The City of SAN DIEGO

DSD ONLINE PERMITS

Apply for an Engineering Permit

SD Development Services

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, email DSDProjectinfo@sandiego.gov.
- For project status or questions about your project, complete the Project Status Request form.
- For plan requirements and document issues, please click here.
- For help planning you project, consider booking a virtual counter appointment with DSD.
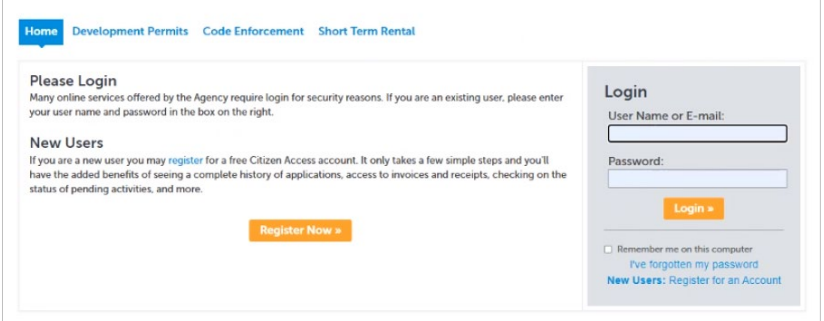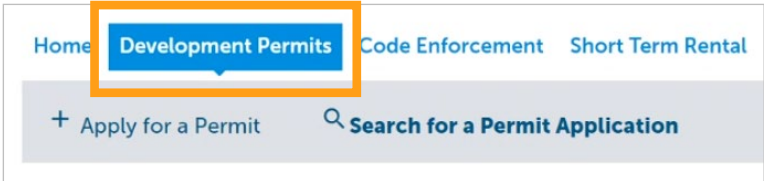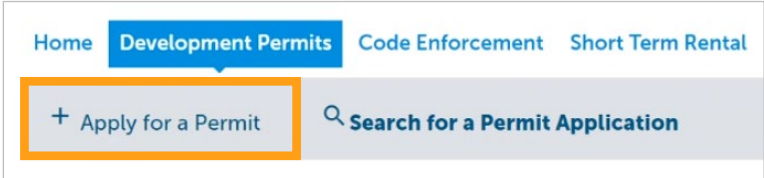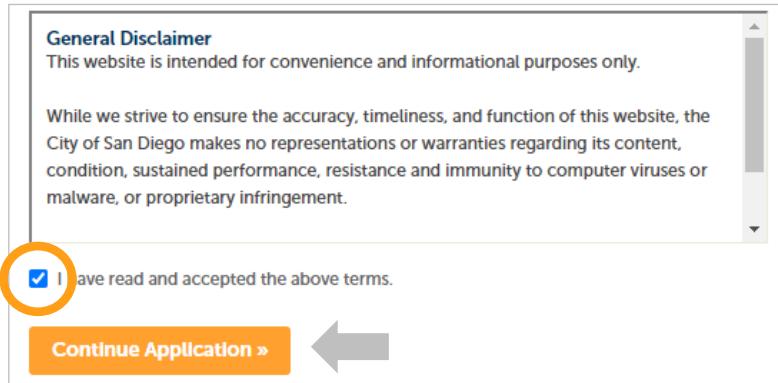
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- [How do I print an Approval Report and an Invoice Report?](#)

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

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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.	**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	• Select the "Development Permits" tab	Home **Development Permits** Code Enforcement Short Term Rental ＋ Apply for a Permit 🔍 **Search for a Permit Application**
3	• Select "Create an Application"	Home **Development Permits** Code Enforcement Short Term Rental ＋ Apply for a Permit 🔍 **Search for a Permit Application**
4	• Read and acknowledge the disclaimer • Click "Continue Application"	**General Disclaimer** This website is intended for convenience and informational purposes only. While we strive to ensure the accuracy, timeliness, and function of this website, the City of San Diego makes no representations or warranties regarding its content, condition, sustained performance, resistance and immunity to computer viruses or malware, or proprietary infringement. ☑ I have read and accepted the above terms. **Continue Application »**

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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 instructions in the [OpenDSD User Guide to PTS Projects](#).

Jump to a permit type for the next step:

- [Right-of-Way – Minor – Rapid Review](#)
- [Grading, ROW, Mapping – Standalone](#)
- [Grading, ROW, Mapping – Associated](#)
- [Engineering Construction Change](#)

Right-of-Way – Minor – Rapid Review

6a

1. Select "Right-of-Way – Minor – Rapid Review"
2. Click "Continue Application"

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6b	**Submittal Validation** • Answer "Yes" or "No" to the validation questions below • When complete, click "Continue Application" **SUBMITTAL VALIDATION** * Does your project propose a Pedestrian Plaza per Information Bulletin 565: ○ Yes ● No * Is this Spaces as Places application: ○ Yes ● No **Save and resume later** **Continue Application**
6c	• 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 »**
6d	• Answer the Rapid Review validation questions and click "Continue Application" **NOTE:** It is important to answer the validation questions correctly and as directed to avoid cancelation of the permit application. IMPORTANT: Failure to answer the following questions correctly and as directed will result in cancelling your permit application request. Reapplying for the correct record type application will be required. · See Information Bulletin 165, How to Obtain a Public Right-of-Way Permit for Standard Public Improvements. · See Information Bulletin 523, How to Obtain a Permit for a Sidewalk Café. · See Section 142.0560(j), for Driveway and Access Regulations. * indicates a required field. **Minor Right of Way - Validation Questions** **MINOR ROW - RAPID REVIEW** * Is the requested Right of Way Permit a condition of an associated Discretionary Permit: ○ Yes ○ No **Save and resume later** **Continue Application**

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6e

Address or Parcel Entry

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

OR

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

- Click "Search"

- Click "Continue Application"

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

* Street No.:	Direction:	* Street Name:	Street Type:
1222	--Select▼	01st	Av ▼

Search   Clear

* Parcel Number:

###-###-####

Legal Description:

Search   Clear

Continue Application »

6f

Permit Scope and Site Information

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type
4. Whether a discretionary permit is currently in process for the project
5. Associated discretionary permit approval numbers

- When complete, click "Continue Application"

Project Information

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

* What is the processing timeline requested for this application?: **[2]** --Select-- ▼

* Applicant Type: --Select-- **[3]**

* Is there a Discretionary Permit currently in the process associated with this project: **[4]** ○ Yes ○ No

* Provide associated prior Discretionary Approval Number(s): ⊘ **[5]**

Save and resume later   Continue Application

ℹ Go to step 7 to upload documents and complete application

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Grading, ROW, Mapping - Standalone

6a	**Select a Record Type** • For new engineering or mapping submittals, elect "Grading, ROW, Mapping - Standalone" • Click "Continue Application" **Note:** For PTS Permits, please refer to instruction in the OpenDSD User Guide to PTS Projects.	▶ **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 **Continue Application »** ⬅
6b	**Submittal Validation** Answer the submittal validation questions. If the answer is "Yes" to both questions you must submit a **Grading, ROW, Mapping– Associated** submittal to complete the permit application Otherwise, click "Continue Application"	**Submittal Validation** *Will this application have associated approvals such as Grading, Right of Way, or Mapping Actions on the same site : ◉ Yes ○ No Are you submitting this application as an "Associated Submittal" to an existing Grading, Right of Way, or Mapping Actions in progress: * ○ Yes ◉ No
6c	**Address Validation** • Indicate if there is an address for the Project Site • Click "Continue Application"	**ADDRESS VALIDATION** *Do you have an address for the project site?: ○ Yes ○ No **Continue Application »** ⬅

SD Development Services

Address or Parcel Entry

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

    OR

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

    OR

- If the project is located entirely within the Public Right of Way and is not associated to the adjacent property, provide the general vicinity (see below).
- Click "Continue Application"

6d

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6e	**Code Validation** Answer the Code enforcement Case question: • If "no," continue application: • If "yes," answer the additional questions **CE CASE VALIDATION** *Is there a code enforcement violation case on this site?: ○ Yes ● No **Code Enforcement** *Is there a code enforcement violation case on this site?: ● Yes ○ No Code Enforcement case number(s): * NC 123456 Is this application related to the code violation?: * ● Yes ○ No Will this application resolve the code violation?: * ● Yes ○ No **Continue Application »**
6f	**Permit Specific Requirements** • Select permit type and answer any additional questions • Click "Continue Application" **PERMIT REQUIREMENTS** *Select the permit type: Grading Select the type of Grading Permit: * --Select--
6g	**Permit Scope and Site Information** Provide the following: 1. Scope 2. Processing timeline 3. Applicant type 4. Whether a discretionary permit is currently in process for the project 5. Associated discretionary permit approval numbers When complete, click "Continue Application" **Project Information** *Define the scope of the work: **1** *What is the processing timeline requested for this application?: **2** --Select-- *Applicant Type: --Select-- **3** *Is there a Discretionary Permit currently in the process associated with this project: **4** ○ Yes ○ No *Provide associated prior Discretionary Approval Number(s): **5** Save and resume later Continue Application

ℹ️ Go to step 7 to upload documents and complete application

Grading, ROW, Mapping - Associated

6a	**Select a Record Type** • Select "Grading, ROW, Mapping- Associated Submittal" to link to an existing project in Accela If the existing project is a PTS or Hybrid project, select the Standalone record to complete your application.	
6b	**Submittal Validation** • Enter an existing Accela PRJ number to continue • If the PRJ number is invalid, Select "Grading, ROW, Mapping – Standalone" to complete your application	
6c	**Addres Validation** • Indicate if there is an address for the project site • Click "Continue Application"	

Address or Parcel Entry

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

OR

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

6d

OR

- If the project is located entirely within the Public Right-of-Way and is not associated to the adjacent property, provide the general vicinity (see below).
- Click "Continue Application"

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6e

Code Validation

Answer the Code enforcement Case question:

- If "no," continue application:

- If "yes," answer the additional questions

CE CASE VALIDATION

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

Code Enforcement

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

Code Enforcement case number(s): *   NC 123456

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

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

Continue Application »

6f

Permit Specific Requirements

- Select permit type and answer any additional questions
- Click "Continue Application"

PERMIT REQUIREMENTS

* Select the permit type: Grading

Select the type of Grading Permit: *   --Select--

6g

Permit Scope and Site Information

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type
4. Whether a discretionary permit is currently in process for the project
5. Associated discretionary permit approval numbers

When complete, click "Continue Application"

Project Information

* Define the scope of the work: [1]

* What is the processing timeline requested for this application?:   [2] --Select--

* Applicant Type: --Select-- [3]

* Is there a Discretionary Permit currently in the process associated with this project: [4] ○ Yes ○ No

* Provide associated prior Discretionary Approval Number(s):   [5]

Save and resume later   Continue Application

ℹ Go to step 7 to upload documents and complete application

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Engineering Construction Change

6a	**Select a Record Type** • Select "Engineering Construction Change"	▶ 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
6b	• Enter the PRJ# in the exact format PRJ-XXXXXX • Provide a narrative of the changes proposed • Click "Continue Application"	**CONSTRUCTION CHANGE VALIDATION** *Please provide the project number you would like to submit the construction change for: `PRJ-8001760` *Please provide scope of the construction change: `Change to location of sprinkler heads` **Continue Application »**
6c	• Click "Add a Row"	**RELATED PERMITS** Showing 0-0 of 0 **Permit Number** No records found. **Add a Row** ▾ **Edit Selected** **Delete Selected**
6d	• Enter the PMT number you want to associate with this construction change • Click "Submit" and the PMT will be added	**RELATED PERMITS** *Permit Number: `PMT-8001719` **Submit** Cancel

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6e	After the PMT is validated, it will be displayed. • Click "Continue Application"	

 Go to [step 7](#) to upload documents and complete application

Required Documents

7	**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](#)	

8	**Additional Documents** Upload any additional documents you wish to include with your submittal • Click "Add"	

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| 9 | • 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
 • Click "Continue Application" | |

New Attachment ✕

New Attachment

Choose File Project Contact Information Form.pdf

Type

Project Contacts Information

Description

Contact form

Close   Submit

Continue Application »

| 10 | **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 I ST CLSD&BLKS 13 THRU 1S6

Additional Information-if applicable

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

Code Case Validation

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

Select Scope and Timeline

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

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

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

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

INCENTIVE PROGRAMS
SB 35 Streamlined Affordable Housing: No

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11	• Acknowledge the final certification • Click *Continue Application*	I certify that I have read this application and state the above informa entitlement to the use of the property that is the subject of this appli policies and regulations applicable to the proposed development or laws or regulations, including before or during final inspections. City regulation, nor does it constitute a waiver by the City to pursue any the city to enter the above-identified property for inspection purpose ☑ By checking this box, I agree to the above certification. **Continue Application »**

12	Your record number will 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 insp 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 »**

13	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
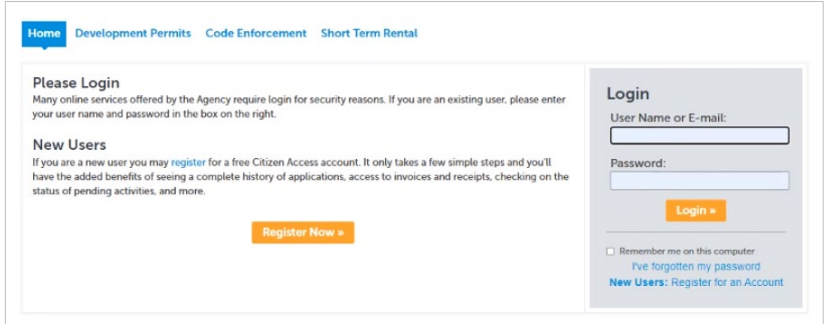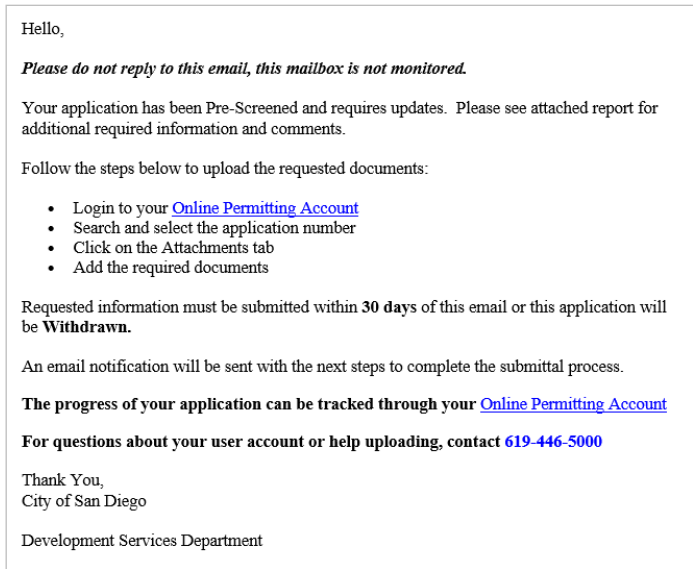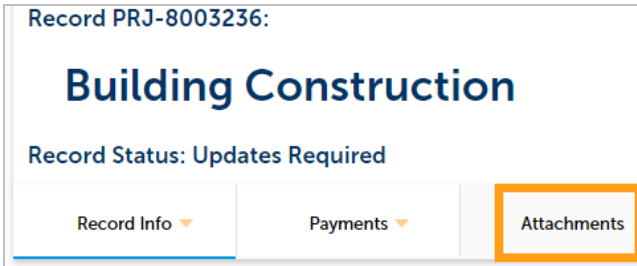
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I RECEIVED AN "UPDATES REQUIRED" EMAIL. HOW DO I UPLOAD THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference
1	• Log into your Online Permitting Account • Enter your username and password.	
2	Open the 'Updates Required' email. • Click either of the email links to go to your account and make project updates	
3	Your project information will load • Click the "Attachments" Tab	

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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 'Type' drop-down and select file type • Provide a brief description of the document • Click the *Submit* button	

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6	The documents will be validated by Scout and be uploaded to the project record (PRJ) **Tips:** • If you have any items to submit that were not requested, upload them first. • When your resubmittal contains all the required documents, the *Add* button will disappear.	

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	

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3	Click on 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**	 Add the Project number (PRJ-XXXXXX)
4	Verify that the record has the status: "Application Pending Payment" • Click on "Payments" • Select "Fees"	
5	• Click on "Pay Fees"	

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| 6 | The following screen will load. Follow instructions to pay. | |

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	Your records will be displayed • Select the PRJ you wish to see the Project Issues Report for	

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

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4	• Click the "Attachments" tab Previously attached documents will be displayed. You will see your Project Issues Report by discipline displayed. • Click the "Actions" drop-down	
5	Click "Download" and the selected Project Issues Report will download	

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

Step	Action	Screen Reference
ℹ	You will receive an email for Recheck Required if there are corrections to be made to the plans or if additional information is needed.	
1	• Log into your [Online Permitting Account](#) • Enter your username and password	

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2	• Open the "Ready for Resubmittal" email • Click a link to log in to your account and update the project documents or information	Hello, *Please do not reply to this email, this mailbox is not monitored.* All review disciplines have completed their reviews for PRJ-8005336. At this time, additional documents and information are required to continue the review process. Follow the steps below to upload the requested documents: • Login to your Online Permitting Account • Search and select the application number • Click on the Attachments tab • Add the required documents **IMPORTANT:** *All required documents requested by all review disciplines must be uploaded at the same time. Incomplete submittals will result in review delays.* **The progress of your application can be tracked through your** Online Permitting Account **For questions about your user account or help uploading, contact 619-446-5000** Thank you, City of San Diego Development Services Department
3	• Select the "Development Permits" tab Your records will display with the current statuses. • Click on the blue PRJ link of the project	
4	Your project information will load. • Click the "Attachments" Tab	**Record PRJ-8001577:** **Fire** **Record Status: Updates Required** Record Info ▾ Payments ▾ **Attachments**
5	Previously attached documents will be displayed. • Click on "Add Attachment"	To upload attachments: 1. Click Add to start the process 2. Click Add for each file to upload The maximum file size allowed is 400 MB. accdb;ade;adp;bat;chm;cmd;com;cpl;doc;docx;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mdb;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;xl types to upload. html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload. **Attachments (2)** |	File Name	File Size	Status	Type
---	---	---	---	---
Actions ▾	Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans
Actions ▾	Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded	Fire Permit Works	 Add Attachment

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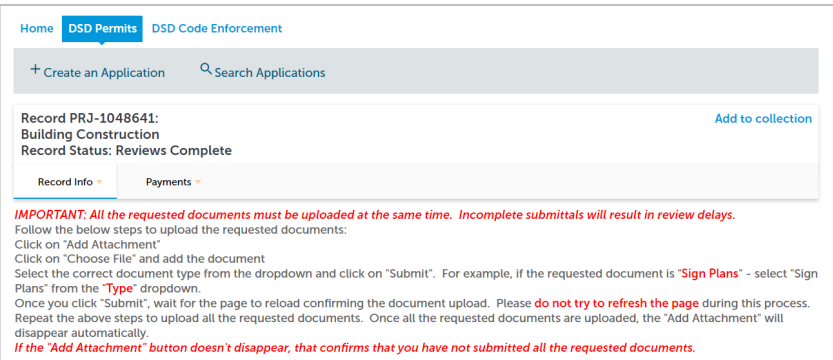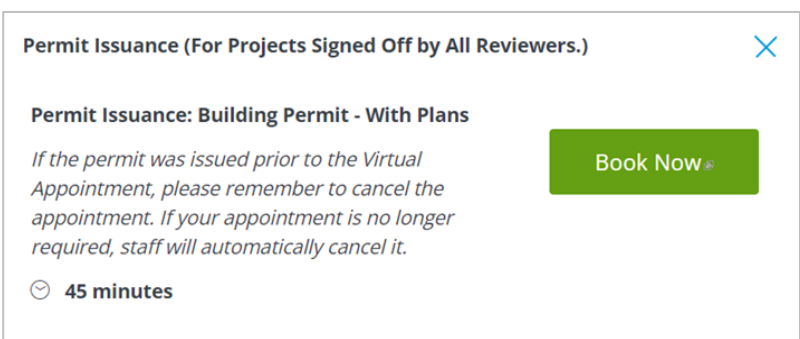|	
6	• Select 'Choose File' and drag/drop or search your files to attach them • Click 'Type' drop-down and select file type • Provide a brief description of the document • Click the Submit button ***If submitting Applicant Response to Issues, upload requested documents. If the responses are for more than one discipline, combine responses into one PDF file for upload*** **Tips:** • If you have any items to submit that were not requested, upload them first. • When your resubmittal contains all the required documents, the *Add* button will disappear.	**New Attachment** ✕ New Attachment [Choose File] No file chosen ⬅ Type [--Select-- ▼] ⬅ Description Enter a brief description of the document [Close] [Submit]
7	The documents will be validated by Scout and be uploaded to the project record (PRJ)	To upload attachments: 1. Click Add to start the process 2. Click Add for each file to upload The maximum file size allowed is **400 MB**. accdb;ade;adp;bat;chm;cmd;com;cpl;doc;docx;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mdb;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;xls;xlsx;zip are disallowed file types to upload. html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload. Finishing upload of Fire Specs 372KB.pdf. Please wait for the page to refresh Attachments (3) |	File Name	File Size	Status	Type	Refresh
---	---	---	---	---	---
Actions ▼	Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	
Actions ▼	Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded	Fire Permit Worksheet	
Actions ▼	Fire Alarm Specs PRJ-8001577.pdf	371.47 kB	Uploaded	Fire Alarm Specs		 [Add Attachment]

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

Step	Action	Screen Reference
ℹ️	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	

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Open the "Approved" email

- Click on the email link that says "Online Permitting Acccount" 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 on "Development Permits" tab.

- Select the record listed in the email

OR

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

+ Apply for a Permit   🔍 **Search for a Permit Application**

Records

In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Per

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

Show on Map

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

	Date	Record Number	Record Type
☐	02/16/2021	PRJ-1004641	Photo-voltaic Residential Project
☐	02/16/2021	PMT-3004537	Approval - Construction - Electrical Pmt - PV Combo

Scroll down to the search field for Records

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

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

Record Number: ⑦	Project Name:

Add the Project number (PRJ-XXXXXX)

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4	Verify that the record has the status: Approved Upon Final Payment. • Select "Payments" tab • Then, select "Fees"	
5	Click on "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 a Recheck Required email 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	

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2	• Open the "Issuance Checklist Required" email. • Click on a link to login to your account and submit documents	Hello, *Please do not reply to this email, this mailbox is not monitored.* Plan check for PRJ-8005336 has been completed. There may be outstanding plan check fees that must be paid prior to uploading the requested Issuance Checklist Items shown on the attachment for permit issuance. For any outstanding fees, refer to the attached Invoice. Documents cannot be uploaded until outstanding plan check fees are paid. Follow the steps below to upload the requested documents: • Login to your Online Permitting Account • Search and select the application number • Pay outstanding fees (if applicable) • Click on the Attachments tab • Upload the requested documents **NOTE:** The **Inspection Contact** listed on the Form DS-345 (Project Contacts Information) must have an **ACA registered account** to schedule inspections. Click the following link Online Permitting Account to register. **The progress of your application can be tracked through your Online Permitting Account** **For questions about your user account or help uploading, contact 619-446-5000** Thank You, City of San Diego Development Services Department
3	• Select the "Development Permits" tab Your records will display with the current statuses. • Click on the blue PRJ link of the project	
4	Your project information will load. • Click the "Attachments" Tab	Record PRJ-8003380: **Building Construction** Record Status: Issuance Checklist Requested Record Info ▼ Payments ▼ Attachments

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| 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 "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)

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

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

Step	Action	Screen Reference
1	• Log into your <u>Online Permitting Account</u> • Enter your username and password	
2	• Select the "Development Permits" tab	
3	Your records will be displayed • Select the PRJ 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. Status will be "Approved"	

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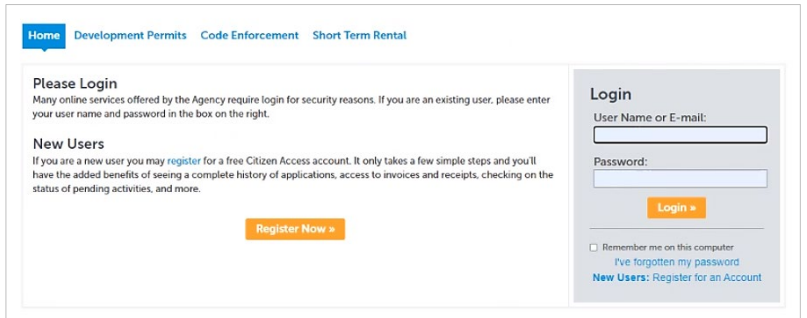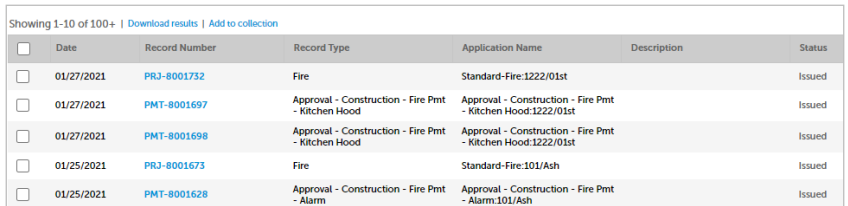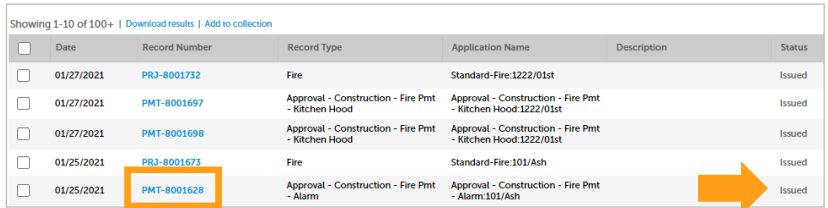
| 6 | The document name will contain the word "Issued"

 • Click on the Actions drop-down and click "Download" | Actions ▼ Building Construction Plans - Issued PRJ-8003204.pdf

 Detail
 Download   ng Construction Plans Vol. 2 - Issued PRJ-8003204. |
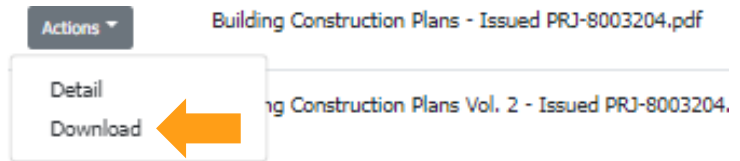
HOW DO I SCHEDULE INSPECTIONS?

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	
3	• Click on the permit number for which you would like to schedule inspection. The status must be "Issued" to schedule an inspection.	

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4	Click on "Record Info" button for drop-down options	Record PMT-8001628: **Approval - Construction - Fire Pmt - Alarm** **Record Status: Issued** **Expiration Date: 01/25/2021** Record Info ▾ Payments ▾ Conditions ❶ 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	Actions ▾ View Details Schedule ⬅

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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"	**Schedule/Request an Inspection** ✕ *calendar below:* **Jan 2021** **Feb 2021** **Mar 2021** Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th 1 2 1 2 3 4 5 6 1 2 3 4 3 4 5 6 7 8 9 7 8 9 10 11 12 13 7 8 9 10 11 10 11 12 13 14 15 16 14 15 16 17 18 19 20 14 15 16 17 18 17 18 19 20 21 22 23 21 22 23 24 25 26 27 21 22 23 24 25 24 25 26 27 **28** 29 30 28 28 29 30 31 31 **« Prev** ○ All Day **Continue** Cancel
9	The following screen will be displayed. If needed, click on 'Change contact' to enter a new person for the inspector to contact. If no changes are needed, click on "Continue"	**Schedule/Request an Inspection** ✕ *Inspection type: Elect-Fire Alarm-Final (3) Tenant Improvement* **Location and Contact** Verify whether the location and contact person for the selected inspection are correct. Location 101 Ash St Contact DONNA D'ORSI 8586272013 **Change Contact ▾** **Continue** **Back** **Cancel**
10	The following screen will be displayed. Review the information and if correct then click "Finish." If not correct, then click 'Back' and you can edit the information or click 'Cancel' to begin the process from the start. **Include any additional notes for the inspector here.**	**Schedule/Request an Inspection** ✕ **Confirm Your Selection** Please confirm the details below and click the Finish button to schedule the inspection. Elect-Fire Alarm-Final (3) Tenant Improvement 01/28/2021 101 Ash St DONNA D'ORSI 8586272013 **Include Additional Notes** **Finish** **Back** **Cancel**

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| 11 | • Click "Continue"

You will be returned to the Inspections screen where you can confirm that the inspection was properly scheduled. | Click the link above to schedule one.
TBD Pending Elect-Fire Alarm-Final (3) Tenant Improvement (18517181) Actions ▼
Inspector: unassigned
01/25/2021 Scheduled Elect-Fire Alarm-Rough Tenant Imp (18517180) Actions ▼
Inspector: John Bayliss
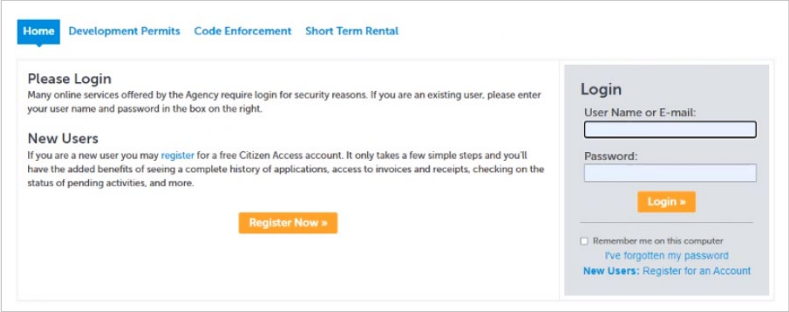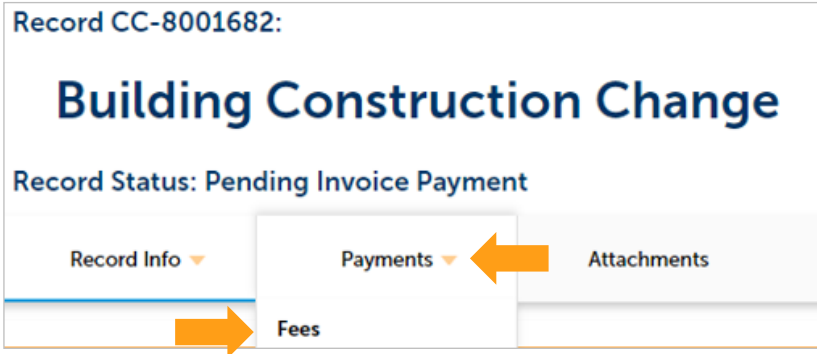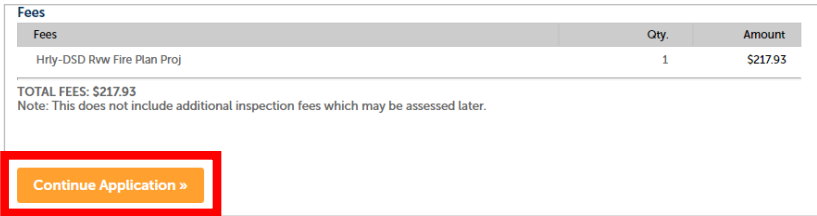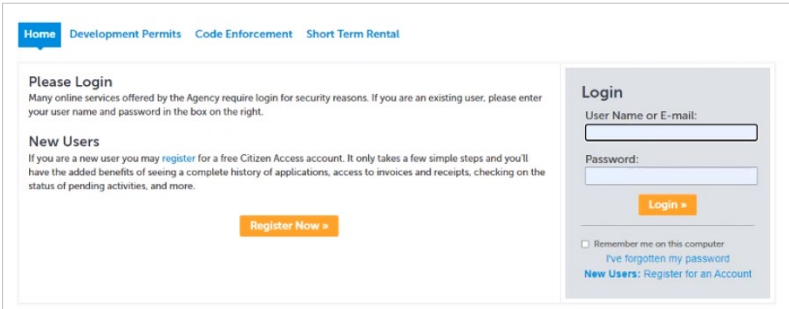
Completed
There are no completed inspections on this record. |

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.	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 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

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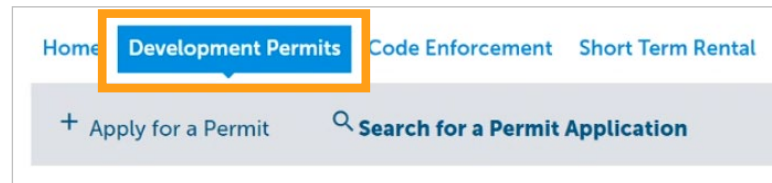|		
3	Your record will be displayed • Click "Payments" Tab • Click "Fees" link	**Record CC-8001682:** **Building Construction Change** Record Status: Pending Invoice Payment Record Info ▾ Payments ▾ Attachments Fees
4	• Click on "Pay Fees"	**Outstanding:** Date Invoice Number Amount 01/12/2018 617932 $20.00 Pay Fees 01/12/2018 617932 $242.00 01/12/2018 617932 $179.00 Total outstanding fees: $441.00
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 Note: This does not include additional inspection fees which may be assessed later. **Continue Application »**

HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

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

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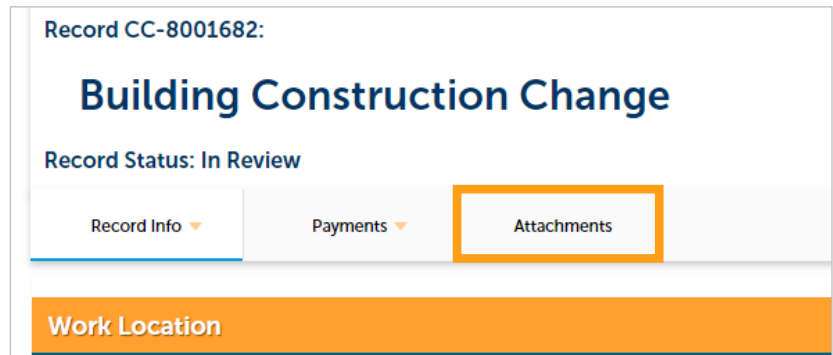| 2	• Select the "Development Permits" tab	Home **Development Permits** Code Enforcement Short Term Rental + Apply for a Permit 🔍 **Search for a Permit Application**
3	Your records will be displayed • Select the record you wish to print by clicking on the blue link	01/25/2021 PRJ-8001673 Fire Standard-Fire:101/Ash Issued 01/25/2021 PMT-8001628 Approval - Construction - Fire Pmt - Alarm Approval - Construction - Fire Pmt - Alarm:101/Ash Issued 01/25/2021 PMT-8001629 Approval - Construction - Fire Pmt - Alarm Approval - Construction - Fire Pmt - Alarm:101/Ash Issued 01/25/2021 CC-8001682 Building Construction Change Construction Change - PRJ-8001673 In Review 01/25/2021 CC-8001693 Building Construction Change Construction Change - PRJ-8001662 In Review
4	The record details will be displayed • Click the "Attachments" Tab	Record CC-8001682: **Building Construction Change** **Record Status: In Review** Record Info ▾ Payments ▾ **Attachments** **Work Location**
5	• Click the "Approved or Reviewer Issues" tab The attachments for this CC project will be displayed	Attachments (1) Approved or Reviewer Issues (1) **File Name** Actions ▾ Building Construction Plans - Issued CC-8003502.pdf
6	• Click on the Actions drop-down and click "Download"	Attachments (1) Approved or Reviewer Issues (1) **File Name** Actions ▾ Building Construction Plans - Issued CC-8003502.pdf Detail Download

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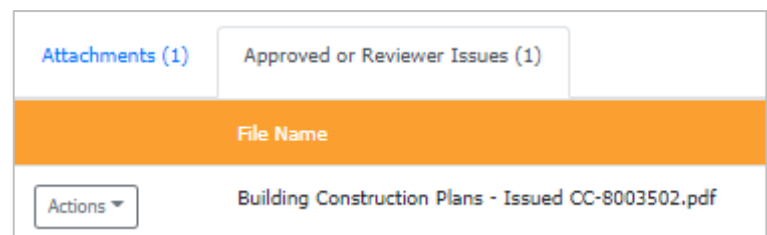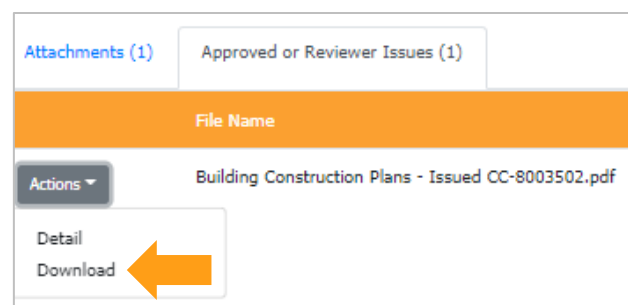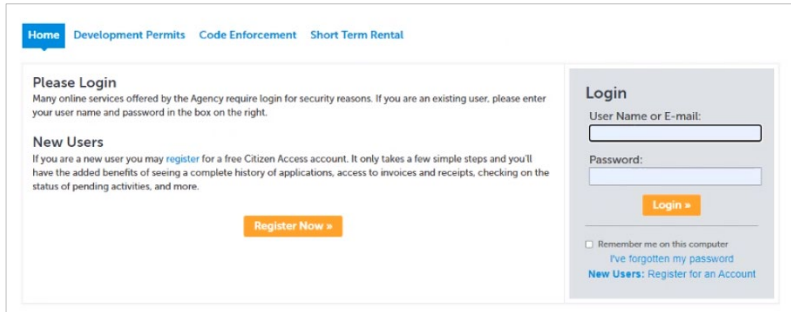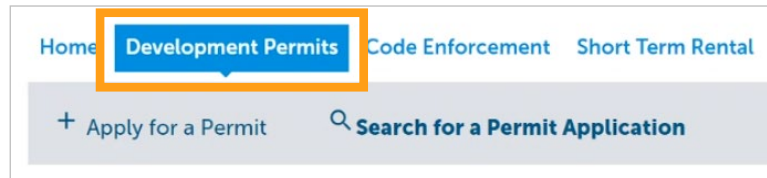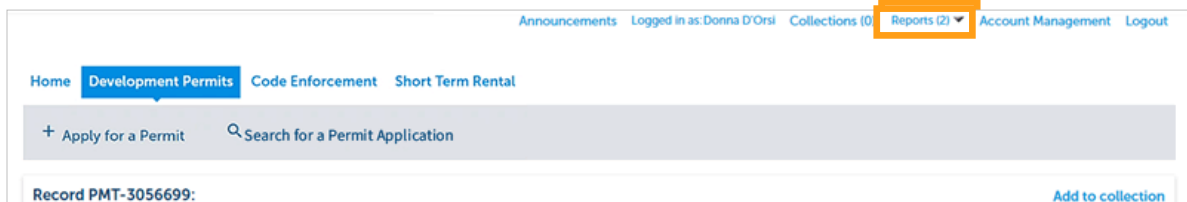
HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?

Step	Action	Screen Reference
1	**APPROVAL REPORT** • Log into your Online Permitting Account • Enter your username and password	
2	• Click on 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"	

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6	A pop-up window will open. Make sure that the correct permit number appears, if not, enter the correct permit number. • Click on "Submit"	Please input report parameter(s): *Approval ID: PMT-3056699 **Submit** Cancel
1	**INVOICE REPORT** • Log into your [Online Permitting Account](#) • Enter your username and password	Home Development Permits Code Enforcement Short Term Rental **Please Login** Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right. **New Users** If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more. Register Now » **Login** User Name or E-mail: Password: Login » ☐ Remember me on this computer I've forgotten my password **New Users: Register for an Account**
2	• Click on Development Permits and your records will be displayed	Home **Development Permits** Code Enforcement Short Term Rental + Apply for a Permit 🔍 **Search for a Permit Application**
3	Locate your record in the list displayed. • Click on the blue link to select that record	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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4	• To generate the Invoice report, click on the "Payments" Tab and then on "Fees"	Record PMT-8001719: **Approval - Construction - Fire Pm** Record Status: Issued Expiration Date: 01/29/2021 Record Info ▾ Payments ▾ Attachments Fees
5	Make note of the invoice number	Record Info ▾ Payments ▾ Attachments **Fees** *Paid:* Date — Invoice Number 80992 — Amount $599.34 01/29/2021 *Total paid fees: $599.34*
6	• Click on the "Reports" drop down • Select "Invoice"	Announcements Logged in as:Donna D'Orsi Collections (0) Reports (2) ▾ Account Management Logout
7	A pop-up window will open. Make sure that the correct invoice number appears. If not, enter the invoice number. • Click on *Submit* • Invoice of Permit or Project will be displayed in PDF format.	Please input report parameter(s): * Invoice Number: 81183 Submit Cancel

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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.