

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 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.

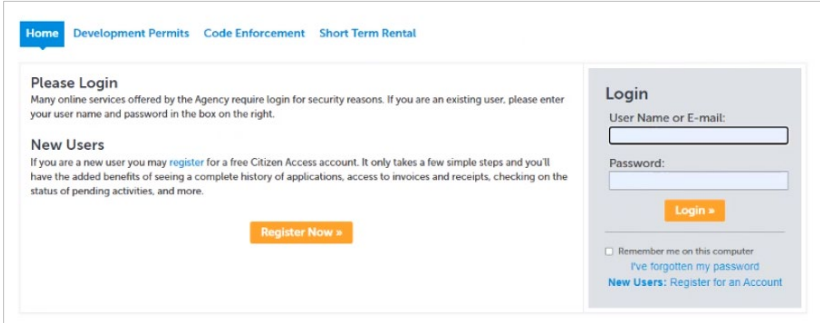
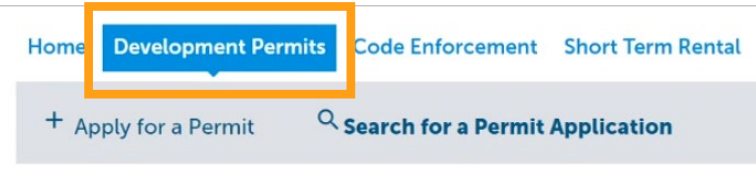
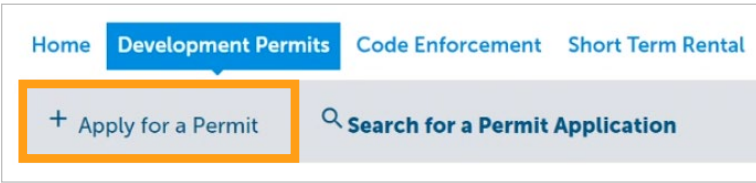
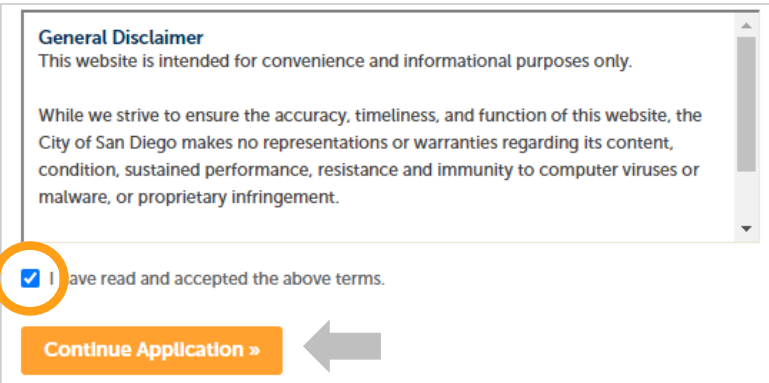
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[Appendix A – Workflow/record status mapping and definitions](#)

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HOW TO SUBMIT AN APPLICATION

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

Select a Record Type

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

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

Select a Record Type

▶ **Building Applications**

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

▶ **Simple No Plan Permits**

- No-Plan - Nonresidential/Multifamily - Electrical
- No-Plan - Nonresidential/Multifamily - Mechanical

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

▶ **PTS**

- PTS Electronic Submittal

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

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

▶ **Discretionary Applications**

- Discretionary Project

▶ **Traffic & Transportation**

- Traffic Control Permit
- Transportation Permit

▶ **Agreement**

- Approval - Process - Agreement

▶ **Miscellaneous Applications**

- Others



Help x

This application can be requested to obtain any one of the following permits:

- Alternate Methods & Materials
- Mobile Food Truck
- Street Address Change
- Temporary Use Permit
- Zoning Use Verification

Continue Application

5

- 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 »



6

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"

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
Required

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

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



7

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

8 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 » ←

Jump to a permit type for the next step:



- [Fire Permit](#)
- [Demo Permit](#)
- [Sign Permit](#)
- [Mechanical/Electrical/Plumbing Permit](#)

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.”

Project Information

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

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

Applicant Type: **3**

Provide Associated Building Permit Approval Number: **4**

Permit Type

* Select permit types:

Are you submitting plans or an affidavit?: *

Are you submitting separate specifications which are not shown on plans?: * Yes No

Continue Application » ←

9



[Click here](#) to move on to step 10

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"

Project Information

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

Applicant Type: **3** Provide Associated Building Permit Approval Number: **4**

DEMO SPECIFIC

* Are you proposing the demolition of the entire structure including the foundation: Yes No

Please select the property type: *

Are you proposing demolition on a site with more than one building or demolition of a building with more than four dwelling units: * Yes No

Are you proposing demolition on a site of 1 acre or more: * Yes No

Are you proposing a demolition of swimming pool greater than 5 feet in depth: * Yes No

Continue Application » ←



[Click here](#) to move on to step 10

Sign Permit

Provide:

1. Scope
2. Processing timeline
3. Applicant type

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

MINISTERIAL INFO

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

*Applicant Type: **3**

SIGN SPECIFIC

* Are you submitting separate structural calculations that are not shown on plans? : Yes or No: Yes No

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"

MINISTERIAL INFO

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

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

* Applicant Type: **3**

MEP SPECIFIC

* Select permit type:

Continue Application » ←

10

Historic Designation

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

If no:

If yes, answer the additional questions.

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: *

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

HISTORIC DESIGNATION

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

Provide the HRB number:

Continue Application » ←

11

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

←

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

[Scout Validation Help](#)

12

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"

The maximum file size allowed is **200 MB**.
 html;htm;mhtml;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

- 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

Project Contacts Information ▼

Description

Contact form

Close

Submit

Continue Application »

Workers' Compensation Declaration

- Select the insurance declaration statement that applies to this project
- 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: [?](#)

Continue Application »

Review Application

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



Fire

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

Fire

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 1 ST CLSD6BLKS 13 THRU 156

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. Section 112.0102 Provide associated prior Discretionary Approval Number(s): 0

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 laws or regulations, including before or during final inspections. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy, which may be available to enforce and correct violations of the applicable policies and regulations. I authorize representatives of the city to enter the above-identified property for inspection purposes. I have the authority and grant City staff and advisory bodies the right to make copies of any plans or reports submitted for review and permit processing for the duration of this project.

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

[Save and resume later](#) [Continue Application](#)

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- Acknowledge the final certification
- Click "Continue Application"

I certify that I have read this application and state the above information is true and correct. I understand that the City has no entitlement to the use of the property that is the subject of this application and that the City is not responsible for the policies and regulations applicable to the proposed development or for the enforcement of laws or regulations, including before or during final inspections. City regulation, nor does it constitute a waiver by the City to pursue any other action against the city to enter the above-identified property for inspection purposes.

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

Continue Application » ←

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

Step 8: 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 PRJ-8001732.

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.

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

View Record Details »

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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.

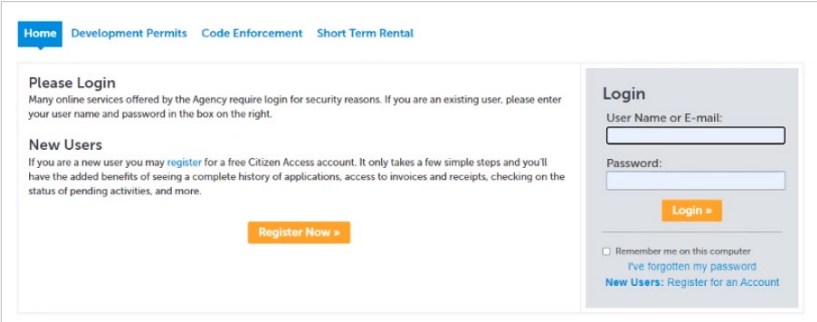
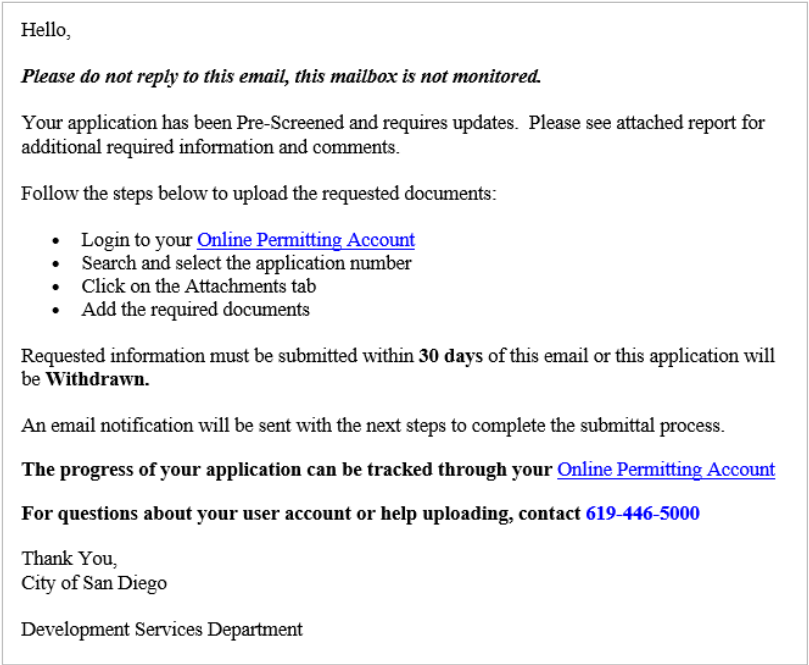
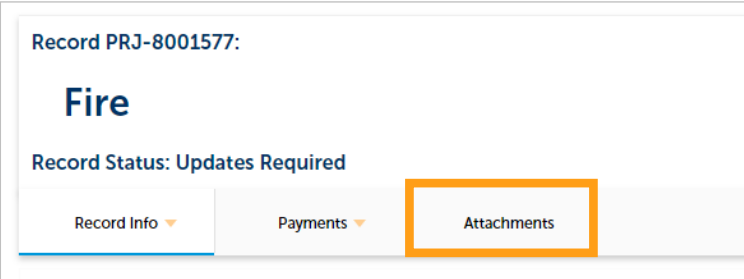
For current application processing timeline, [click here](#)

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?

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

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 400 MB.
 accl;ade;afp;bat;chm;cmd;com;cp;doc;docx;exe;hta;htm;html;ins;isp;jar;js;json;lib;lnk;mdb;mde;mht;mhtml;msc;msp;nst;plp;pdf;scr;scs;shb;sys;vb;vbe; types to upload.
 htm;htm;hmt;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload.

Attachments (2)

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

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

New Attachment

New Attachment

Choose File No file chosen

Type

--Select--

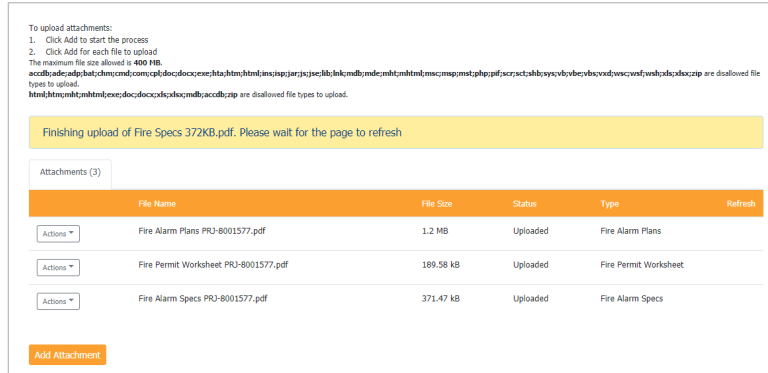
Description

Enter a brief description of the document

Close Submit

6

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

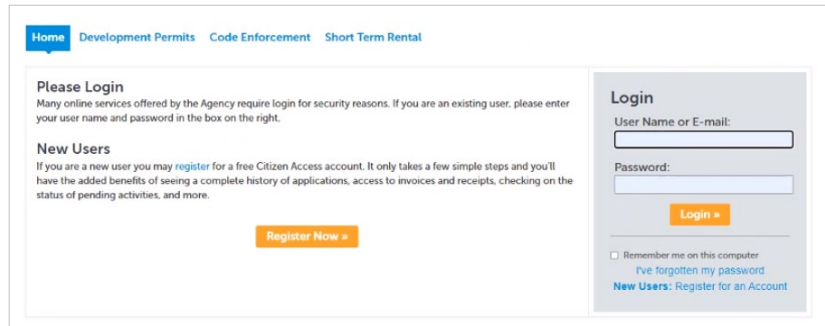


I RECEIVED A "REVIEW PENDING INVOICE PAYMENT" EMAIL. HOW DO I PAY?

Step	Action	Screen Reference
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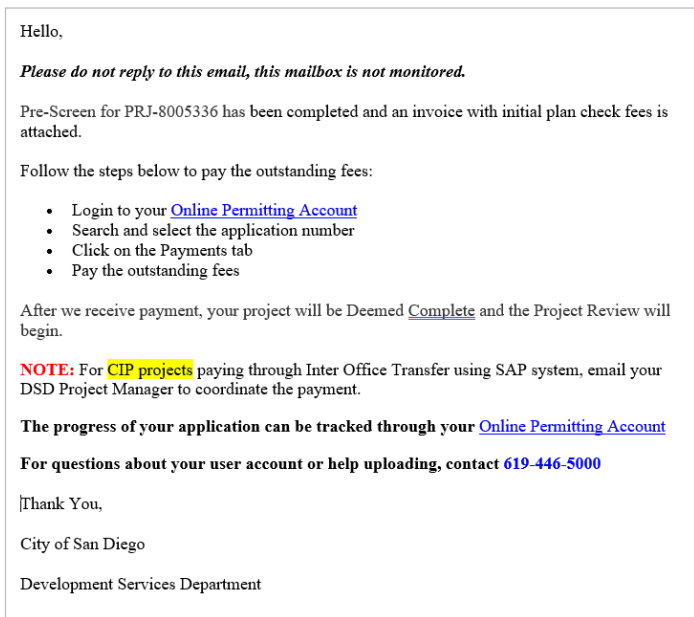
1

- 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 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

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

- Click on "Payments"
- Select "Fees"

Click on "Pay Fees"

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

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"> Log into your online permitting account Enter your username and password* <p>* If you are a new user, see the tutorial on how to register for an account</p>	<p>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.</p> <p>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.</p> <p>Register Now »</p> <p>Login User Name or E-mail: Password: Login »</p> <p><input type="checkbox"/> Remember me on this computer I've forgotten my password New Users: Register for an Account</p>																														
2	Select "Development Permits"	<p>Home Development Permits 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"> Select the PRJ you wish to see the Project Issues Report for 	<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-8001662</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-8001662	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-8001662	In Review																											

4 Previously attached documents will be displayed.
You will see your Project Issues Report by discipline displayed.
Click the "Actions" drop-down

File Name	File Size	Status	Type	Refresh
Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	
Fire Permt Worksheet PRJ-8001577.pdf	189.58 KB	Uploaded	Fire Permt Worksheet	

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?


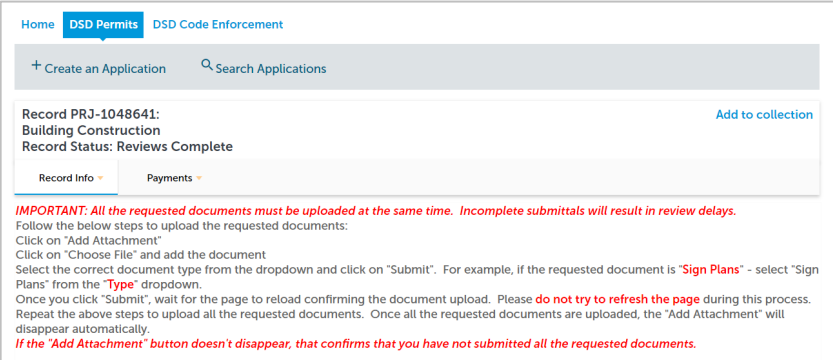
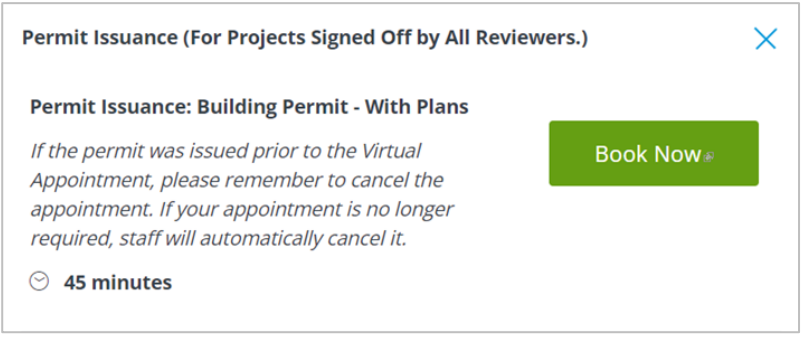
Step	Action	Screen Reference
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i You will receive an email for Recheck Required if there are corrections to be made to the plans or if additional information is needed.

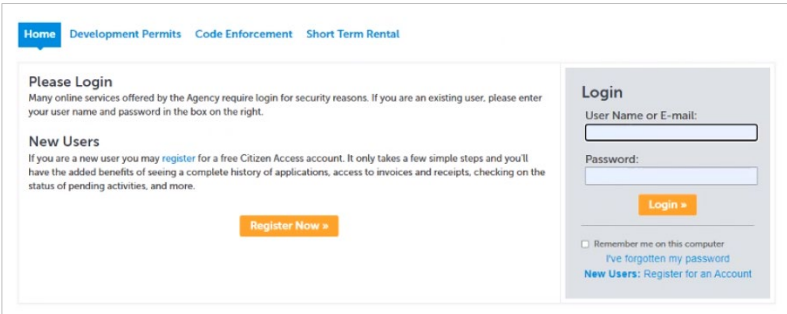
1

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

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

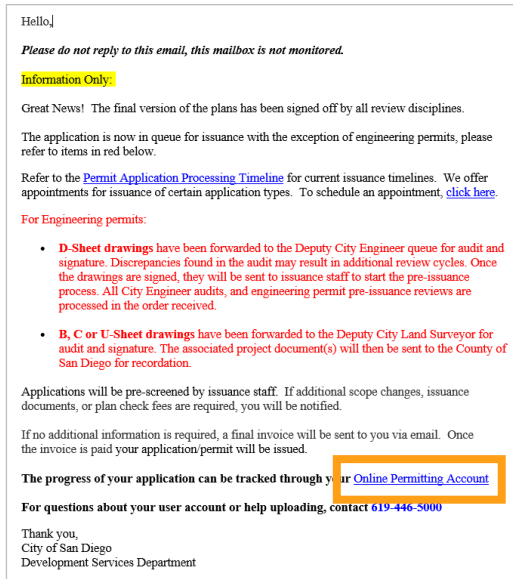
Step	Action	Screen Reference
	<p>The application is now in queue for issuance. Refer to the Permit Application Processing Timeline for current issuance timelines.</p>	 <p>Home DSD Permits DSD Code Enforcement</p> <p>+ Create an Application Search Applications</p> <p>Record PRJ-1048641: Building Construction Add to collection Record Status: Reviews Complete</p> <p>Record Info Payments</p> <p>IMPORTANT: All the requested documents must be uploaded at the same time. Incomplete submittals will result in review delays. Follow the below steps to upload the requested documents: Click on "Add Attachment" Click on "Choose File" and add the document Select the correct document type from the dropdown and click on "Submit". For example, if the requested document is "Sign Plans" - select "Sign Plans" from the "Type" dropdown. Once you click "Submit", wait for the page to reload confirming the document upload. Please do not try to refresh the page during this process. Repeat the above steps to upload all the requested documents. Once all the requested documents are uploaded, the "Add Attachment" will disappear automatically. If the "Add Attachment" button doesn't disappear, that confirms that you have not submitted all the requested documents.</p>
1	<p>We offer appointments for issuance of certain application types.</p> <ul style="list-style-type: none"> To schedule an appointment, click here. 	 <p>Permit Issuance (For Projects Signed Off by All Reviewers.) ✕</p> <p>Permit Issuance: Building Permit - With Plans</p> <p><i>If the permit was issued prior to the Virtual Appointment, please remember to cancel the appointment. If your appointment is no longer required, staff will automatically cancel it.</i></p> <p>🕒 45 minutes</p> <p style="text-align: right;">Book Now</p>

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"> Log into your Online Permitting Account Enter your username and password 	 <p>Home Development Permits Code Enforcement Short Term Rental</p> <p>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.</p> <p>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.</p> <p style="text-align: center;">Register Now</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Login</p> <p>User Name or E-mail: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;">Login</p> <p><input type="checkbox"/> Remember me on this computer I've forgotten my password New Users: Register for an Account</p> </div>

Open the "Approved" email

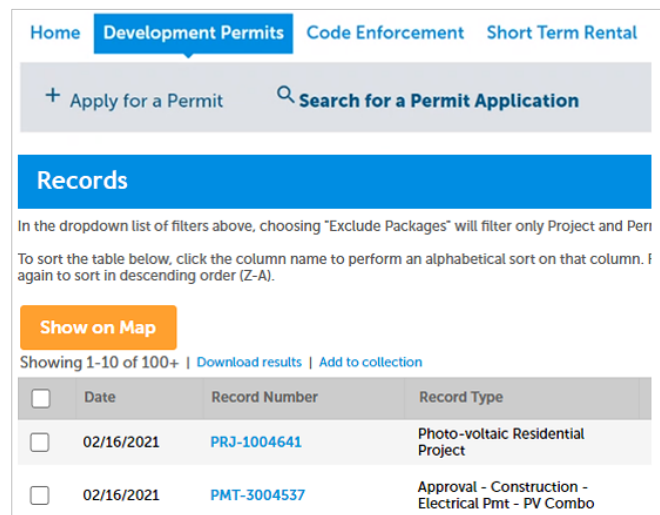
- Click on the email link that says "Online Permitting Account" to login to your account and upload documents



2

Click the "Development Permits" tab.

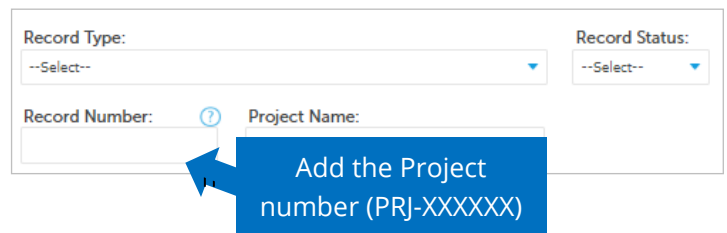
- Select the record listed in the email



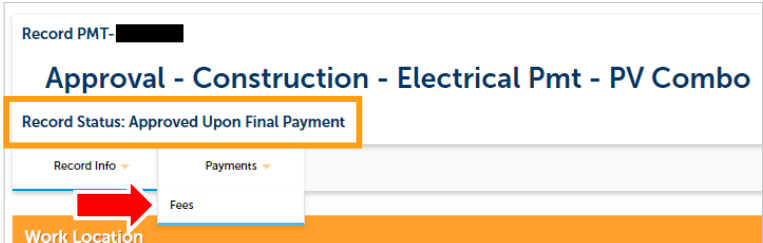

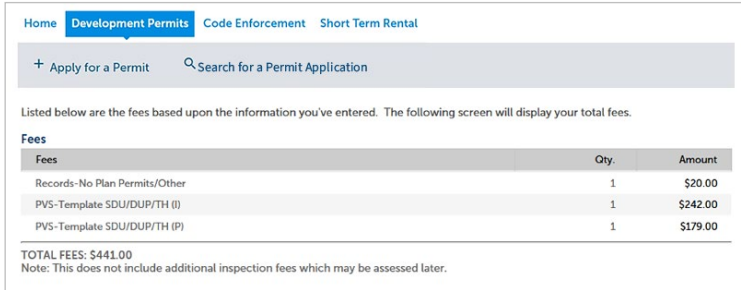
OR

Scroll down to the search field for Records

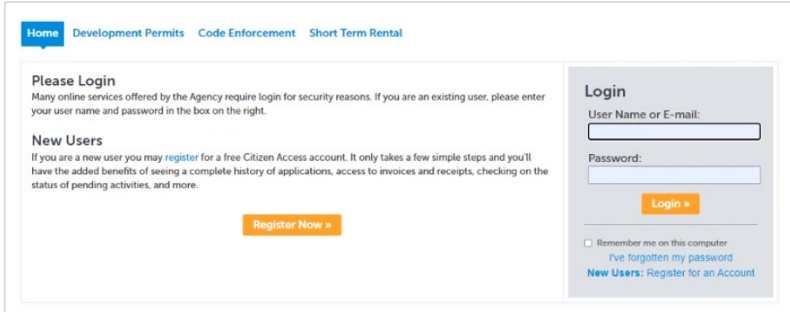
- Input the PRJ into the General Search in this format:
PRJ-1234567



3

<p>4</p>	<p>Verify that the record has the status: "Approved Upon Final Payment"</p> <ul style="list-style-type: none"> Click "Payments" Then, select "Fees" 																			
<p>5</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		
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																				
<p>6</p>	<p>The following screen will load.</p> <ul style="list-style-type: none"> Follow instructions to pay 	 <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">TOTAL FEES:</td> <td>\$441.00</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	TOTAL FEES:		\$441.00			
Fees	Qty.	Amount																		
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PVS-Template SDU/DUP/TH (P)	1	\$179.00																		
TOTAL FEES:		\$441.00																		

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

Step	Action	Screen Reference
<p>i</p>	<p>You will receive an Updates Required email if additional information is needed to issue the permit.</p>	
<p>1</p>	<ul style="list-style-type: none"> 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.

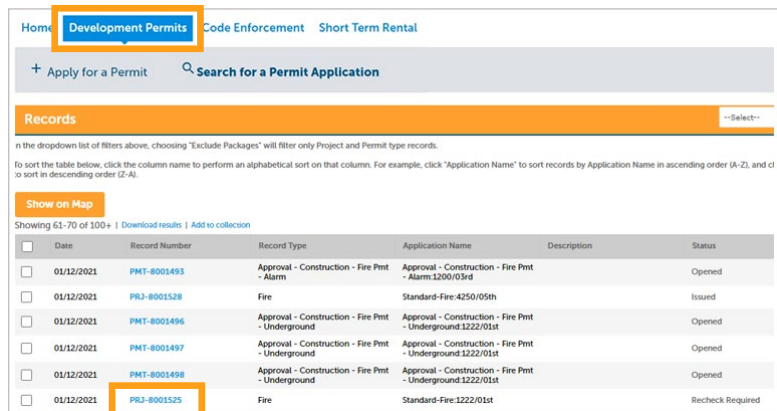
The progress of your application can be tracked through your [Online Permitting Account](#)

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



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

+ Apply for a Permit Search for a Permit Application

Records --Select--

In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Permit type records.

To sort the table below, click the column name to perform an alphabetical sort on that column. For example, click "Application Name" to sort records by Application Name in ascending order (A-Z), and click to sort in descending order (Z-A).

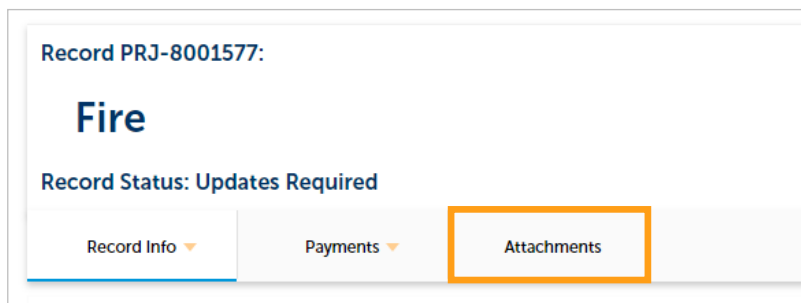
Show on Map

Showing 61-70 of 100+ | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	Description	Status
<input type="checkbox"/>	01/12/2021	PMT-8001493	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm 1200/03rd		Opened
<input type="checkbox"/>	01/12/2021	PRJ-8001528	Fire	Standard-Fire-4250/05th		Issued
<input type="checkbox"/>	01/12/2021	PMT-8001496	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground 1222/01st		Opened
<input type="checkbox"/>	01/12/2021	PMT-8001497	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground 1222/01st		Opened
<input type="checkbox"/>	01/12/2021	PMT-8001498	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground 1222/01st		Opened
<input type="checkbox"/>	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**

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.
 The following file types are supported: doc, docx, xls, xlsx, ppt, pptx, pdf, txt, rtf, htm, html, asp, jar, js, json, xml, yml, yaml, md, mde, mht, mhtml, msc, msp, mst, pps, ppsx, ppt, pptx, shb, sys, vlc, vbs, vxd, wsc, wsf, wsh, wps, wpd
 The following file types are disallowed: exe, doc, docx, xls, xlsx, ppt, pptx, shb, sys, vlc, vbs, vxd, wsc, wsf, wsh, wps, wpd

Attachments (2)

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

- 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

6

New Attachment

New Attachment

Choose File No file chosen

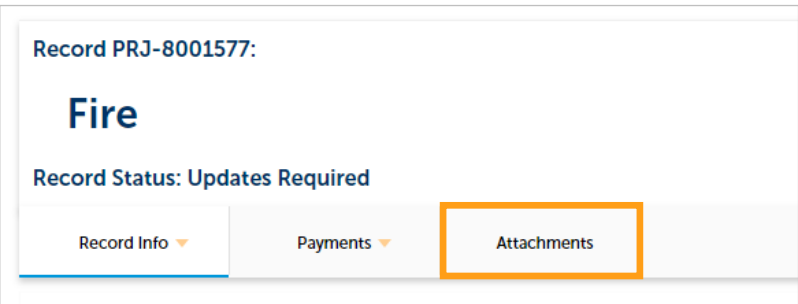

Type

--Select--

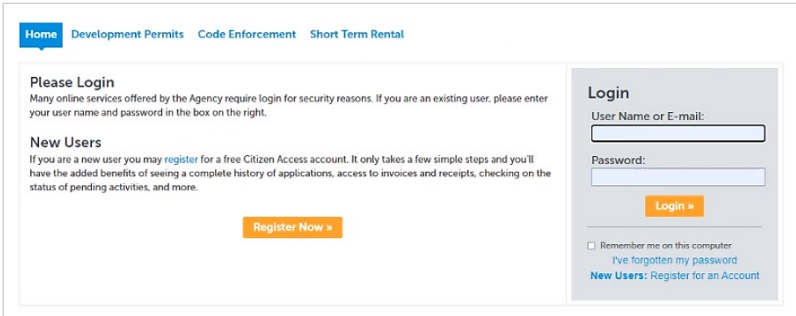
Description

Enter a brief description of the document

Close Submit

<p>4</p>	<p>The record details will be displayed</p> <ul style="list-style-type: none"> Click the "Attachments" tab 													
<p>5</p>	<p>The attachments for this project will be displayed</p>	<table border="1"> <tr> <td>Actions</td> <td>Project Contacts Information PRJ-8001711.pdf</td> <td>109.59 kB</td> <td>Uploaded</td> </tr> <tr> <td>Actions</td> <td>Fire Permit Worksheet PRJ-8001711.pdf</td> <td>189.58 kB</td> <td>Uploaded</td> </tr> <tr> <td>Actions</td> <td>Fire Protection Plans PRJ-8001711.pdf</td> <td>1.2 MB</td> <td>Uploaded</td> </tr> </table>	Actions	Project Contacts Information PRJ-8001711.pdf	109.59 kB	Uploaded	Actions	Fire Permit Worksheet PRJ-8001711.pdf	189.58 kB	Uploaded	Actions	Fire Protection Plans PRJ-8001711.pdf	1.2 MB	Uploaded
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Actions	Fire Permit Worksheet PRJ-8001711.pdf	189.58 kB	Uploaded											
Actions	Fire Protection Plans PRJ-8001711.pdf	1.2 MB	Uploaded											
<p>6</p>	<p>Click on the "Actions" drop-down and click "Download"</p>													

HOW DO I SCHEDULE INSPECTIONS?

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

2

Click on "My Records" and your records will be displayed

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

3

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

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

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

4

Click on the "Record Info" tab for drop-down options

Record PMT-8001628:

Approval - Construction - Fire Pmt - Alarm

Record Status: Issued
Expiration Date: 01/25/2021

Record Info ▾

Payments ▾

Conditions 1

Attachments

5

Click on "Inspections"

Record Info ▾

Record Details

Processing Status

Related Records

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.

Please Note: Combination - Disconnect Reconnect Inspection type needs to an "Electrical" upgrade(s)/replacement(s)

Upcoming (2)
[Schedule an Inspection](#)

Click the link above to schedule one.

TBD Pending Elect-Fire Alarm-Final (3) Tenant Improvement (18517181) **Actions** ▾

Inspector: *unassigned* View Details

01/25/2021 Scheduled Elect-Fire Alarm-Rough Tenant Imp (18517180) Schedule

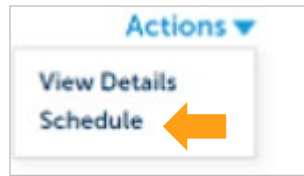
Inspector: John Bayliss

Completed

There are no completed inspections on this record.

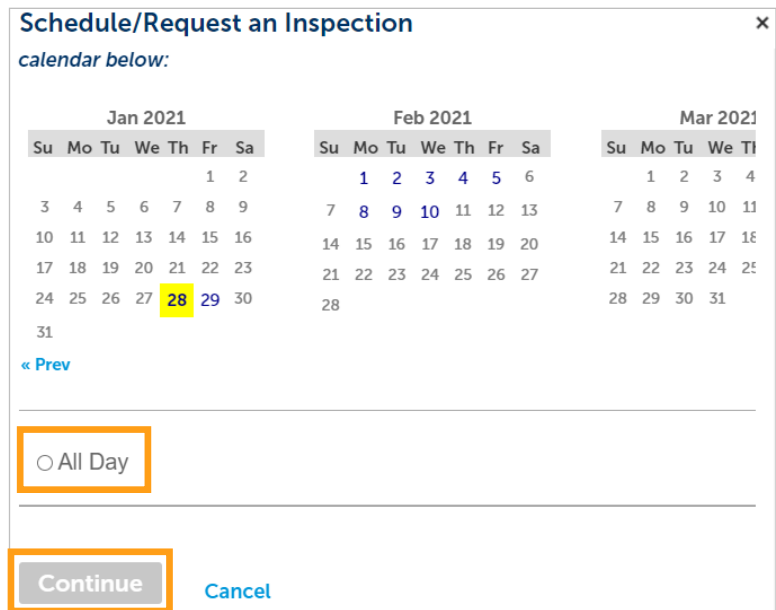
7

- Click on the 'Schedule' link



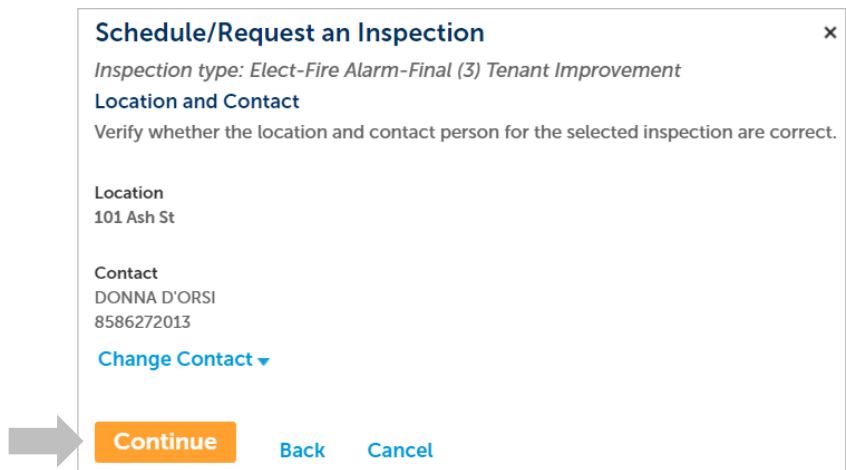
8

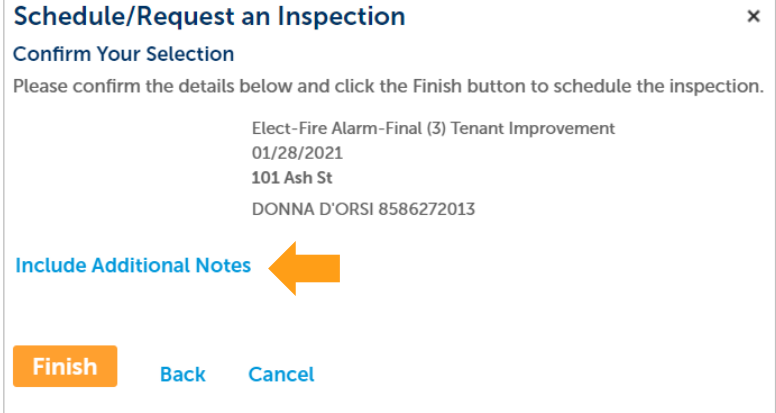
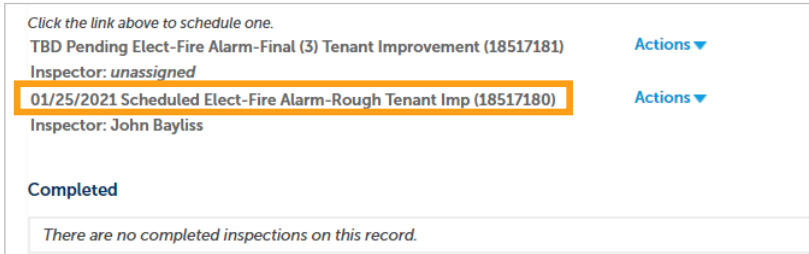
- Click on the date you would like the inspection. It must be a future date, not same day.
- Then, click on the "All Day" radio button and finally click "Continue"



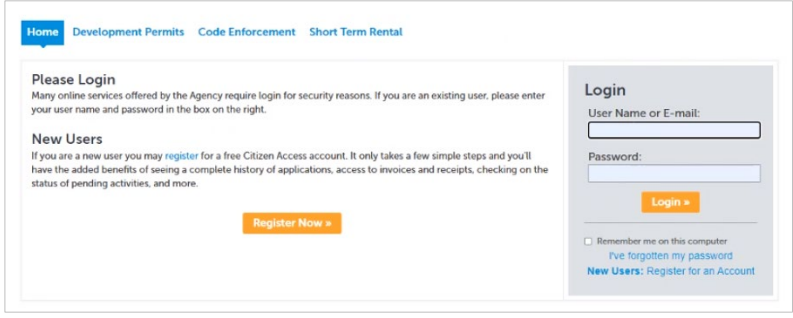
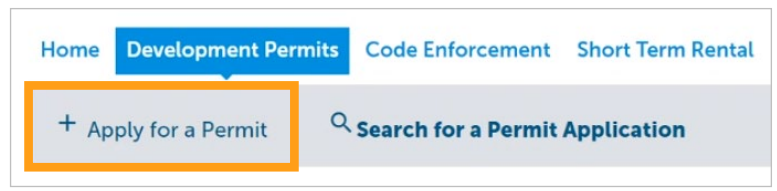
9

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"



<p>10</p>	<p>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.</p> <p>Include any additional notes for the inspector here.</p>	
<p>11</p>	<ul style="list-style-type: none"> Click "Continue" <p>You will be returned to the Inspections screen where you can confirm that the inspection was properly scheduled.</p>	

HOW TO SUBMIT A CONSTRUCTION CHANGE APPLICATION

Step	Action	Screen Reference
<p>1</p>	<ul style="list-style-type: none"> To log into your Online Permitting Account, enter your username and password, and press the Login button. 	
<p>2</p>	<ul style="list-style-type: none"> Click on "Development Permits" tab Click on "Apply for a Permit" 	

<p>3</p>	<ul style="list-style-type: none"> • Read the General Disclaimer and then place a check mark confirming your acceptance. • Then, click "Continue Application" 	
<p>4</p>	<p>Select "Building Construction Change."</p> <p>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.</p>	
<p>5</p>	<ul style="list-style-type: none"> • 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.

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

File Name	File Size	Type
No attachments added		

Add

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"

New Attachment ×

New Attachment

Choose File Building Construction Plans PRJ-1029331.pdf

Type

→ Fire Protection Plans

Description

FPP for construction change ←

Close 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.

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

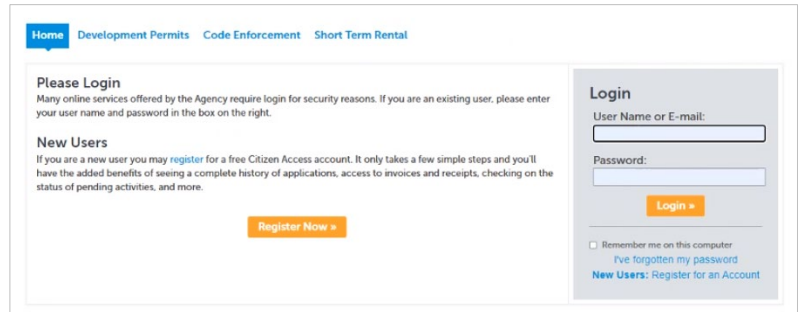
View Record Details »

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

Record CC-8001682:

Building Construction Change

Record Status: Pending Invoice Payment

Record Info ▾

Payments ▾

Attachments

Fees

4

- 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](#)

5

The following screen will load.

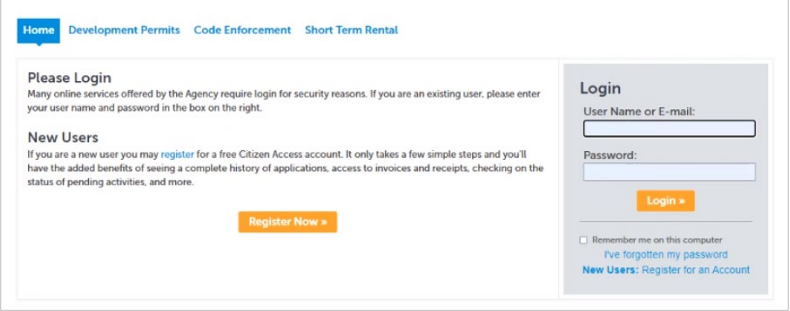
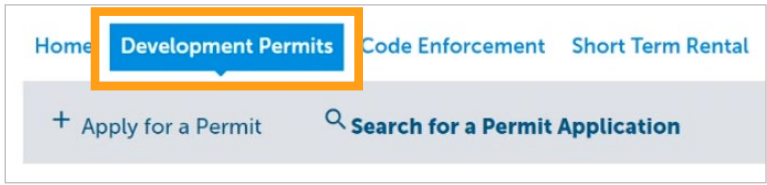
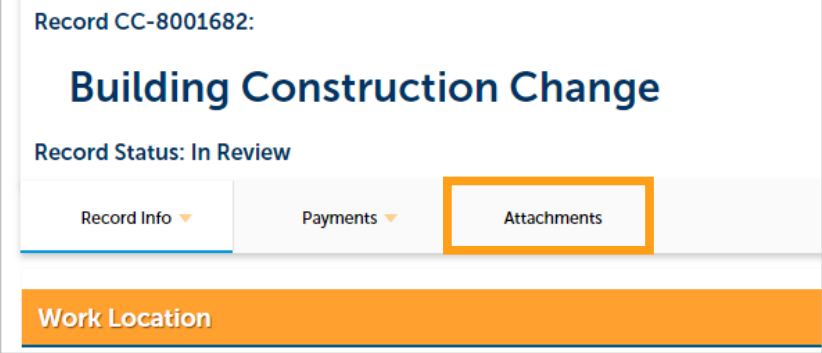
- Click "Continue Application" and follow instructions to pay.

Fees

Fees	Qty.	Amount
Hrly-DSD Rvw Fire Plan Proj	1	\$217.93
TOTAL FEES: \$217.93		
<small>Note: This does not include additional inspection fees which may be assessed later.</small>		

Continue Application »

HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?


Step	Action	Screen Reference																														
1	<ul style="list-style-type: none"> Log into your Online Permitting Account by entering your username and password and then clicking on the Login button. 																															
2	<p>Select "Development Permits"</p>																															
3	<p>Your records will be displayed</p> <ul style="list-style-type: none"> Select the record you wish to print by clicking on the blue link 	<table border="1" data-bbox="690 1010 1463 1144"> <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-8001662</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-8001662	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																											
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<input type="checkbox"/>	01/25/2021	CC-8001693	Building Construction Change	Construction Change - PRJ-8001662	In Review																											
4	<p>The record details will be displayed</p> <ul style="list-style-type: none"> Click the "Attachments" tab 																															

5 The attachments for this project will be displayed

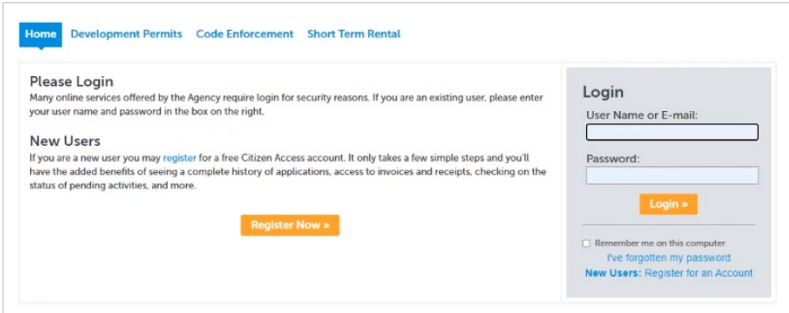
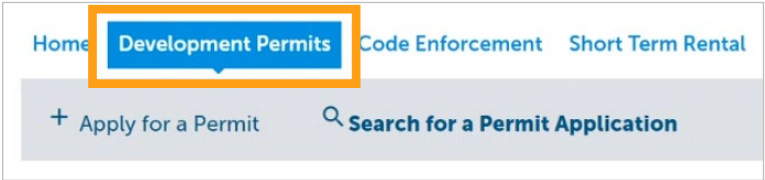
Actions ▾	Project Contacts Information PRJ-8001711.pdf	109.59 kB	Uploaded
Actions ▾	Fire Permit Worksheet PRJ-8001711.pdf	189.58 kB	Uploaded
Actions ▾	Fire Protection Plans PRJ-8001711.pdf	1.2 MB	Uploaded

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	<p>APPROVAL REPORT</p> <ul style="list-style-type: none"> Log into your Online Permitting Account Enter your username and password 																
2	<ul style="list-style-type: none"> Click the "Development Permits" tab and your records will be displayed 																
3	<ul style="list-style-type: none"> Click on the PMT you wish to print the approval report for 	<table border="1"> <tr> <td>01/29/2021</td> <td>PMT-8001719</td> <td>Approval - Construction - Fire Pmt - Underground</td> <td>Approval - Construction - Fire Pmt - Underground.1222/01st</td> <td>Issued</td> </tr> <tr> <td>01/29/2021</td> <td>PRJ-8001760</td> <td>Fire</td> <td>Standard-Fire:1222/01st</td> <td>Issued</td> </tr> <tr> <td>01/28/2021</td> <td>PRJ-8001754</td> <td>Fire</td> <td>Standard-Fire:1650/08th</td> <td>In Queue</td> </tr> </table>	01/29/2021	PMT-8001719	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st	Issued	01/29/2021	PRJ-8001760	Fire	Standard-Fire:1222/01st	Issued	01/28/2021	PRJ-8001754	Fire	Standard-Fire:1650/08th	In Queue
01/29/2021	PMT-8001719	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st	Issued													
01/29/2021	PRJ-8001760	Fire	Standard-Fire:1222/01st	Issued													
01/28/2021	PRJ-8001754	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"

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

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

+ Apply for a Permit Search for a Permit Application

<p>3</p>	<p>Locate your record in the list displayed.</p> <ul style="list-style-type: none"> Click on the blue link to select that record 	<table border="1"> <tr> <td>01/28/2021</td> <td>PMT-8001710</td> <td>Approval - Construction - Fire Pmt - Underground</td> </tr> <tr> <td>01/28/2021</td> <td>PRJ-8001747</td> <td>Fire</td> </tr> <tr> <td>01/28/2021</td> <td>CC-8001745</td> <td>Building Construction Change</td> </tr> <tr> <td>01/28/2021</td> <td>CC-8001742</td> <td>Building Construction Change</td> </tr> <tr> <td>01/27/2021</td> <td>PRJ-8001732</td> <td>Fire</td> </tr> </table>	01/28/2021	PMT-8001710	Approval - Construction - Fire Pmt - Underground	01/28/2021	PRJ-8001747	Fire	01/28/2021	CC-8001745	Building Construction Change	01/28/2021	CC-8001742	Building Construction Change	01/27/2021	PRJ-8001732	Fire
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01/28/2021	CC-8001742	Building Construction Change															
01/27/2021	PRJ-8001732	Fire															
<p>4</p>	<ul style="list-style-type: none"> To generate the Invoice report, click the "Payments" tab, then "Fees" 																
<p>5</p>	<p>Make note of the invoice number</p>	<table border="1"> <thead> <tr> <th>Date</th> <th>Invoice Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>01/29/2021</td> <td>80992</td> <td>\$599.34</td> </tr> </tbody> </table> <p>Total paid fees: \$599.34</p>	Date	Invoice Number	Amount	01/29/2021	80992	\$599.34									
Date	Invoice Number	Amount															
01/29/2021	80992	\$599.34															
<p>6</p>	<ul style="list-style-type: none"> Click on the "Reports" drop down Select "Invoice" from the menu 																
<p>7</p>	<p>A pop-up window will open. Make sure that the correct invoice number appears. If not, enter the invoice number.</p> <ul style="list-style-type: none"> 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.