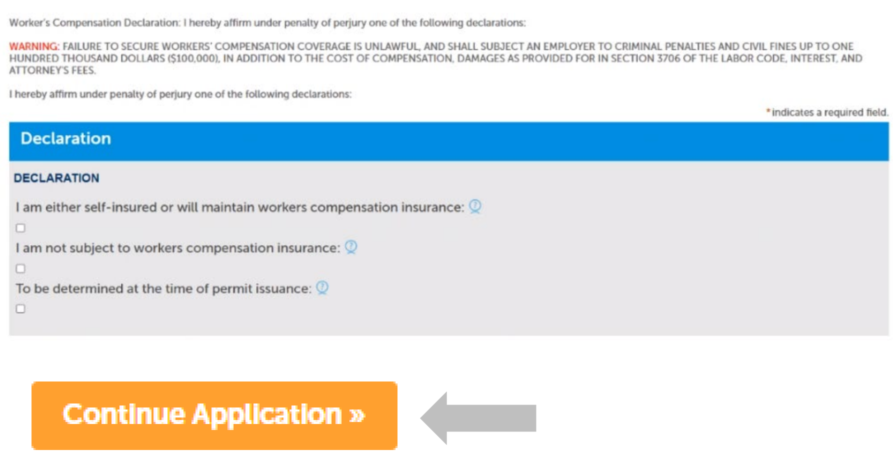
Workers' Compensation Declaration

- Select the insurance declaration statement that applies to this project
- Click "Continue Application"



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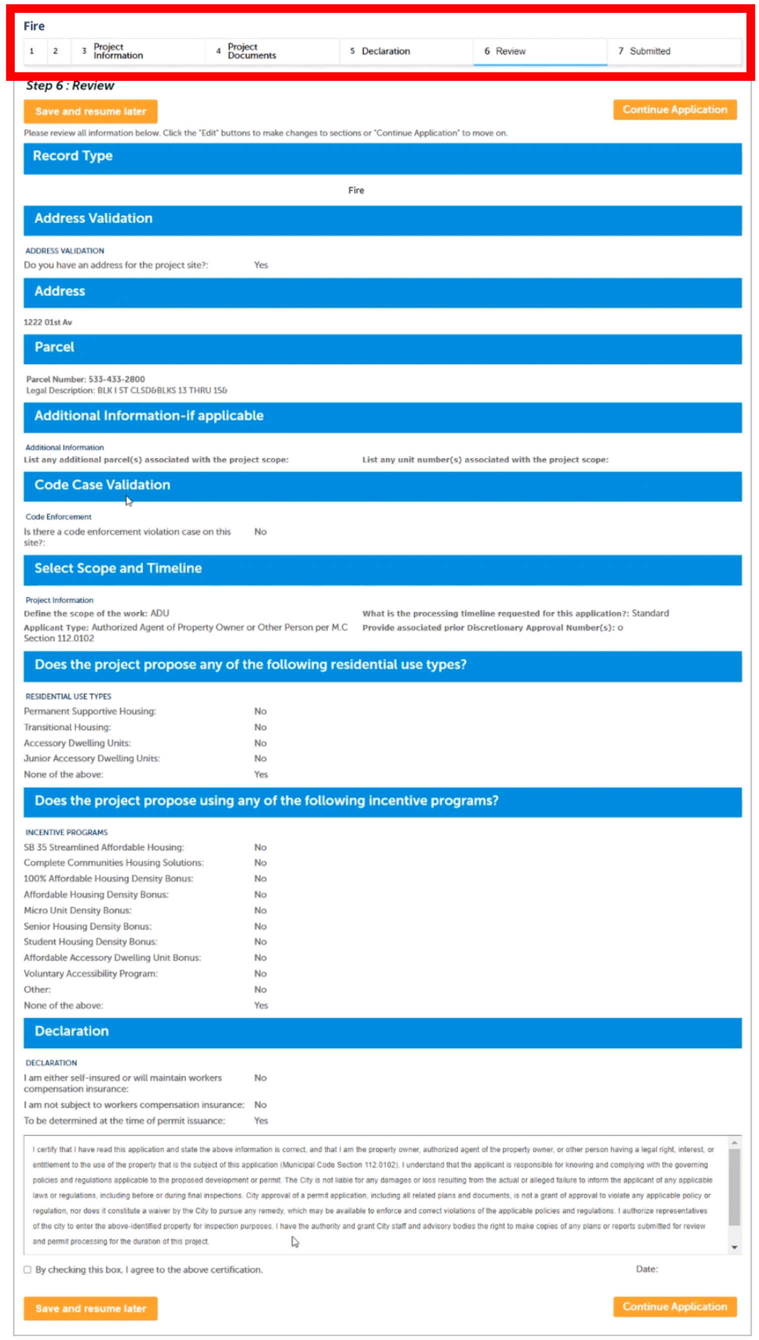
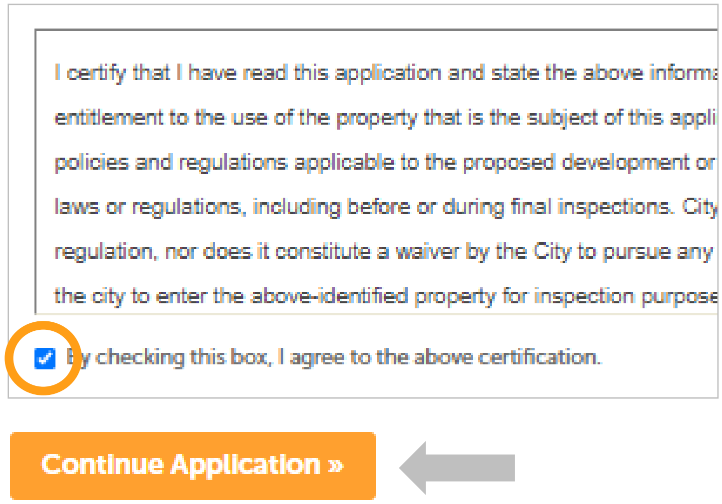
Review Application

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



15

- Acknowledge the final certification
- Click "Continue Application"



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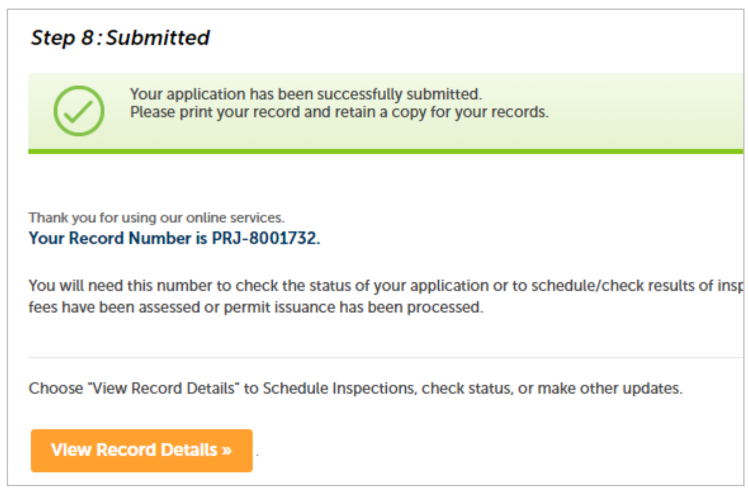
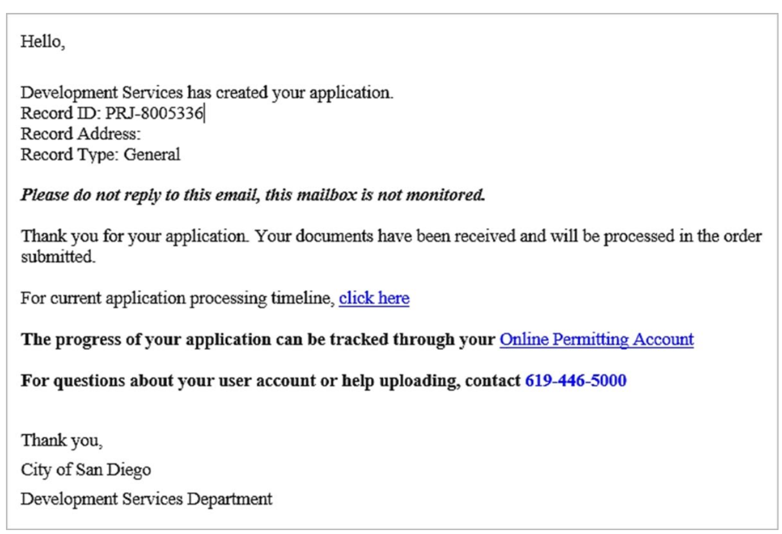
Your record number will created and displayed, and an email with further instructions will be sent.



17

You will receive a system generated email with your project number and what to expect next.



Hello,

Development Services has created your application.
Record ID: PRJ-8005336
Record Address:
Record Type: General

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

Thank you for your application. Your documents have been received and will be processed in the order submitted.

For current application processing timeline, click here

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

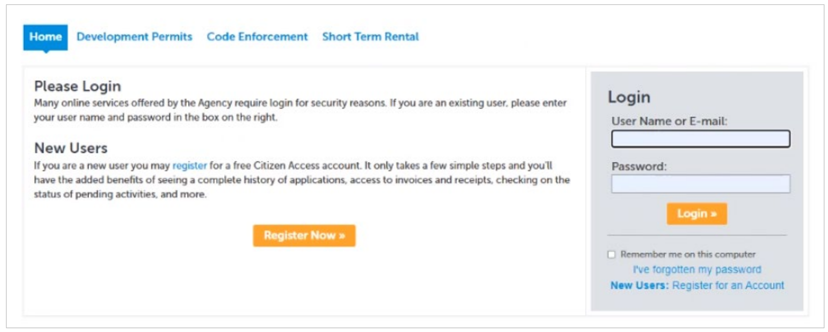
Thank you,
City of San Diego
Development Services Department

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

<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>1</td><td>

- Log into your Online Permitting Account
- Enter your username and password.

</td><td>

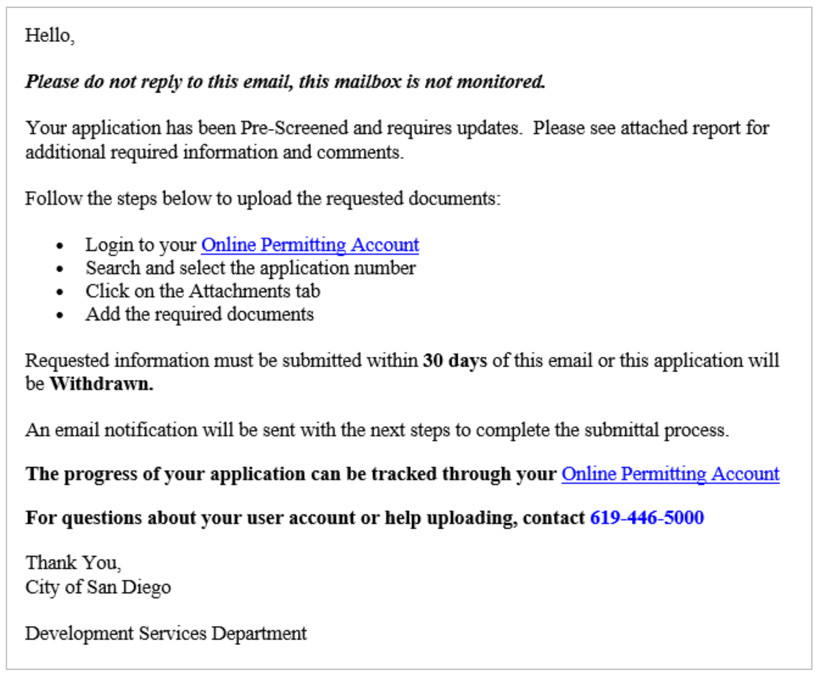


</td></tr>
<tr><td>2</td><td>

Open the “Updates Required” email.

- Click either of the email links to go to your account and make project updates

</td><td>



Hello,

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

Your application has been Pre-Screened and requires updates. Please see attached report for additional required information and comments.

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

Requested information must be submitted within **30 days** of this email or this application will be **Withdrawn.**

An email notification will be sent with the next steps to complete the submittal process.

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

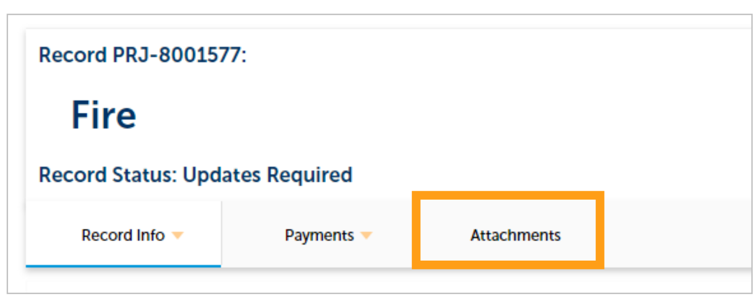
Development Services Department

</td></tr>
<tr><td>3</td><td>

Your project information will load

- Click the “Attachments” tab

</td><td>

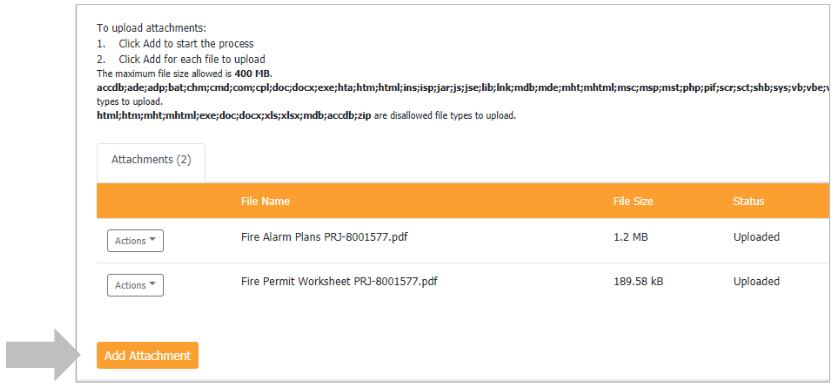


</td></tr>
</table>

4

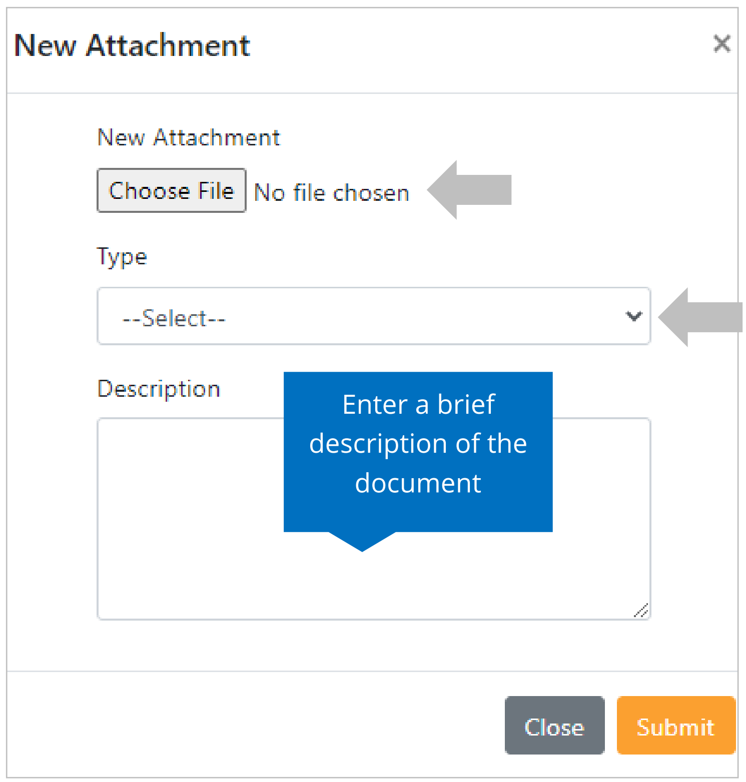
Previously attached documents will be displayed.

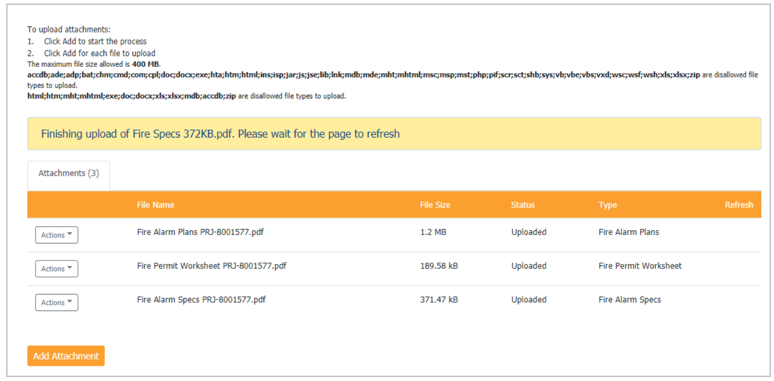
- Click “Add Attachment”



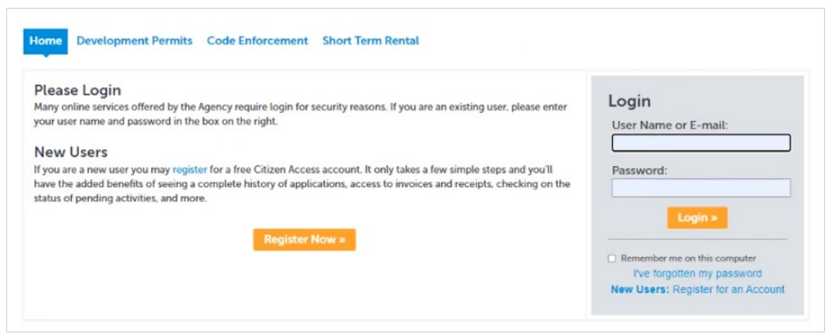
5

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



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

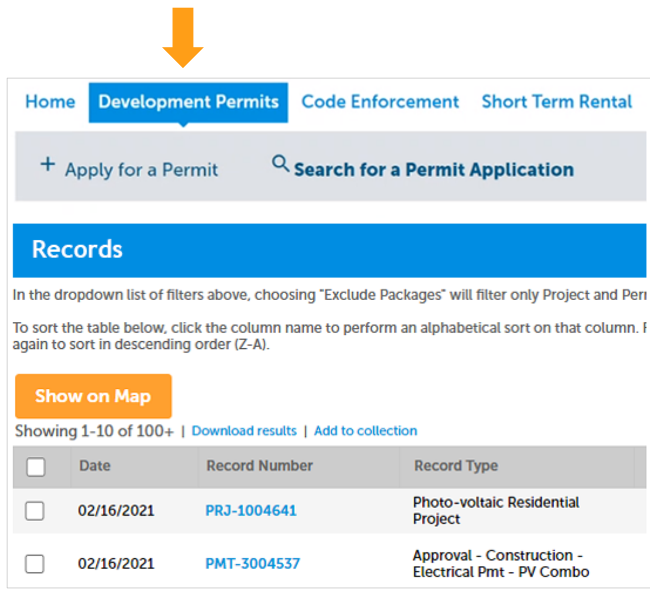
I RECEIVED A "REVIEW PENDING INVOICE PAYMENT" EMAIL. HOW DO I PAY?

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	Hello, ***Please do not reply to this email, this mailbox is not monitored.*** Pre-Screen for PRJ-8005336 has been completed and an invoice with initial plan check fees is attached. Follow the steps below to pay the outstanding fees: • Login to your Online Permitting Account • Search and select the application number • Click on the Payments tab • Pay the outstanding fees After we receive payment, your project will be Deemed Complete and the Project Review will begin. **NOTE:** For CIP projects paying through Inter Office Transfer using SAP system, email your DSD Project Manager to coordinate the payment. **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

Click on Development Permits tab.

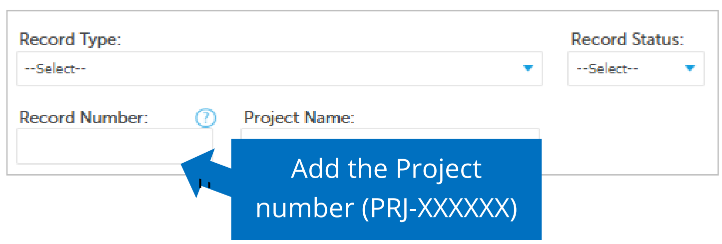
- Select the record listed in the email



OR

Scroll down to the search field for Records

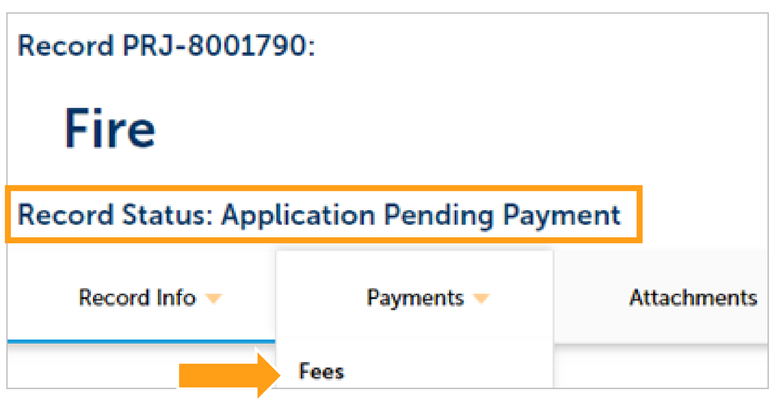
- Input the PRJ into the General Search in this format: **PRJ-1234567**



4

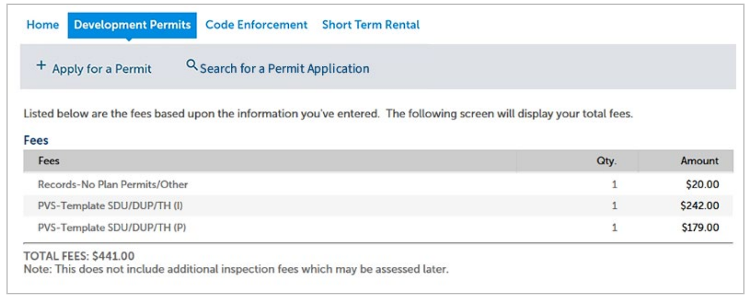
Verify that the record has the status: *Application Pending Payment*

- Click on "Payments"
- Select "Fees"



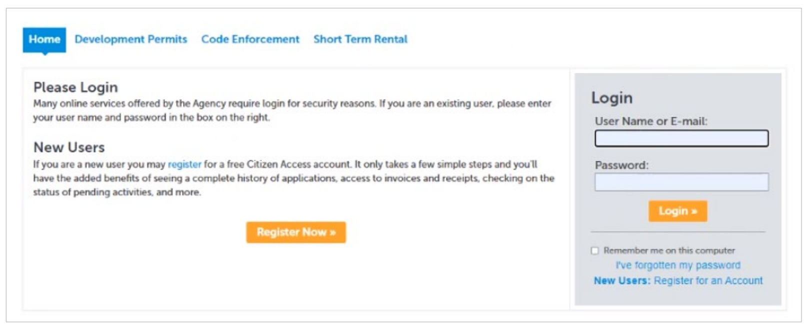
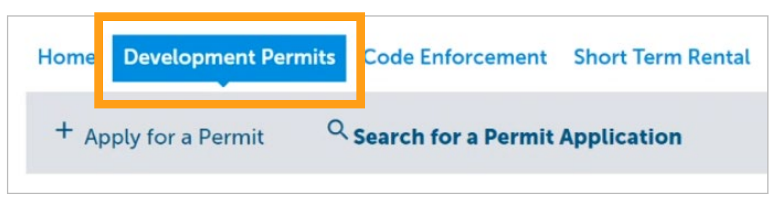
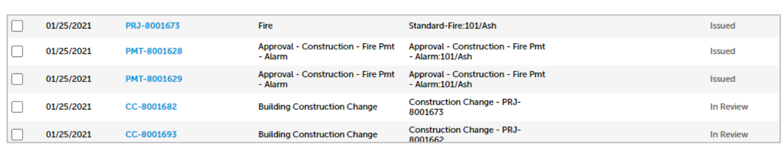
5

Click on "Pay Fees"

<table>
<tr><td>6</td><td>The following screen will load. Follow instructions to pay</td><td>
</td></tr>
</table>

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

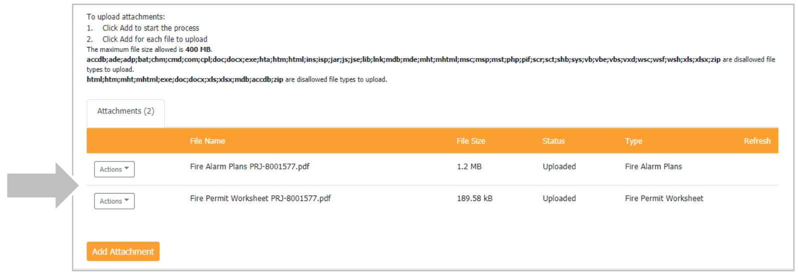
<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>1</td><td>• Log into your online permitting account
• Enter your username and password*

* If you are a new user, see the tutorial on how to register for an account</td><td>
</td></tr>
<tr><td>2</td><td>Select “Development Permits”</td><td>
</td></tr>
<tr><td>3</td><td>Your records will be displayed
• Select the PRJ you wish to see the Project Issues Report for</td><td>
</td></tr>
</table>

<table>
<tr><td>4</td><td>Previously attached documents will be displayed.

You will see your Project Issues Report by discipline displayed.

Click the “Actions” drop-down</td><td>



</td></tr>
<tr><td>5</td><td>Click “Download and” the selected Project Issues Report will download</td><td>

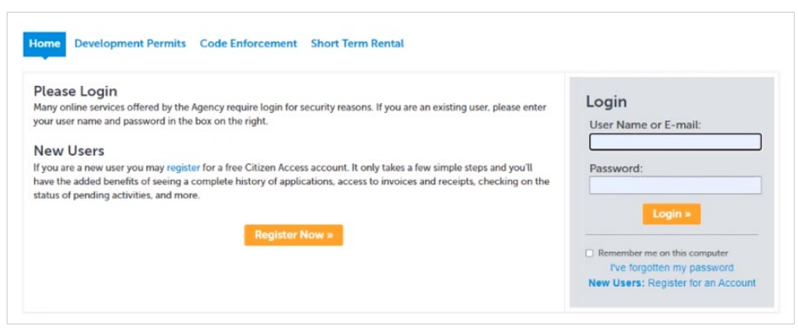
</td></tr>
</table>

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

<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>i</td><td colspan="2">You will receive an email for Recheck Required if there are corrections to be made to the plans or if additional information is needed.</td></tr>
<tr><td>1</td><td>

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

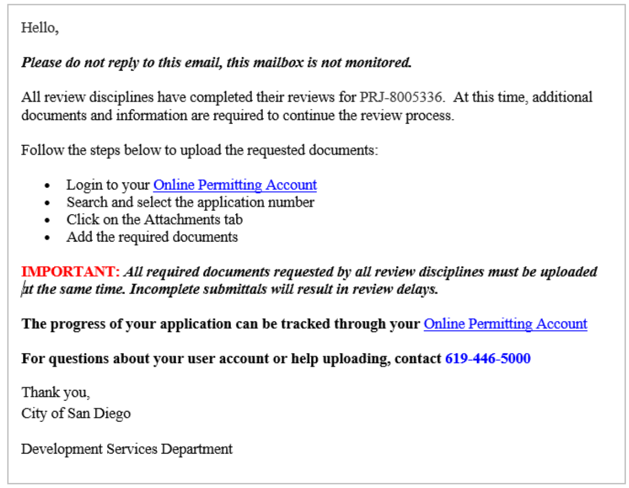
</td><td>



</td></tr>
</table>

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

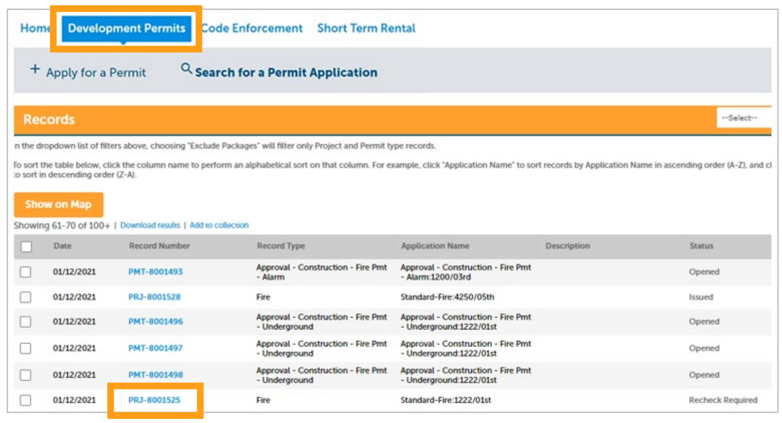
Development Services Department

3

- Select “Development Permits”

Your records will display with the current statuses.

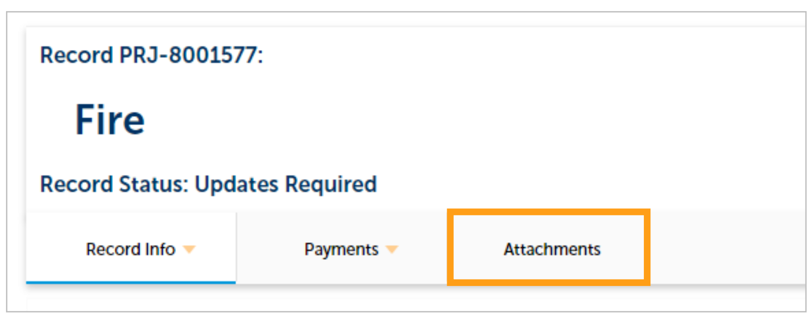
- Click on the blue PRJ link of the project



4

Your project information will load.

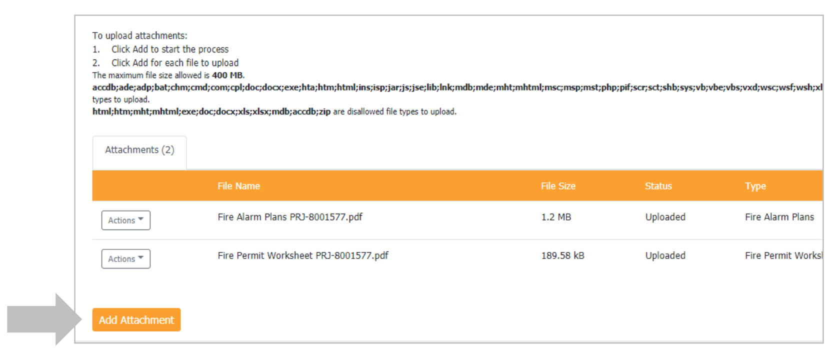
- Click the “Attachments” Tab



5

Previously attached documents will be displayed.

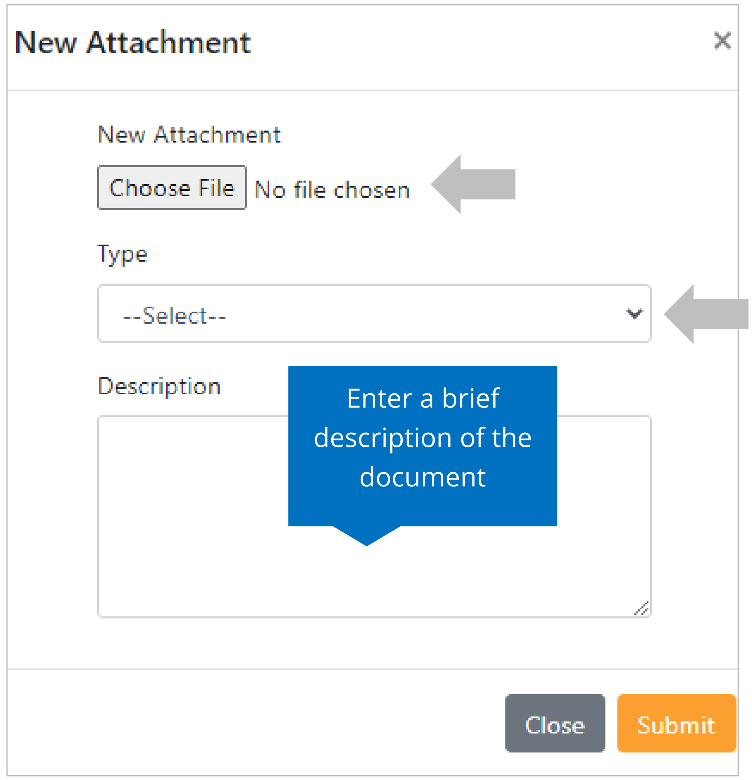
- Click “Add Attachment”



6

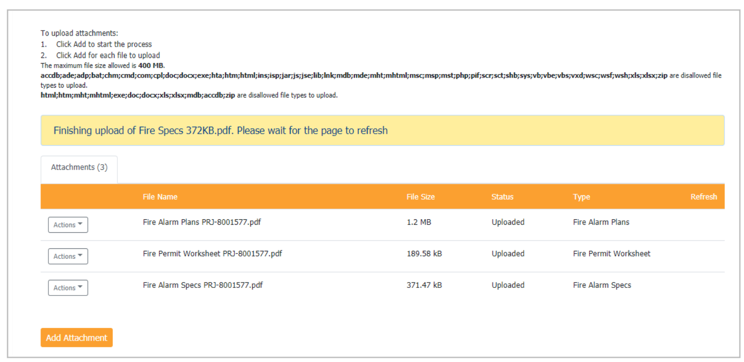
- Select “Choose File” and drag/drop or search your files to attach them
- Click the *Type* drop-down and select file type
- Provide a brief description of the document
- Click the “Submit” button

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

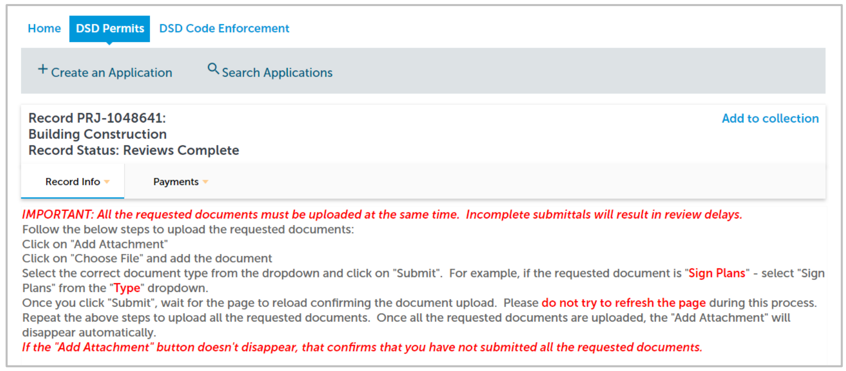
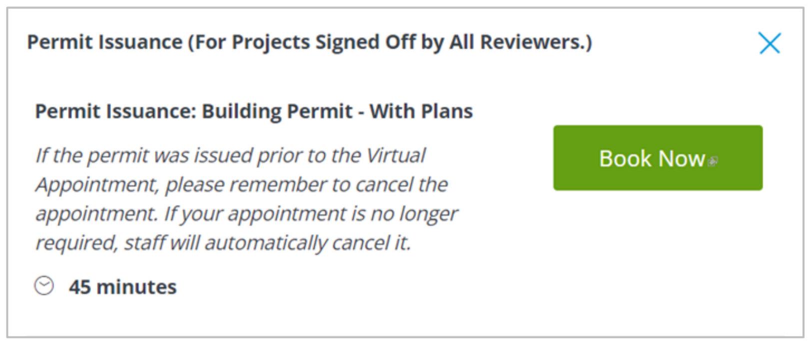


7

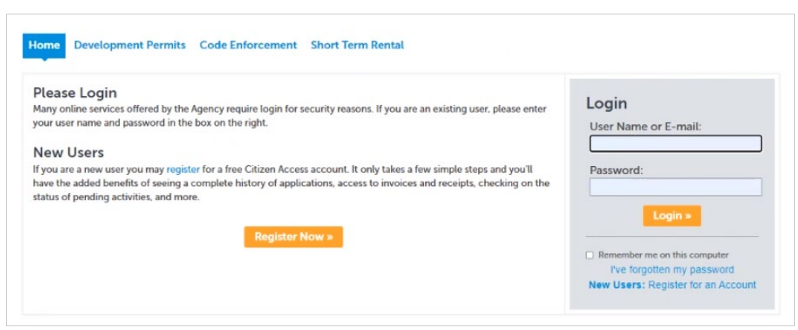
The documents will be validated by Scout and be uploaded to the project record (PRJ)



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

Step	Action	Screen Reference
	The application is now in queue for issuance. Refer to the Permit Application Processing Timeline for current issuance timelines.	
1	We offer appointments for issuance of certain application types. • To schedule an appointment, click here.	

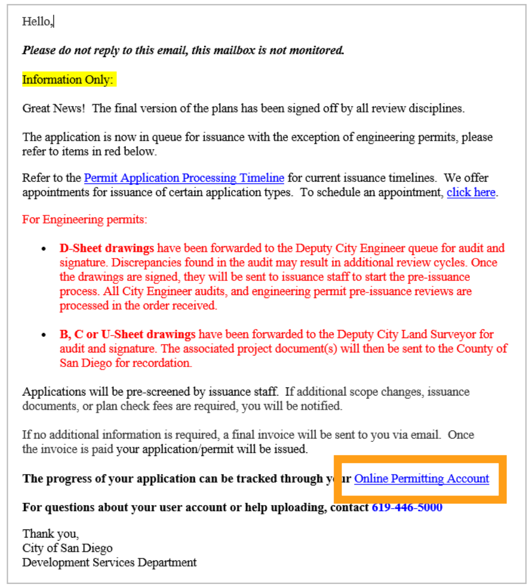
I RECEIVED A "REVIEW COMPLETE/PERMIT READY FOR PAYMENT" EMAIL. HOW DO I PAY MY INVOICE?

Step	Action	Screen Reference
1	• Log into your Online Permitting Account • Enter your username and password	

2

Open the “Approved” email

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



Hello,

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

Information Only:

Great News! The final version of the plans has been signed off by all review disciplines.

The application is now in queue for issuance with the exception of engineering permits, please refer to items in red below.

Refer to the Permit Application Processing Timeline for current issuance timelines. We offer appointments for issuance of certain application types. To schedule an appointment, click here.

For Engineering permits:

- **D-Sheet drawings** have been forwarded to the Deputy City Engineer queue for audit and signature. Discrepancies found in the audit may result in additional review cycles. Once the drawings are signed, they will be sent to issuance staff to start the pre-issuance process. All City Engineer audits, and engineering permit pre-issuance reviews are processed in the order received.
- **B, C or U-Sheet drawings** have been forwarded to the Deputy City Land Surveyor for audit and signature. The associated project document(s) will then be sent to the County of San Diego for recordation.

Applications will be pre-screened by issuance staff. If additional scope changes, issuance documents, or plan check fees are required, you will be notified.

If no additional information is required, a final invoice will be sent to you via email. Once the invoice is paid your application/permit will be issued.

The progress of your application can be tracked through your Online Permitting Account

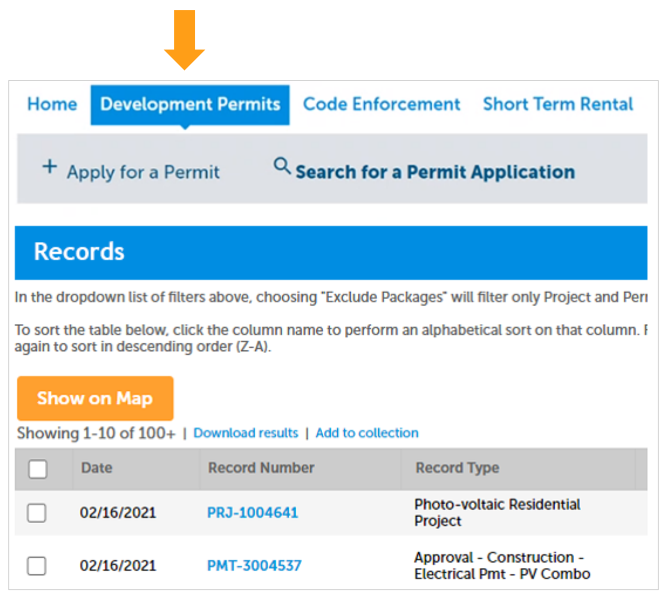
For questions about your user account or help uploading, contact 619-446-5000

Thank you,
City of San Diego
Development Services Department

3

Click the “Development Permits” tab.

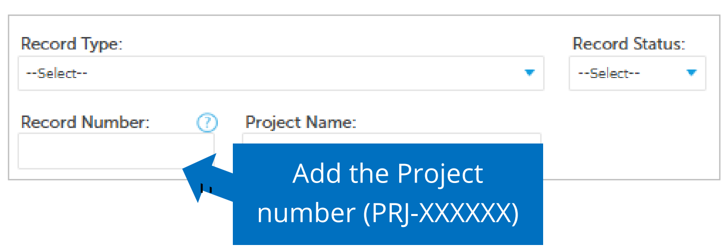
- Select the record listed in the email

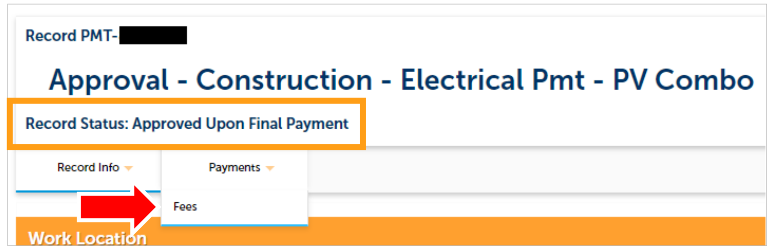
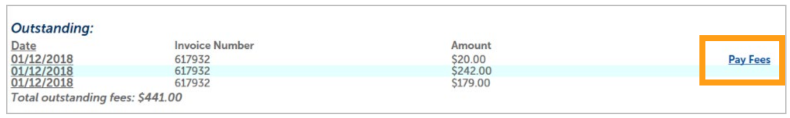
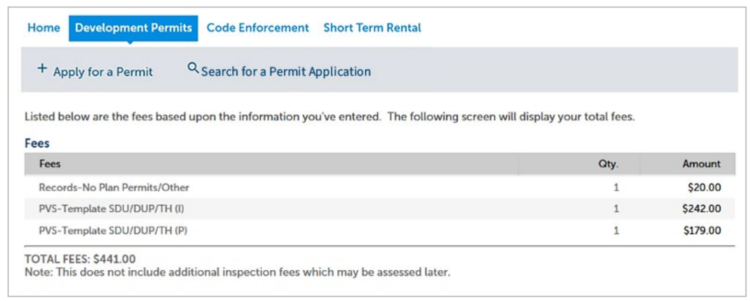


OR

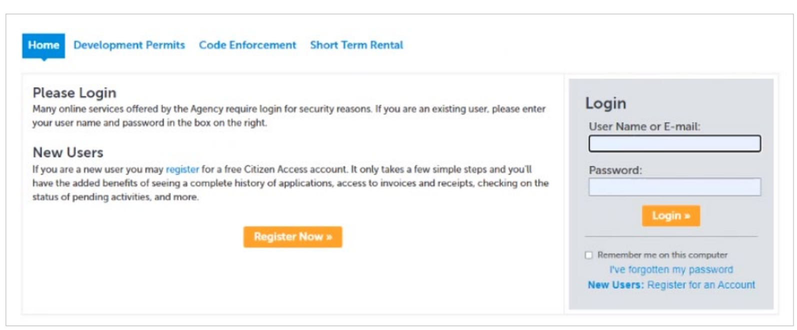
Scroll down to the search field for Records

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



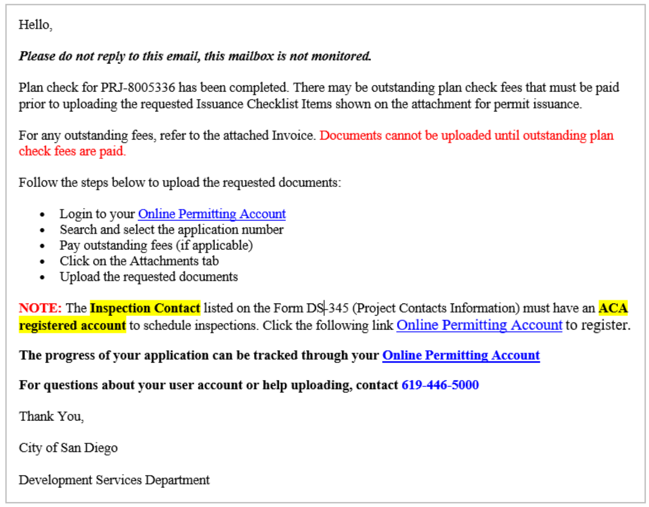
4	Verify that the record has the status: “Approved Upon Final Payment” • Click “Payments” • Then, select “Fees”	
5	Click “Pay Fees”	
6	The following screen will load. • Follow instructions to pay	

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

Step	Action	Screen Reference
i	You will receive an Updates Required email if additional information is needed to issue the permit.	
1	• Log into your [Online Permitting Account] • Enter your username and password	

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

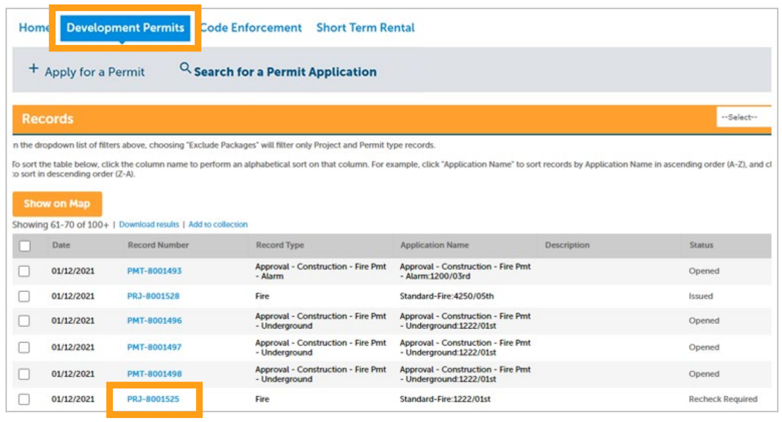
Development Services Department

3

- Select “Development Permits”

Your records will display with the current statuses.

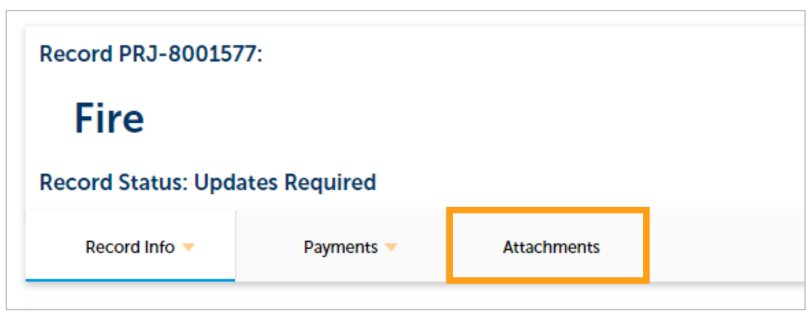
- Click on the blue PRJ link of the project



4

Your project information will load.

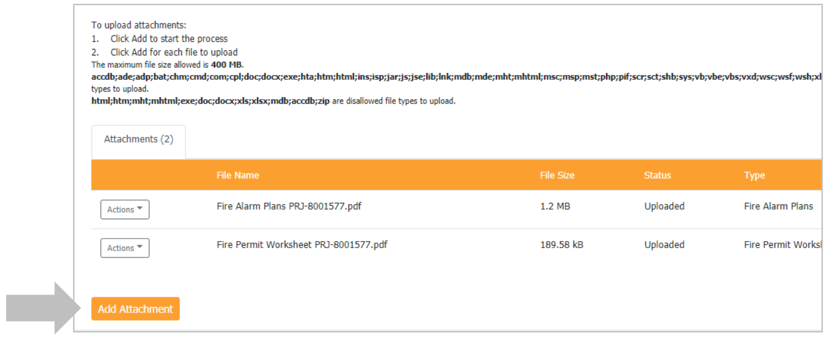
- Click the “Attachments” tab



5

Previously attached documents will be displayed.

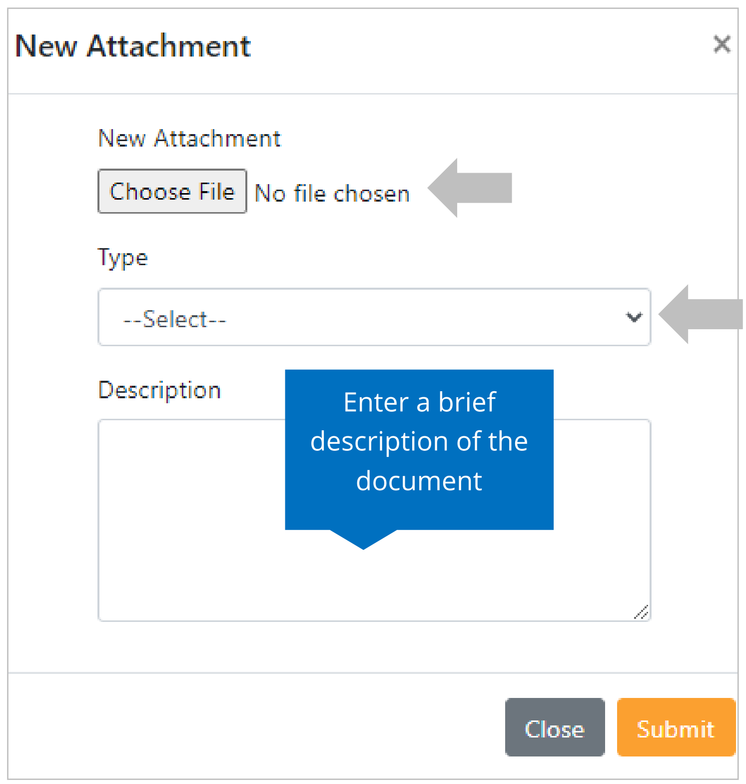
- Click “Add Attachment”



6

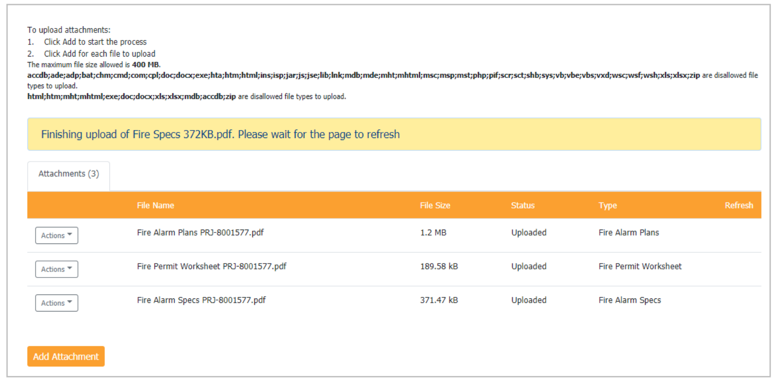
- Select “Choose File” and drag/drop or search your files to attach them
- Click the *Type* drop-down and select file type
- Provide a brief description of the document
- Click the “Submit” button

Repeat until all requested documents have been uploaded



7

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

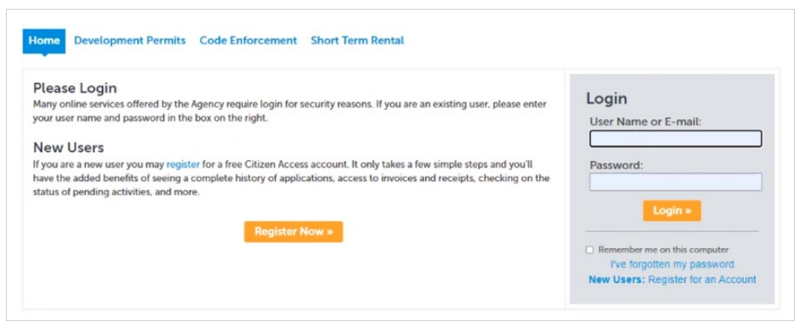


PERMIT STATUS IS "ISSUED." HOW DO I DOWNLOAD MY APPROVED PLANS?

Step	Action	Screen Reference

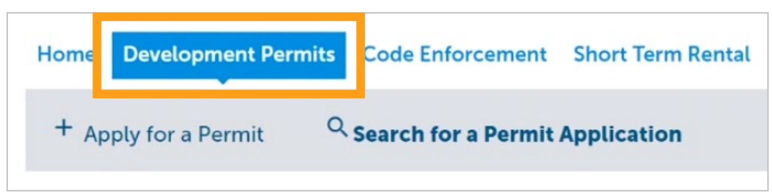
1

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



2

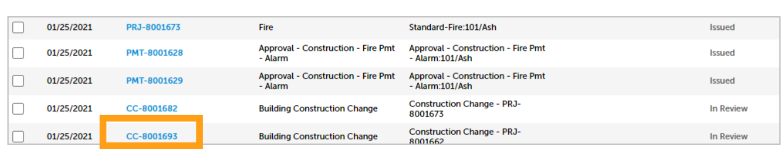
- Select "Development Permits"

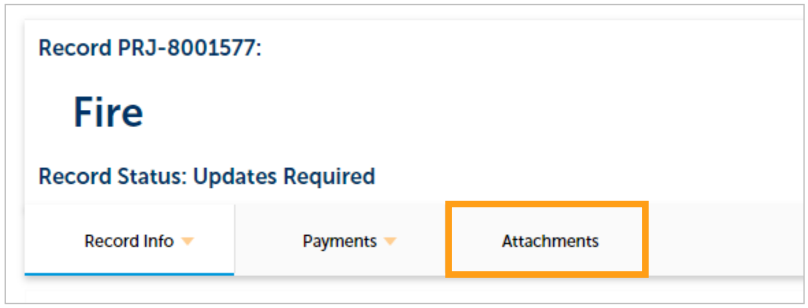
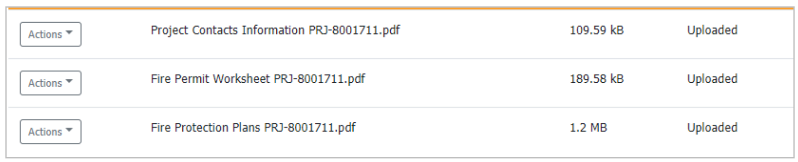
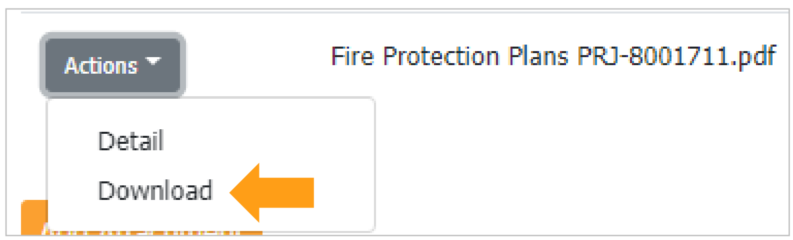


3

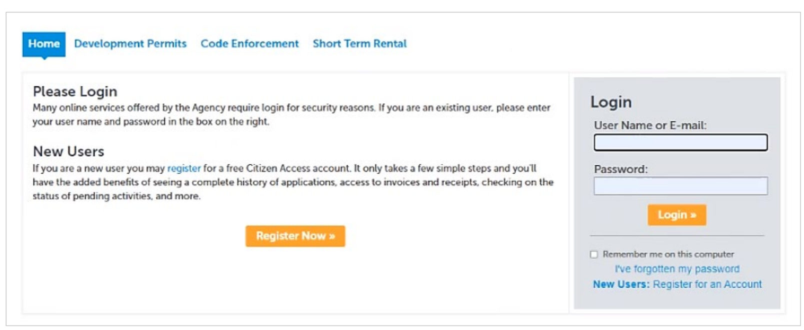
Your records will be displayed

- Select the record you wish to print by clicking on the blue link



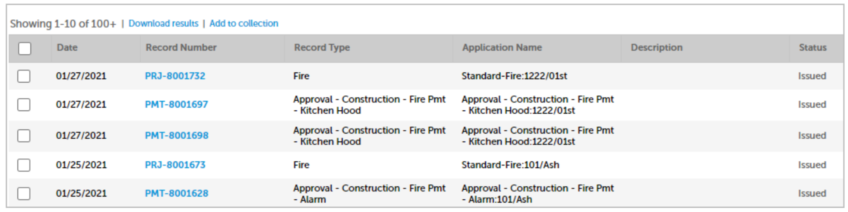
4	The record details will be displayed • Click the “Attachments” tab	
5	The attachments for this project will be displayed	
6	Click on the “Actions” drop-down and click “Download”	

HOW DO I SCHEDULE INSPECTIONS?

Step	Action	Screen Reference
1	• Log into your Online Permitting Account • Enter your username and password	

2

Click on “My Records” and your records will be displayed

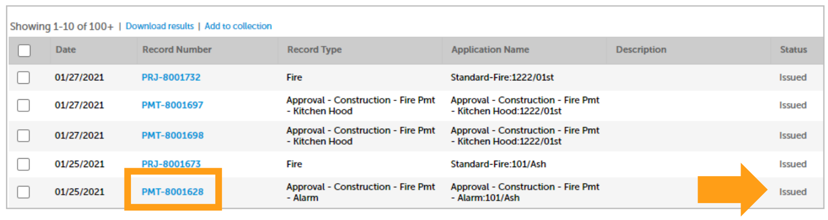

Showing 1-10 of 100+ | Download results | Add to collection

	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

3

Click on the permit number for which you would like to schedule inspection.

The status must be *Issued* to schedule an inspection.


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

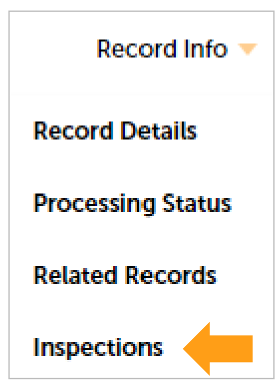
	Date	Record Number	Record Type	Application Name	Description	Status
	01/27/2021	PRJ-8001732	Fire	Standard-Fire:1222/01st		Issued
	01/27/2021	PMT-8001697	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued
	01/27/2021	PMT-8001698	Approval - 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

4

Click on the “Record Info” tab for drop-down options

5

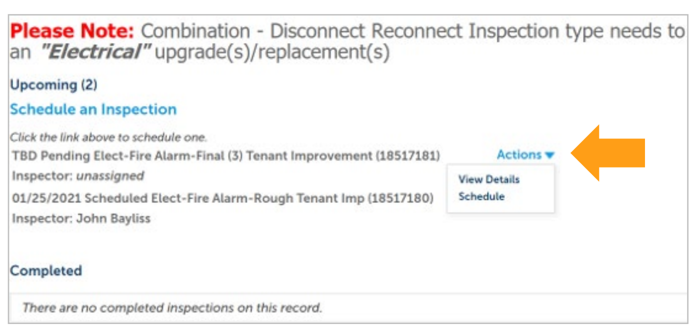
Click on “Inspections”

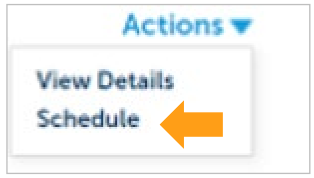
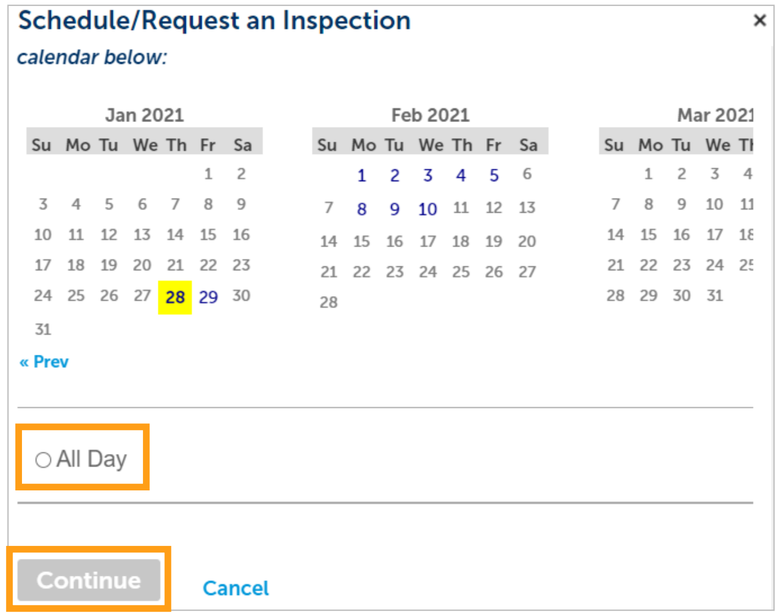
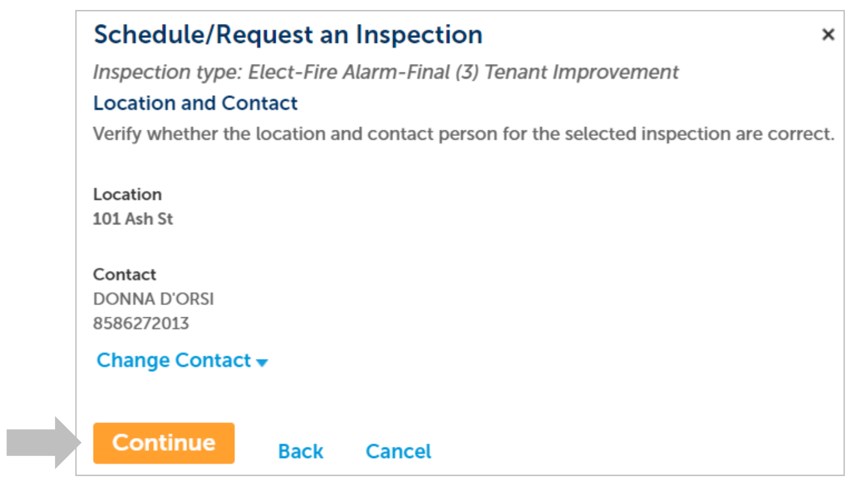


6

The inspections screen will appear showing *Upcoming* and *Completed* inspections.

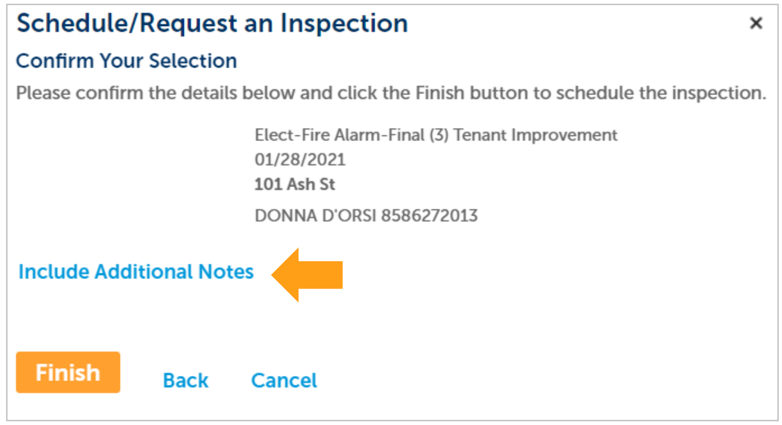
Click on the “Actions” link of the inspection you would like to schedule.

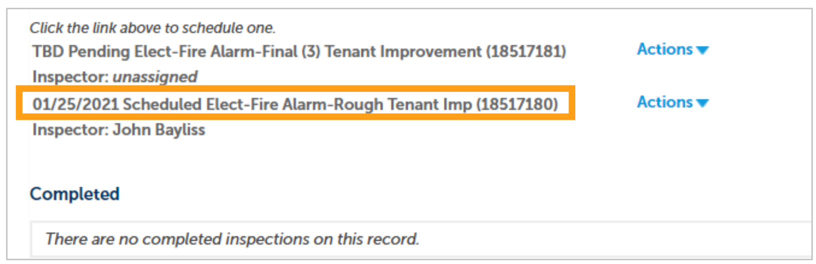


7	• Click on the 'Schedule' link	
8	• Click on the date you would like the inspection. It must be a future date, not same day. • Then, click on the "All Day" radio button and finally click "Continue"	
9	The following screen will be displayed. If needed, click on "Change contact" to enter a new person for the inspector to contact. If no changes are needed, click on "Continue"	

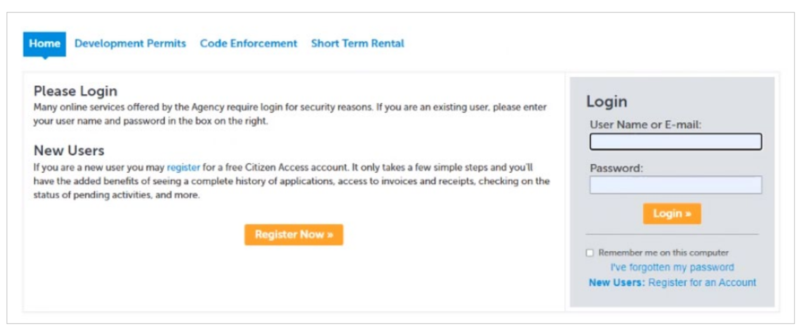
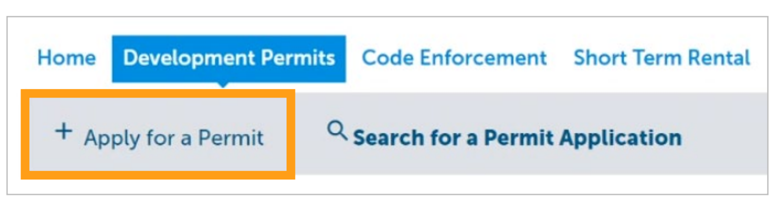
<table>
<tr><td>10</td><td>The following screen will be displayed. Review the information and if correct then click “Finish.”

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.</td><td>
</td></tr>
<tr><td>11</td><td>• Click “Continue”

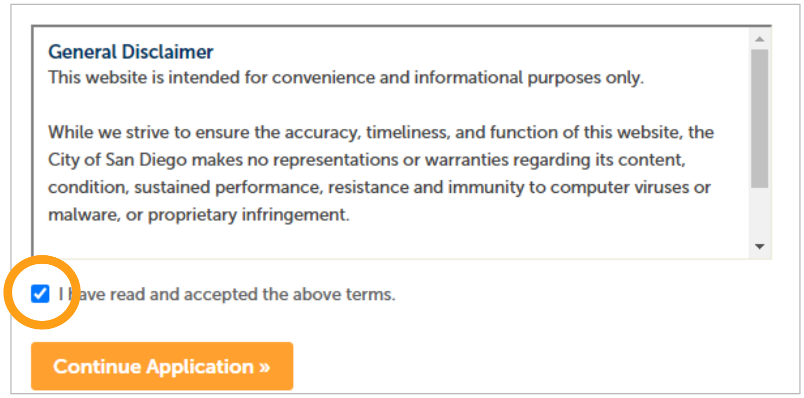
You will be returned to the Inspections screen where you can confirm that the inspection was properly scheduled.</td><td>
</td></tr>
</table>

HOW TO SUBMIT A CONSTRUCTION CHANGE APPLICATION

<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>1</td><td>• To log into your <u>Online Permitting Account</u>, enter your username and password, and press the Login button.</td><td>
</td></tr>
<tr><td>2</td><td>• Click on “Development Permits” tab
• Click on “Apply for a Permit”</td><td>
</td></tr>
</table>

3

- Read the General Disclaimer and then place a check mark confirming your acceptance.
- Then, click "Continue Application"



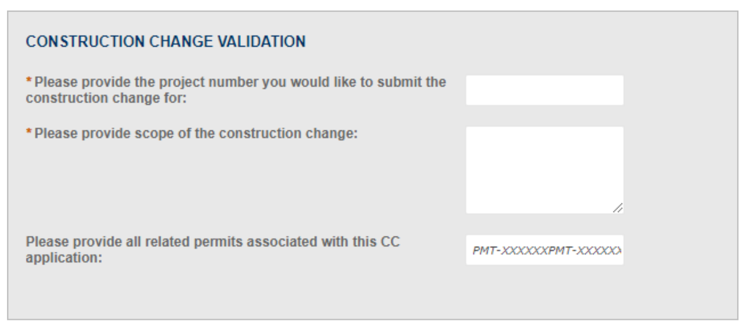
4

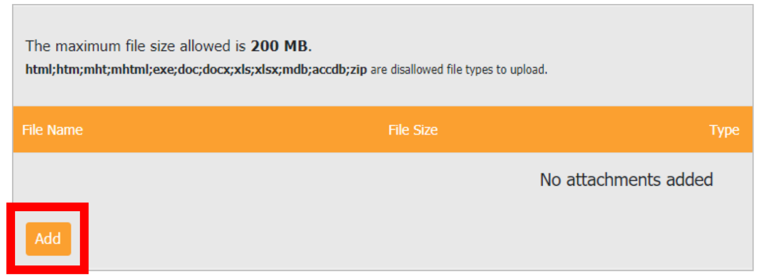
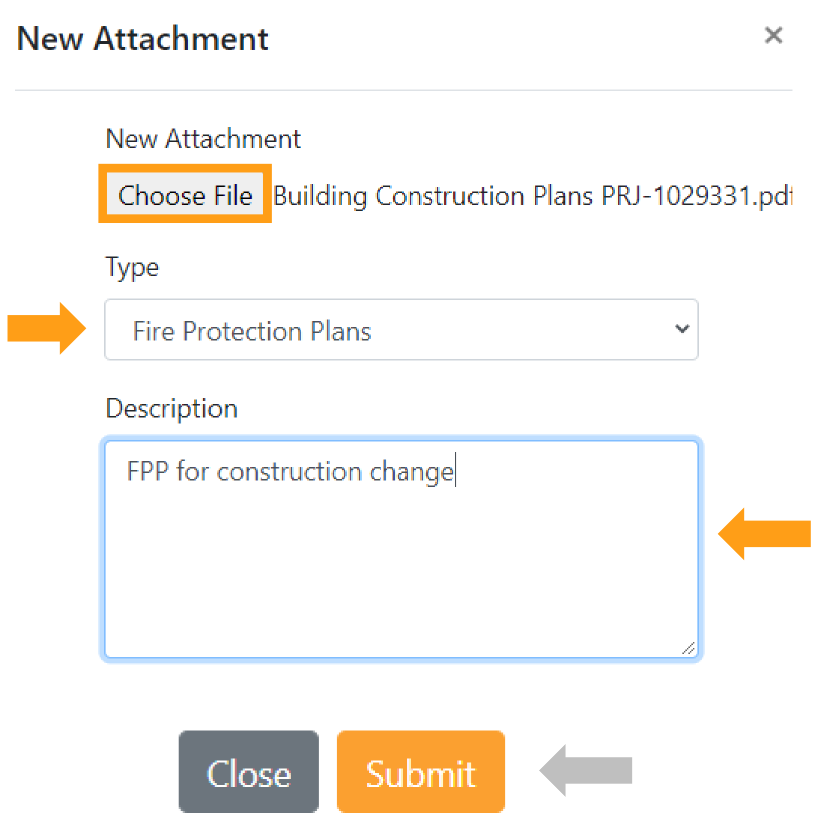
Select "Building Construction Change."

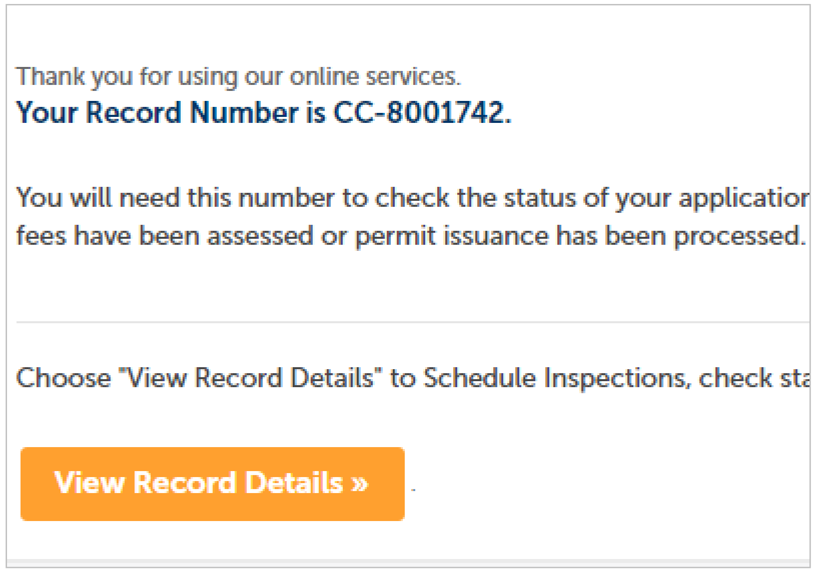
Use this record for construction changes to Accela projects, if your project was a PTS or Hybrid project, use the Hybrid system to apply for you construction change.

5

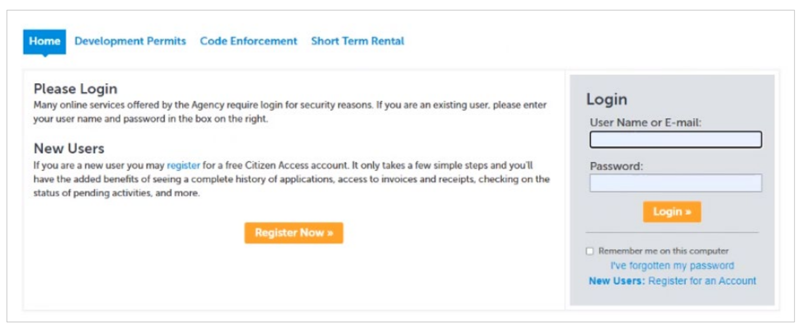
- Enter the PRJ # in the exact format PRJ-XXXXXXX
- Provide a narrative of the changes proposed.
- Enter the permits affected by this construction change application.



6	Click “Add” to upload the documents that reflect the proposed changed.	
7	• Click “Choose File” and select from your computer. • Provide the *Type* of document that you are uploading • Provide a brief description of the document • Click “Submit”	

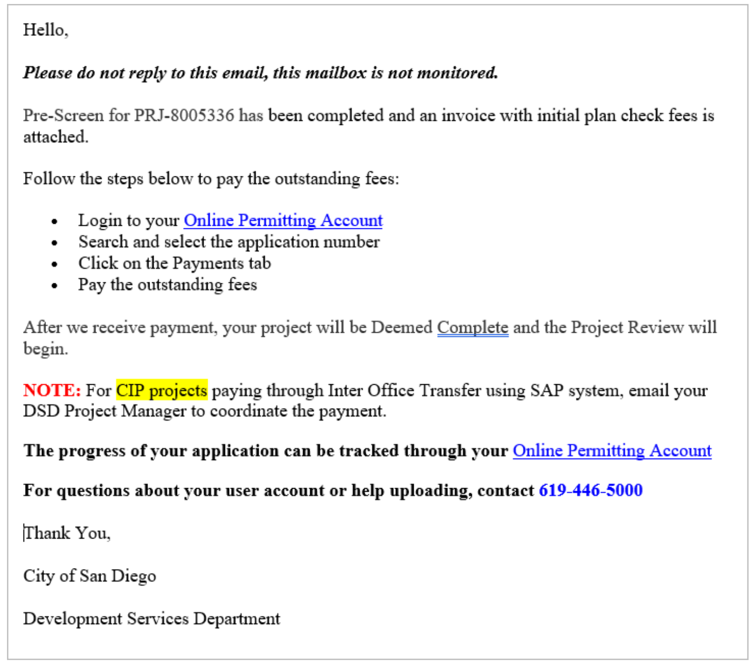
8	• You will get the message displaying your CC number that was created. • You will receive a confirmation email with the number as well.	

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

Step	Action	Screen Reference
1	• Log into your [Online Permitting Account]() by entering your username and password and then clicking on the Login button.	

2

- Click a link to log in to your account and make a payment


Hello,

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

Pre-Screen for PRJ-8005336 has been completed and an invoice with initial plan check fees is attached.

Follow the steps below to pay the outstanding fees:

- Login to your Online Permitting Account
- Search and select the application number
- Click on the Payments tab
- Pay the outstanding fees

After we receive payment, your project will be Deemed Complete and the Project Review will begin.

NOTE: For CIP projects paying through Inter Office Transfer using SAP system, email your DSD Project Manager to coordinate the payment.

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

Your record will be displayed

- Click "Payments" Tab
- Click "Fees" link

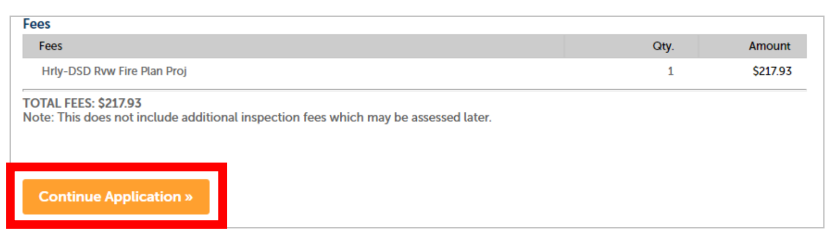
4

- Click on "Pay Fees"

5

The following screen will load.

- Click "Continue Application" and follow instructions to pay.

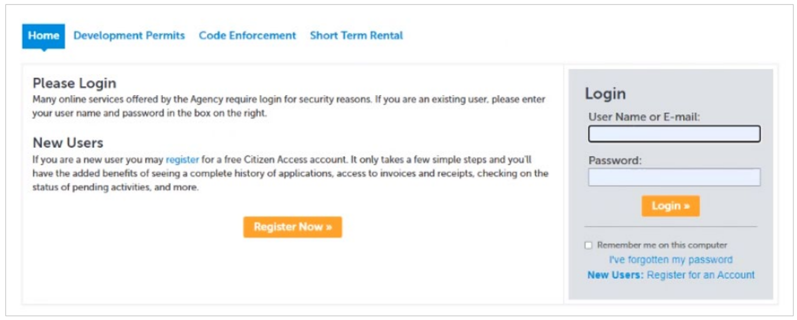


HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

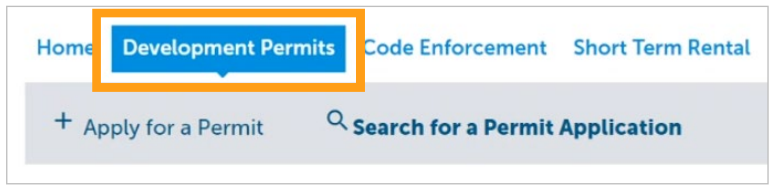
<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>1</td><td>

- Log into your Online Permitting Account by entering your username and password and then clicking on the Login button.

</td><td>



</td></tr>
<tr><td>2</td><td>Select “Development Permits”</td><td>

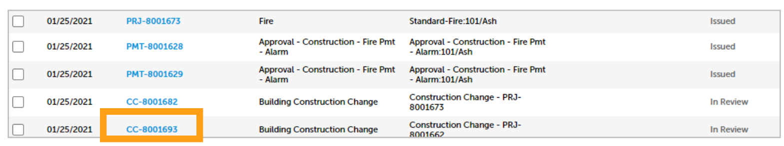


</td></tr>
<tr><td>3</td><td>

Your records will be displayed

- Select the record you wish to print by clicking on the blue link

</td><td>

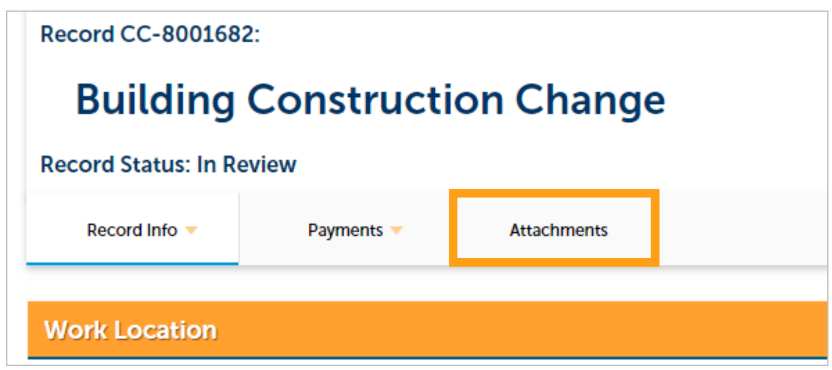


</td></tr>
<tr><td>4</td><td>

The record details will be displayed

- Click the “Attachments” tab

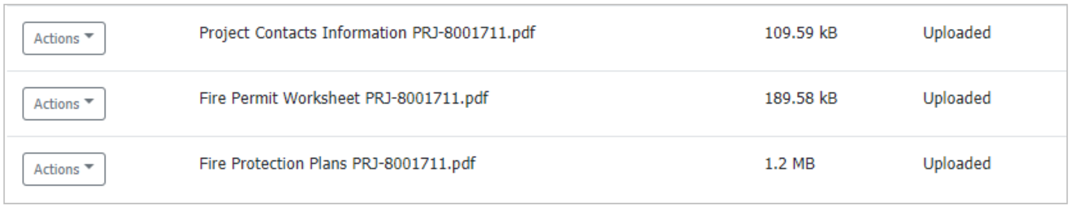
</td><td>



</td></tr>
</table>

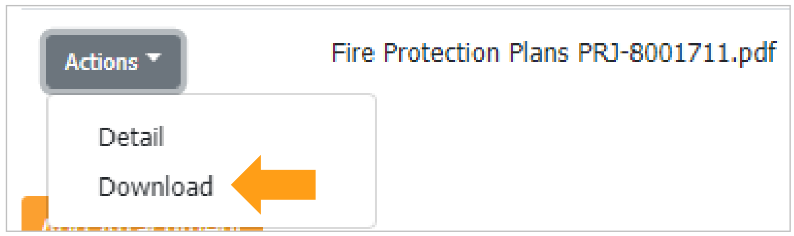
5

The attachments for this project will be displayed



6

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



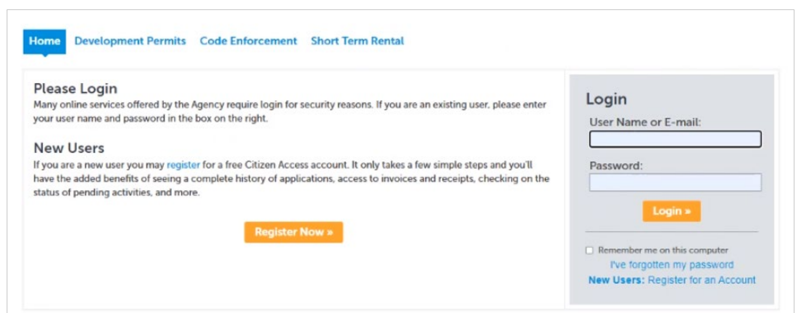
HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?

Step	Action	Screen Reference

1

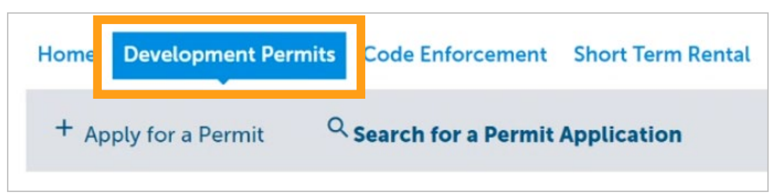
APPROVAL REPORT

- Log into your Online Permitting Account
- Enter your username and password



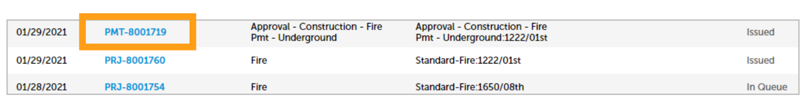
2

- Click the "Development Permits" tab and your records will be displayed



3

- Click on the PMT you wish to print the approval report for

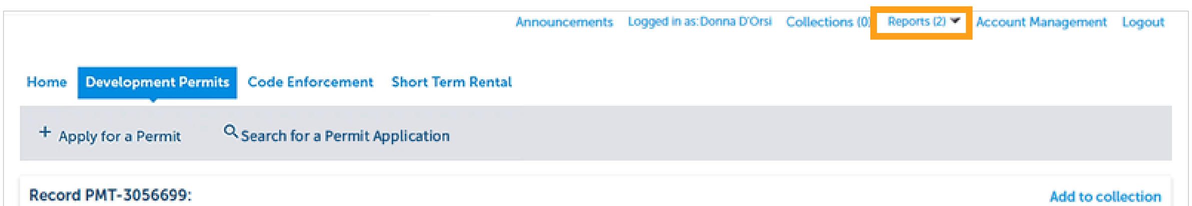


4

The selected record will be displayed

5

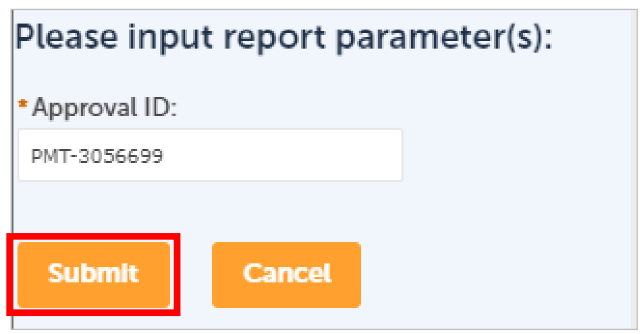
- Click on the “Reports” drop-down menu
- Select “Approval”



6

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

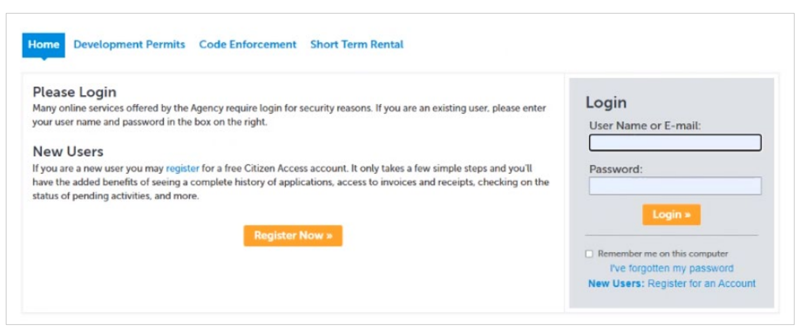
- Click “Submit”



INVOICE REPORT

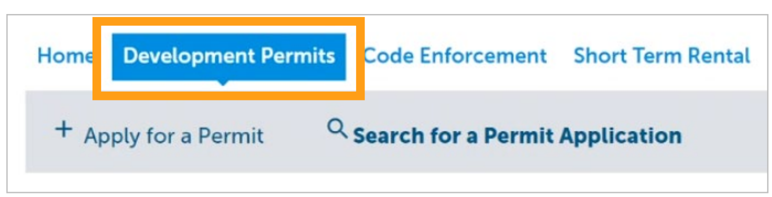
1

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



2

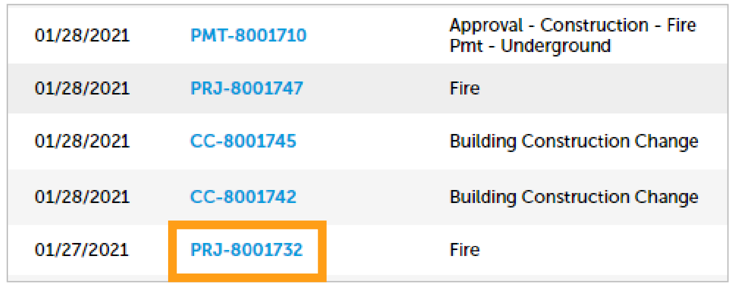
- Click the “Development Permits” tab and your records will be displayed



3

Locate your record in the list displayed.

- Click on the blue link to select that record

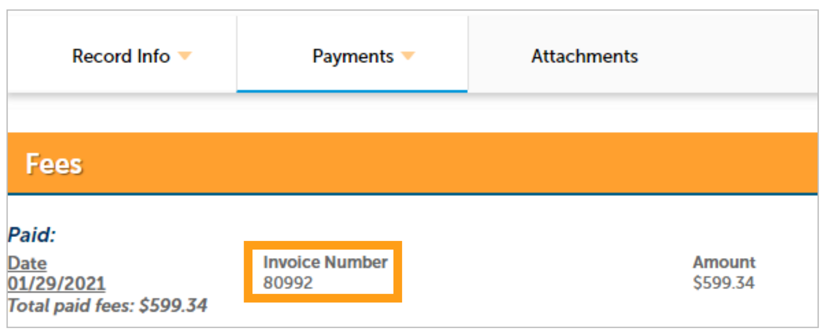


4

- To generate the Invoice report, click the"Payments" tab,then "Fees"

5

Make note of the invoice number



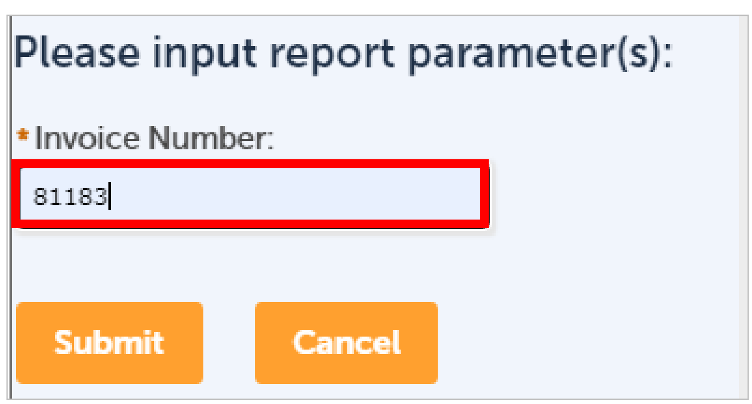
6

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

7

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

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



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.