

DSD ONLINE PERMITS

Apply for a Photovoltaic Permit



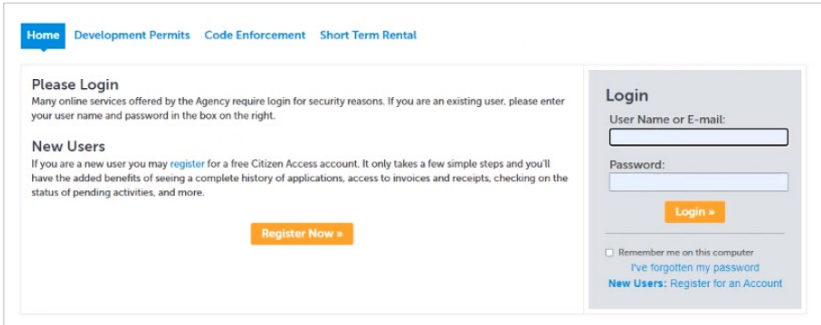
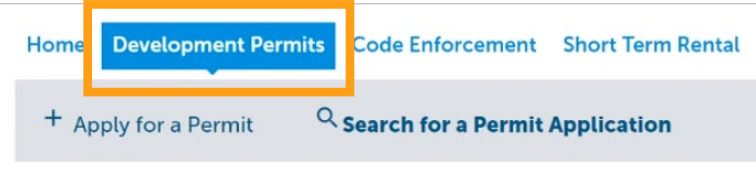
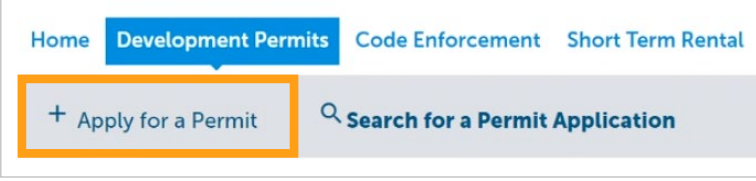
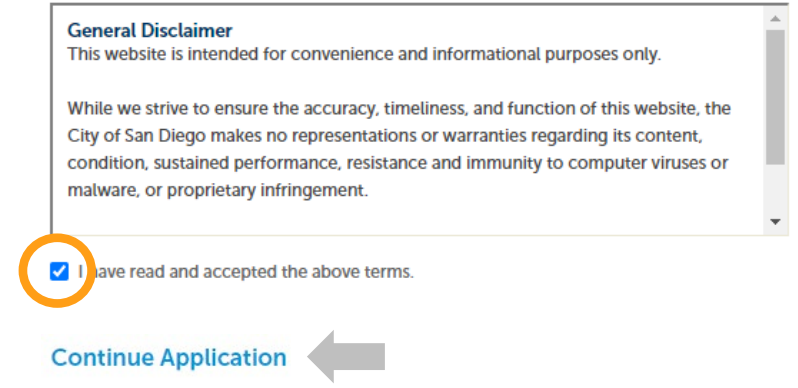
Overview

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, a communication will be sent with the invoice attached, when paid the permit will be in Issued status and inspections will be available to schedule through your online permitting account or virtually click [here](#) to schedule a virtual inspection.

- 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.

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 "Photovoltaic - SB 379"
- Click "Continue Application"

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

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Home Development Permits Building & Land Use Enforc

+ Apply for a Permit Search for a Permit Appli

Select a Record Type

- ▶ Building Applications
 - Building Construction
 - Building Construction - CIP or Public Project
 - Building Construction - Master Plan Accessory Structure
 - Building Construction - Master Plan MDU
 - Building Construction - Master Plan SDU
 - Building Construction - Master Plan Small Cell Telecom
 - Building Construction - Special Programs ?
 - Deferred Fire Submittal
 - Deferred Submittal
 - Demolition
 - Fire
 - Plan - Mechanical/Electrical/Plumbing Standalone
 - Sign
- ▶ Construction Change
 - Building Construction Change
 - Fire Construction Change
- ▶ Photovoltaic
 - Photovoltaic
 - Photovoltaic - SB 379
- ▶ 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

Continue Application

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"

Information will populate

- Verify and click "Continue Application"

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

* Street No.:	Direction:	* Street Name:	Street Type:
<input type="text" value="1222"/>	--Select▼	<input type="text" value="01st"/>	Av ▼
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

* Parcel Number:		
<input type="text" value="###-###-####"/>		
Legal Description:		
<input type="text"/>		
<input type="button" value="Search"/>		<input type="button" value="Clear"/>

[Continue Application](#)

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Permit Information

- Provide an answer to each question
- If the project doesn't qualify for this application based on the information you provide you will be directed to the correct application type in the error message.
- Click "Continue Application"

Permit Information

Permit Specific Info

* Is this system for a single family home or duplex and not more than 2 dwellings are located within this building?: Yes No

* Is this permit for the installation for a ground-mounted solar PV system?: Yes No

* Are there any upgrades proposed to the roof assembly system or other building construction to install this PV system?: Yes No

* Will the PV system be installed on a ballasted (unattached) racking system?: Yes No

* Is this permit for the installation of a PV system that is equal or less than 38.4 kW: Yes No

Enter size in kW for PV system: *

* Are batteries included in this submittal?: Yes No

Confirm that the battery storage system is less than 38.4 kW and is installed per the Manufacturer's listing : * Yes No

Enter size in kW for Battery Storage system: *

* Does the proposed work include a panel upgrade: Yes No

* Applicant Type:

[Continue Application](#)

9	<p>Permit Holder</p> <ul style="list-style-type: none"> Select "From Account" or add new contact information <p>Inspection Contact</p> <ul style="list-style-type: none"> Select "From Account" <ul style="list-style-type: none"> Click "Continue Application" 	<p>Step 2 : Contacts & Documents > Permit Contacts</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Permit Holder</p> <p>To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.</p> <p style="text-align: center;">Select from Account</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Inspection Contact</p> <p>To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.</p> <p style="text-align: center;">Select from Account</p> </div> <p style="text-align: center;">Save and resume later Continue Application</p>
10	<p>Property Owner "Select from Account" or "Add New" contact information (required if applicant is property owner)</p> <p>Contractor Select "Add New" and provide information (required if applicant is Authorized Agent of property owner)</p> <ul style="list-style-type: none"> Provide all city, state and federal information in the required fields. Click "Continue Application" 	<p>Step 2 : Contacts & Documents > Owner or Contractor</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Property Owner</p> <p>To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.</p> <p style="text-align: center;">Select from Account Add New</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Contractor</p> <p>To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed p</p> <p style="text-align: center;">Add New</p> </div> <p style="text-align: center;">Save and resume later Continue Application</p>

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Required Documents

- Using the “Choose File” button, search for and upload the Building Construction Plans and the Manufacturer’s Specifications
- Click “Continue Application”

Step 2 : Contacts & Documents > Required Documents

Required Documents

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

* Required Documents

1. Required Attachment - Building Construction Plans

Choose File No file chosen

2. Required Attachment - Specifications

Choose File No file chosen

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Workers Compensation Declaration

- Select appropriate declaration
- Click “Continue Application”

Step 2 : Contacts & Documents > Declaration

Declaration

DECLARATION

I am either self-insured or will maintain workers compensation insurance: ?

I am not subject to workers compensation insurance: ?

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Review/Edit

Application information

Step 3 : 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

Photovoltaic - SB 379

Address

Edit

1222 01st

Parcel

Edit

Parcel Number: 533-433-2800

Legal Description: BLK I ST CLSD08BLKS 13 THRU 150

Permit Information

Permit Specifics Info

Edit

Is this system for a single family home or duplex and not more than 2 Yes dwellings are located within this building?:

Is this permit for the installation for a ground-mounted solar PV system?: No

Are there any upgrades proposed to the roof assembly system or other building construction to install this PV system?: No

Will the PV system be installed on a ballasted (unattached) racking system?: No

Is this permit for the installation of a PV system that is equal or less than 38.4 kW: Yes

Enter size in kW for PV system: 10.4

Are batteries included in this submittal?: Yes

Confirm that the battery storage system is less than 38.4 kW and is installed per the Manufacturer's listing : Yes

Enter size in kW for Battery Storage system: 10

Does the proposed work include a panel upgrade: No

Applicant Type: Authorized Agent of Property Owner or Other Person per M.C Section 112.0102

Permit Holder

Edit

<p style="text-align: center; font-weight: bold;">14</p>	<ul style="list-style-type: none"> Acknowledge final declaration Click "Continue Application" 	<div style="border: 1px solid gray; padding: 5px;"> <p>I certify that I have read this application and state the above information is true and correct. I understand that the City of San Diego has the authority to issue a permit for the proposed development or project and that the City is not responsible for determining the entitlement to the use of the property that is the subject of this application. I understand that the City of San Diego has the authority to enforce all applicable policies and regulations applicable to the proposed development or project, including before or during final inspections. City approval does not constitute a waiver by the City to pursue any other laws or regulations, including before or during final inspections. City approval does not constitute a waiver by the City to pursue any other laws or regulations, including before or during final inspections. City approval does not constitute a waiver by the City to pursue any other laws or regulations, including before or during final inspections.</p> </div> <p><input checked="" type="checkbox"/> By checking this box, I agree to the above certification.</p> <p style="text-align: right;">Continue Application</p>
<p style="text-align: center; font-weight: bold;">15</p>	<p>Your PMT number will be displayed. Email communication will go to applicant</p> <ul style="list-style-type: none"> Click "View Record Details" 	<p style="font-weight: bold; color: blue;">Step 4 : Submitted</p> <div style="background-color: #e8f5e9; padding: 10px; border: 1px solid #c8e6c9; display: flex; align-items: center; margin-bottom: 10px;"> <p>Your application has been successfully submitted. Please print your record and retain a copy for your records.</p> </div> <p>Thank you for using our online services. Your Record Number is PMT-8007975.</p> <p>You will need this number to check the status of your application or to schedule inspections. Fees have been assessed or permit issuance has been processed.</p> <hr/> <p>Choose "View Record Details" to Schedule Inspections, check status, or print record.</p> <div style="text-align: center; margin-top: 10px;"> View Record Details > </div>
<p style="text-align: center; font-weight: bold;">16</p>	<p>Payments</p> <ul style="list-style-type: none"> Click "Payment" tab then "Fees" to pay invoice 	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Record PMT-8007975: Photovoltaic - SB 379 Record Status: Approved Upon Final Payment</p> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Record Info ▾ Payments ▾ Attachments </div> <div style="margin-top: 5px;"> <p>IMPORTANT: All the requested documents must be uploaded at the same time.</p> <p>Follow the below steps to upload the requested documents:</p> <ul style="list-style-type: none"> Click on "Add Attachment" Click on "Choose File" and add the document Select the correct document type from the dropdown and click on "Submit". Once you click "Submit", wait for the page to reload confirming the document upload. Repeat the above steps to upload all the requested documents. Once all the requested documents are uploaded, the "Add Attachment" button will disappear. <p>If the "Add Attachment" button doesn't disappear, that confirms that you have successfully uploaded the document.</p> <p>For review processing times, please check here for the latest information.</p> </div> </div>

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- Click the blue link for the invoice you want to pay.
- Follow directions on 3rd party website to pay.

Fees

Outstanding:

Date	Invoice Number	Amount
08/03/2023	88250	\$35.48
08/03/2023	88250	\$275.80
Total outstanding fees: \$311.28		

Pay Fees

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- View payment Information

The City of SAN DIEGO

Add New Bank Details ✕

If you have a business or Corporate bank account that has ACH filter/block, please contact your financial institution and add the following ACH company IDs and names to the account before you complete this transaction. Failure to do so may result in your payment being rejected and the assessment of penalties and fees.

Name: DSD ACA Payment
ACH Company ID: 7956054878

Name: Alacriti (3rd Party Service Fee)
ACH Company ID: 2800853509

Name on Account: *

Account Type: * Personal or Commercial Account: *

Routing Number: * [What is this?](#)

Account Number: * [What is this?](#) Re-Enter Account Number: *

Please re-enter your Bank Account Number.

Save changes
Cancel

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- Review and confirm your payment

The City of SAN DIEGO

There is a third-party service fee per transaction of \$1.50 flat fee for e-check, 2.95% fee for credit card payments, and 1.50% fee for debit card payments.

Enter Payment **Review** Thank You

Almost Done

Please review your payment:

Account Details

Transaction ID: 1030322

Payment Details

Payment Method:	Checking ending in 6792
Routing Number:	050002707
Payment Date:	05/30/2023
Payment Amount:	\$1,383.49
Third-Party Service Fee:	\$1.50
Total Amount:	\$1,384.99

Two Transactions will appear on your bank statement, one in the amount of [Payment Amount] and one in the amount of [Third-Party Service Fee].

By clicking **Confirm** you authorize us to initiate a debit from the **Payment Method Account** to make a payment to the **Account or Service**. The payment to your account will be made on the **Payment Date** detailed above, and the debit from your account will occur within two business days of that date, but no earlier than that date. You also authorize your financial institution (and its successors or assigns) to process this debit to your account.

[Confirm](#) [Edit](#) [Cancel](#)

Payment confirmation will be sent to your email address.

[EXTERNAL] City of San Diego DSD ACA Payment Payment Scheduled Successfully

City of San Diego DSD ACA Payment <donotreply@billerpayments.com>
To: Thomas J.C.

Retention Policy: 5 Year Retention (Inbox) (5 years)

****This email came from an external source. Be cautious about clicking on any links in this email or opening attachments.****

Dear Customer,

This email is to confirm a DSD ACA Payment transaction received on 05/30/2023 for the following:

Payment ID: 1030322

Web Reference ID: -N/A-

A one-time payment of \$1,384.99 has been scheduled with a date of 05/30/2023. The funding source that will be debited for

The confirmation number for this payment is IN0015XGPSM.

We appreciate your business. if you have any questions, please contact our office.

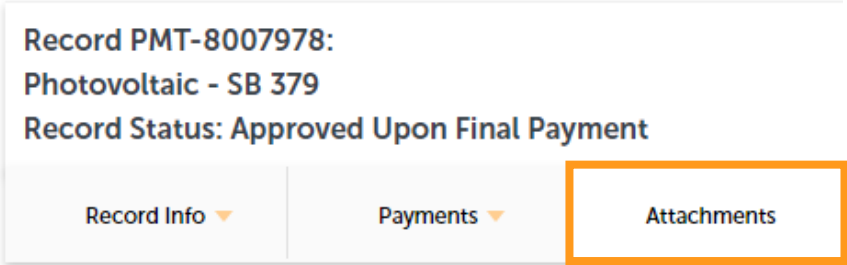


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Reports can be accessed from the *Attachments* tab

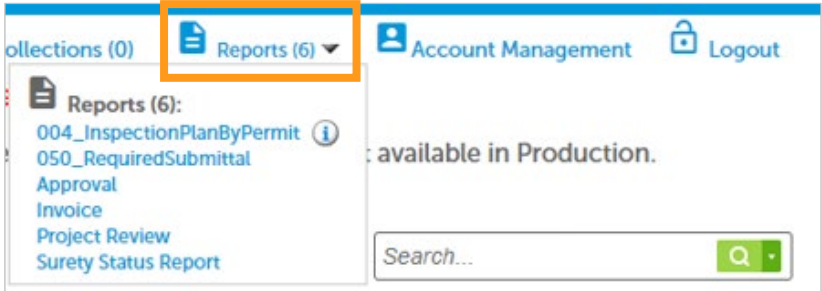
OR

Run from the *Reports* menu at the top of the page.



Record PMT-8007978:
Photovoltaic - SB 379
Record Status: Approved Upon Final Payment

Record Info ▾ Payments ▾ **Attachments**



collections (0) **Reports (6) ▾** Account Management Logout

Reports (6):
004_InspectionPlanByPermit ⓘ
050_RequiredSubmittal
Approval
Invoice
Project Review
Surety Status Report

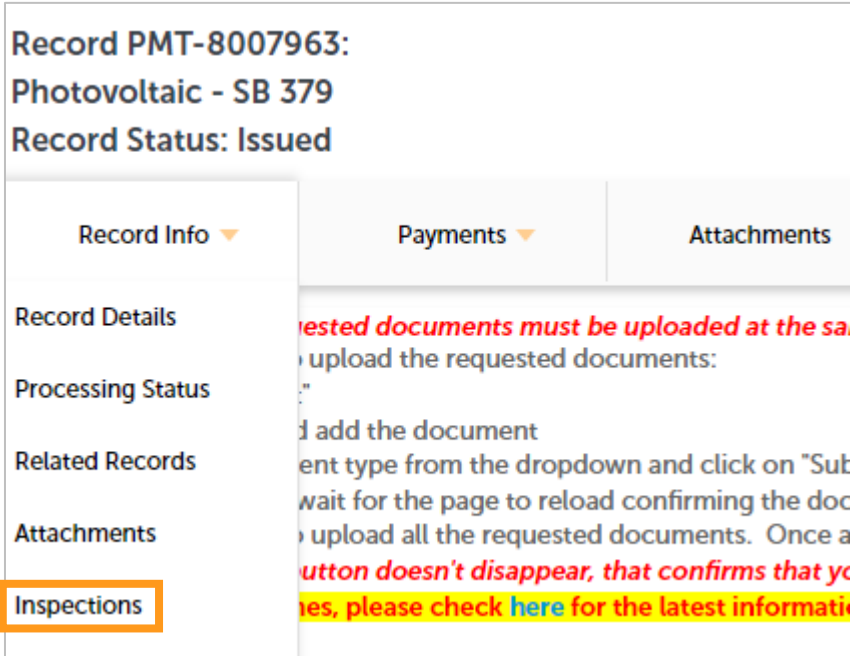
Search...

21a

Scheduling Inspections (In Person)

PV inspections also can be done virtually (see [step 21c](#)).

- From the *Record Info* tab, click "Inspections"



Record PMT-8007963:
Photovoltaic - SB 379
Record Status: Issued

Record Info ▾ Payments ▾ Attachments

Record Details
Processing Status
Related Records
Attachments
Inspections

Requested documents must be uploaded at the same time. To upload the requested documents:

1. Click on "Add Document" to add the document.

2. Select the document type from the dropdown and click on "Submit".

3. Wait for the page to reload confirming the document was uploaded.

4. Once all the requested documents are uploaded, the **Submit button doesn't disappear, that confirms that you have successfully uploaded all the requested documents. Once all the requested documents are uploaded, please check here for the latest information.**

21b Available inspections will be displayed

- Click on the *Actions* drop down and then "Schedule"
- Provide the required information

Inspections

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

Upcoming (3)

TBD5 Pending Combination-Disconnect Reconnect (18574252)
Inspector: *unassigned*

TBD5 Pending Combination-Photovoltaic Final (18574251)
Inspector: *unassigned*

TBD5 Pending Combination-Rough Photovoltaic (18574250)
Inspector: *unassigned*


Actions ▾

View Details
Schedule

Actions ▾

21c **Scheduling Inspections** (Virtual)

- From [DSD's Webpage](#), Click "Schedule an Inspection"



Development Services

Locations and Hours

Contact Us

About Us

We're Hiring



Development Services Department

Urban Parkway Guidelines Presentation

Where to begin!


- Community Plan Mobility Element
- Identify the roadway classification

- Street Design Manual
- Identify requirements based on roadway classification and land use





View Training Videos and Webinars


Most Requested Services




[Apply for a Permit Online](#)




[Schedule an Appointment](#)



[View Permit Application Processing Timeline](#)



[Pay or Find an Invoice](#)



[Schedule an Inspection](#)

- Select "Virtual Inspections"

Schedule an Inspection

Standard Inspections



Virtual Inspections



Enhanced Inspections



Emergency Inspections



21d

21e

- Select Request a Virtual Inspection

Request a Virtual Inspection

21f

- Follow the instructions in the last section

Virtual Inspections (Single-Family, Duplex and Townhouse Project Types)

