

Customer Webinar: DSD'S New Online Permit for Building and Engineering

As a courtesy:

- ❖ Please mute your microphone and turn your camera off
- ❖ Use the chat feature to submit any questions during the program
- ❖ Additional time for questions will be available at the end of the program
- ❖ Use the Hand Raise feature to ask questions at the end

The program will begin at 9 a.m.

June 17, 2021



Development
Services

Background: Online Permitting



DSD introduced online permitting in 2018 - Phase I

- ✓ No-Plan Mechanical Electrical Plumbing
- ✓ Traffic & Transportation
- ✓ Residential Solar PV



Hybrid PTS: DSD converted all permits to online during COVID-19

- ✓ Voluntary - May 4, 2020
- ✓ Mandatory - July 1, 2020



2021- Phase II: DSD will replace Hybrid PTS with upgraded cloud permitting

- ✓ Standalone Permits (COMPLETED March 2021)
- ✓ Building (July 2021)
- ✓ Engineering (July 2021)
- ✓ Discretionary (Fall 2021)

New Online Permitting Types Coming in July

The new online permit types include:

- ✓ **Building**
 - Buildings, Master Plan and Special Program Projects
 - Construction Changes to a Building Permit
- ✓ **Engineering**
 - Grading
 - Mapping
 - Public Improvements
 - Public Right-of-Way





New Online Permitting Types

New! Building and Engineering

Home **DSD Permits** DSD Code Enforcement Building

Create an Application

Search Applications

Select a Record Type

For assistance in selecting the correct Record Type, please see Information Bulletin 101 at <https://www.sandiego.gov/sites/default/files/dsdib101.pdf>

- ▶ Engineering
- ▶ PTS
- ▶ Traffic & Transportation
- ▼ 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 - Special Programs
 - ☐ Building Construction Change
 - ☐ Deferred Submittal
 - ☐ Demolition
 - ☐ Fire
 - ☐ No-Plan - Nonresidential/Multifamily - Electrical
 - ☐ No-Plan - Nonresidential/Multifamily - Mechanical
 - ☐ No-Plan - Nonresidential/Multifamily - Plumbing
 - ☐ No-Plan - Residential - Combination Mech/Elec/Plum
 - ☐ Photo-voltaic Construction Change
 - ☐ Photo-voltaic Residential Project
 - ☐ Plan - Mechanical/Electrical/Plumbing Standalone
 - ☐ Sign
- ▶ Discretionary
- ▶ Miscellaneous Applications



What Are the Improvements...

- ✓ **More intuitive and easier to follow online experience compared to the Hybrid PTS system or paper**
- ✓ **New online process will tell you what documents are needed based your responses to questions about your project**
- ✓ **No more General Application document needed**
- ✓ **All in one location: Project review status, review comments and invoice with 24/7 access**
- ✓ **New Customer User Guide with Step-by-Step Instructions**



Open DSD – Customer Experience

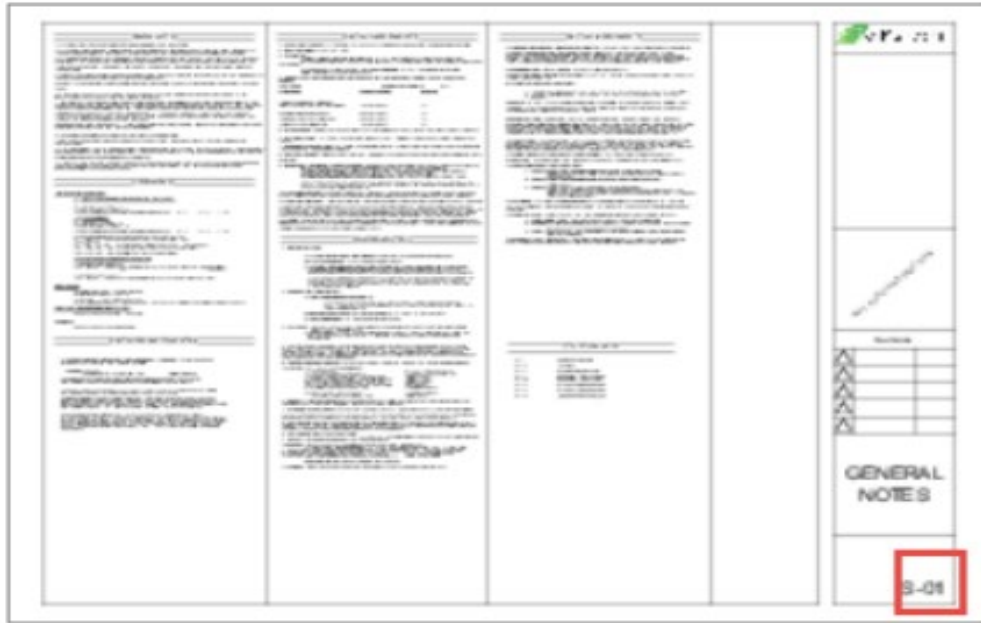
- ✓ **DSD User Guide Gives Step-by-Step Instructions**
- ✓ **Easy tips include:**
 - **Creating an OpenDSD account**
 - **How to check your PDF file**
 - **Creating a Project**
 - **Uploading Documents**
 - **Resubmitting Documents**
 - **Final Plans and Permit Received**

- ✓ **File Size = 200 MB Maximum**
- ✓ **Page Size = 8.5 X 11 up to 35 X 42**
- ✓ **Page Orientation = Verify pages are not upside down or sideways**
- ✓ **Password Protection = Check security setting and do not password protect**
- ✓ **Annotations and Comments = Flatten you file!**

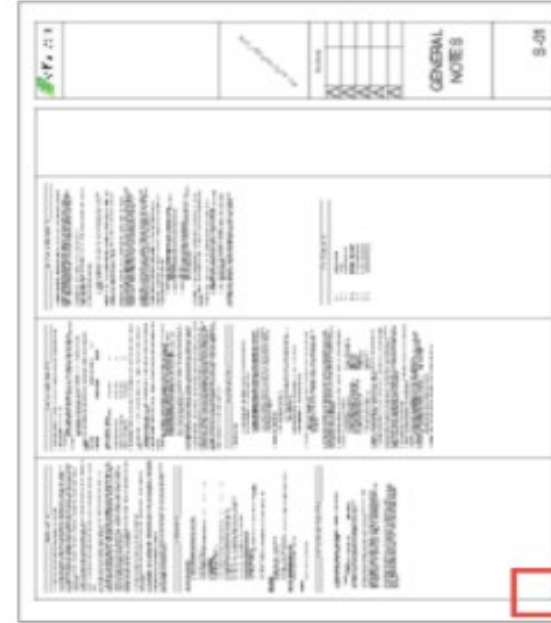


SD Formatting Your Online Documents

- ✓ DSD's Customer User Guide to Online Permits will provide step by step instructions
- ✓ Templates and forms will be available that meet page numbering requirements
- ✓ Link to Learn More at bit.ly/3gnM5SQ

A screenshot of a permit form oriented horizontally. The form contains multiple columns of text, tables, and a 'GENERAL NOTES' section at the bottom right. A red box highlights the page number 'S-01' in the bottom right corner, indicating correct orientation.

GOOD ROTATION

A screenshot of a permit form oriented vertically. The form contains multiple columns of text, tables, and a 'GENERAL NOTES' section at the bottom right. A red box highlights the page number 'S-01' in the bottom right corner, indicating incorrect orientation.

BAD ROTATION



SD Formatting Your Online Documents

GOOD EXAMPLE

This sheet number is written in a large, clean, standard font with adequate space around each characters:

L-2.03	S-08	P1
--------	------	----

BAD EXAMPLES

- Insufficient spacing around sheet numbers or overlapping text:

DRAWN BY	PROJECT NO.
	2010-0339
CHECKED BY	DATE
M. ENGLE	11/22/2011
DRAWING NO.	
L-2.03	

JOB NO.	10618
DATE	AUGUST 2018
DSGN/DRFT	RAS / TLL
REVIEW	EWE
SHEET	SP-4.00
SITE PLAN	





Live Demonstration



OpenDSD
Development Services Department

Search + New

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Please note that this is the TEST environment for testing and development.

Do not share this link or use screenshots from these pages for documentation, as they may contain features not yet available in Production.
You can find the Production system at the following link: <https://aca-test.accela.com/SANDIEGO/SANDIEGO/Default.aspx>

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Work in progress



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Live Demonstration



Need Help?

Virtual Counter Service

- ✓ DSD's new Virtual Counter Service launched Oct. 16
- ✓ 8 Services for Phase I
 - Downtown Planning & Zoning
 - Engineering / Right-of-Way Permits
 - Historic - 1st Contact Assistance
 - Planning & Zoning
 - Traffic Control
 - Records Review - In person
 - ADU, Signs and Zoning
 - Landscape





zoom

Customer Webinars

1. Building Permits

Thursday, June 17 | 9 to 10 a.m.

2. Engineering Permits

Thursday, June 24 | 11 a.m. to noon

3. Building and Engineering Permits

Thursday, July 1 | 2 to 3:30 p.m.

Learn Easy Tips and see live stream demo!



Contact Information



J.C. Thomas
Assistant Director
Development Services Department
City of San Diego
Office: 619-236-6552