Apply for a Permit Online

BUILDING CONSTRUCTION
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 the 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 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 your project, consider booking a virtual counter appointment with DSD.

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## HOW TO SUBMIT AN APPLICATION

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<thead>
<tr>
<th>Step</th>
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<th>Screen Reference</th>
</tr>
</thead>
</table>
| 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 “DSD Permits” | ![DSD Permits Screen](image1) |
| 3    | • Select “Create an Application” | ![Create an Application Screen](image2) |
| 4    | • Read and acknowledge the Disclaimer  
      • Click Continue Application | ![Disclaimer Screen](image3) |
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:

- Building Construction – General Permit
- Building Construction – CIP and Public Project Permit
- Master Plan Accessory Structure Permit
- Master Plan MDU and Master Plan SDU Permit

Building Construction – General Permit

1. Select “Building Construction”
2. Indicate if there is an address for the Project Site
3. Click 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

- Enter any additional parcels or addresses, if it applies to your project and include the Unit # or Suite #

- Click Continue Application
**Code Validation**

Answer the Code enforcement Case question:

- If “no,” continue application:

- If “yes,” answer the additional questions:

**Project Scope and Timeline**

Provide the following:

4. Scope
5. Processing timeline
6. Applicant type
7. Associated building permit approval numbers (this is necessary for Deferred Submittals)

- When complete, click *Continue Application*
Permit Specific Requirements

- Answer the No-Plan Permit question

If not a No-Plan Permit, select:

- Building Permit for commercial use of >3 unit residential use
  OR
- Combination Building Permit for single family dwelling or duplex

- Click Continue Application

If you respond “Yes” to a No-Plan permit, you will be directed to the required documents page (see below)

- Go to step 6 for full document upload instructions

Related Permits

- Select the permits you want associated with the Building Permit application, or select “No additional permits.”
- Click Continue Application
Application Specific Requirements

Indicate the submittal type requested and answer additional related questions:

Active Project Management

Application Specific Requirements

Are you requesting Active Project Management:  Yes  No
Are you submitting a Permit New Project per 83.195:  Yes  No
Did you receive approval previously from a DSD staff for Active Project Management for this application:  Yes  No
Provide the DSD Staff Name:  CSD Staff Member

General submittal (Select Building or Combination permit)

Submittal Specific Requirements

Are there a Discretionary Permit currently in the process associated with this project:  Yes  No
Will the project include new plumbing fixture(s) or, in the case of commercial construction, is the project removing plumbing fixtures:  Yes  No
Does the project include Structural Calculations:  Yes  No
Does the project include separate Truss Calculations that are not included in the plans:  Yes  No
Does the project include a Geotechnical Investigation Report:  Yes  No
Is the project proposing residential development of 10 or more dwelling units or a condominium conversion development of two

Rapid Review submittal

Application Specific Requirements

Are you requesting Active Project Management:  Yes  No
Select Submittal Types:

Wireless Communication Facility (WCF) submittals

Application Specific Requirements

Are you requesting Active Project Management:  Yes  No
Select Submittal Types:

Submittal Specific Requirements

Are there a Discretionary Permit currently in the process associated with this project:  Yes  No
Will the project include new plumbing fixture(s) or, in the case of commercial construction, is the project removing plumbing fixtures:  Yes  No
Does the project include Structural Calculations:  Yes  No
Does the project include separate Truss Calculations that are not included in the plans:  Yes  No
Does the project include a Geotechnical Investigation Report:  Yes  No
Is the project proposing residential development of 10 or more dwelling units or a condominium conversion development of two

Click Continue Application
Historical Designation

- Specify whether the project has a historic designation and answer the additional related questions
- Click "Continue Application"

Go to step 6 to upload documents and complete application

Building Construction – CIP or Public Project Permit

Select a Record Type

- Select “Business Construction – CIP or Public Project”
- Click "Continue Application"

Use this application when submitting for Capital Improvement Program Projects or projects at City-owned facilities.

Note: For PTS Permits, please refer to instruction in the OpenDSD User Guide to PTS Projects.

CIP Classification

Answer the CIP classification question.

If the answer to the classification question is “No,” you will need to submit to a different permit type.
Apply for a Permit Online – Building Construction

**Address 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)

- Enter any additional parcels or addresses, if it applies to your project and include the Unit # or Suite #

- Click Continue Application
Project Scope and Timeline

Provide the following:

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

- When complete, click Continue Application

Permit Specific Requirements

- Answer the No-Plan Permit question

If not a No-Plan Permit, select:

- Building Permit for commercial use of >3 unit residential use

  OR

- Combination Building Permit for single family dwelling or duplex

- Click Continue Application

If you respond “Yes” to a No-Plan permit, you will be directed to the required documents page (see below)

- Go to step 6 for full document upload instructions
**Related Permits**
- Select the permits you want associated with the Building Permit application, or select “No additional permits.”
- Click *Continue Application*

**Select the related Permits associated to the Building Permit**

```
<table>
<thead>
<tr>
<th>PERMITS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No additional permits:</td>
<td></td>
</tr>
<tr>
<td>Electrical Permit:</td>
<td>☑</td>
</tr>
<tr>
<td>Fire Permit - Alarm:</td>
<td></td>
</tr>
<tr>
<td>Fire Permit - Underground:</td>
<td></td>
</tr>
</tbody>
</table>
```

**Historic Designation**
- Specify whether the project has a historic designation and answer the additional related questions
- Click *Continue Application*

**Historic Designation**

```
<table>
<thead>
<tr>
<th>HISTORIC DESIGNATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the project contain a designated historic resource, or is it located within a designated historic district?</td>
<td>Yes ☑ No</td>
</tr>
<tr>
<td>List the year constructed for all the structures on the project site: 2010</td>
<td></td>
</tr>
</tbody>
</table>

**Important:** If any structure on site is 45 years or older as indicated above and the proposed work is exterior, the project must not increase the square footage of the existing buildings or structures.
```

**Master Plan Accessory Structure Permit**

**Select a Record Type**
- Select “Building Construction – Master Plan Accessory Structure”

Use this application to **establish a design** for an accessory structure to be used for future construction projects; for example, a swimming pool.

However, **do not use this record to submit to construct** a swimming pool; for that, use Building Construction and select either a Building Permit or Combination permit.
**Project Scope and Timeline**

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type
   - When complete, click *Continue Application*

**Submittal Requirements**

- Indicate if the design includes structural calculations
- Click *Continue Application*

Go to [step 6](#) to upload documents and complete application

**Master Plan MDU and SDU Permit**

**Select a Record Type**

- Select “Building Construction – Master Plan MDU”

Use this record to **establish a design** and to submit phases for a Master Plan Multi Dwelling Unit or a Master Plan Single Dwelling
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **Occupancy Classification** | Answer the questions regarding occupancy and process  
- Click *Continue Application* |
| **Address Validation** | Answer the address validation question. You must have an address or assessor’s parcel number to continue the application.  
- 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) |
- Enter any additional parcels or addresses, if it applies to your project and include the Unit # or Suite #

- Click Continue Application

### Project Scope and Timeline

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type
4. Associated discretionary permit, if any

- When complete, click Continue Application

### Submittal Requirements

- Indicate whether an associated discretionary permit is currently in process
- Click Continue Application

Go to step 6 to upload documents and complete application
**Required Documents**

### 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](#)

### Additional Documents

Upload any Additional Documents you wish to include with your submittal

- Click Add
- Select ‘Choose File’ and drag/drop or search your files to attach them
- Click ‘Type’ drop-down and select file type
- Provide a brief description of the document
- Click the Submit button
- Click Continue Application

**Workers’ Compensation Declaration**

- Select the insurance declaration statement that applies to this project (Not applicable for Master Plan Accessory Structure)
- Click Continue Application
Review Application
Review the Application and return to previous steps by clicking on green and yellow steps tabs.
• Acknowledge the final certification
• Click Continue Application

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

Continue Application »

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 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 »

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

Hello DONNA D'ORSI,

Development Services has created your application.
Record ID: PRJ-8003236
Record Address: 1222 01st Av, San Diego, CA
Record Type: General

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

We received the documents you submitted and the current status of your project is In Queue.
Please allow 2-3 business days for your submittal to be processed. During Pre-Screen the documents will be reviewed by staff for completeness in accordance with the Project Submittal Manual.
An email notification will be sent with the next steps to complete the submittal process.

The progress of your application can be tracked through your Online Permitting Account
For questions about your user account or help uploading, contact DSDProjectInfo@sandiego.gov

Thank you,
City of San Diego
Development Services Department
**I RECEIVED AN “UPDATES REQUIRED” EMAIL. HOW DO I UPLOAD THE REQUESTED DOCUMENTS?**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [Online Permitting Account](#)  
• Enter your username and password. | ![Login Screen](image) |
| 2    | Open the 'Updates Required' email. Clicking on the link in the email will take you to your project record that needs updates | ![Email](image) |
| 3    | Your project information will load  
• Click the “Attachments” Tab | ![Project Info](image) |
Previously attached documents will be displayed.

- Click “Add Attachment”
- 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
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.

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### I RECEIVED A “REVIEW PENDING INVOICE PAYMENT” EMAIL. HOW DO I PAY?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into your Online Permitting Account</td>
<td><img src="image1.png" alt="Login Screen" /></td>
</tr>
<tr>
<td></td>
<td>Enter your username and password.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Open the ‘Review Pending Invoice Payment’ email</td>
<td><img src="image2.png" alt="Invoice Payment Screen" /></td>
</tr>
<tr>
<td></td>
<td>Click on the link provided</td>
<td></td>
</tr>
</tbody>
</table>
Click on the DSD 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”
The following screen will load. Follow instructions to pay.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 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 | ![Login Screen](#) |
| 2    | • Select “DSD Permits” | ![Permits Screen](#) |
| 3    | Your records will be displayed  
      • Select the PRJ you wish to see the Project Issues Report for | ![Project Issues Report](#) |
• 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

Click “Download” and the selected Project Issues Report will download.

---

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into your Online Permitting Account</td>
<td><img src="image" alt="Login Screen" /></td>
</tr>
<tr>
<td></td>
<td>Enter your username and password</td>
<td><img src="image" alt="Login Screen" /></td>
</tr>
</tbody>
</table>

You will receive an email for Recheck Required if there are corrections to be made to the plans or if additional information is needed.
Apply for a Permit Online – Building Construction

2

- Open the “Ready for Resubmittal” email
- Click the link to upload the documents

Dear DONNA D’ORSI,

All review disciplines have completed their reviews for PRJ-8001748. At this time, additional documents and information are required to continue the review process.

IMPORTANT: All required documents requested by all review disciplines must be uploaded at the same time. Incomplete submittals will result in review delays.

Please click here when you are ready to upload all of the required documents for resubmittal.

Thank you,

Development Services Department
City of San Diego

3

- Select the DSD Permits tab
- Your records will display with the current statuses.
- Click on the blue PRJ link of the project

Your project information will load.

4

- Click the “Attachments” Tab

Previously attached documents will be displayed.

5

- Click on “Add Attachment”
- 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.

The documents will be validated by Scout and be uploaded to the project record (PRJ)
I RECEIVED A “ISSUANCE CHECKLIST REQUESTED” EMAIL. HOW DO I SUBMIT THE REQUESTED DOCUMENTS?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will receive a Recheck Required email if there are corrections to be made to the plans or if additional information is needed.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

2. **Open the “Issuance Checklist Required” email.**
   - Click on the link to submit documents

3. **Select the DSD Permits tab**
   - Your records will display with the current statuses.
   - Click on the blue PRJ link of the project
Your project information will load.
- Click the “Attachments” Tab

Previously attached documents will be displayed.
- Click “Add Attachment”

- 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
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.

---

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | Log into your [Online Permitting Account](#)  
Enter your username and password | ![Login Screen](image1.png) |
| 2    | Open the “Approved” email  
Click on the link provided | ![Email Sample](image2.png) |
Click on DSD 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: Approved Upon Final Payment.
- Select “Payments” tab
- Then, select “Fees”

Click on “Pay Fees”
The following screen will load.

- Follow instructions to pay

---

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into your <a href="#">Online Permitting Account</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enter your username and password</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Select the “DSD Permits” tab</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Your records will be displayed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select the PRJ record you wish to print by clicking on the blue link</td>
<td></td>
</tr>
</tbody>
</table>
The record details will be displayed
- Click the “Attachments” Tab

The attachments for this project will be displayed.
Status will be “Approved”

The document name will contain the word “Issued”
- Click on the Actions drop-down and click “Download”

### HOW DO I SCHEDULE INSPECTIONS?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [Online Permitting Account](#)  
• Enter your username and password | ![Login Screen](image) |
• 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.

4

Click on “Record Info” button for drop-down options.

5

• Click on “Inspections”
The inspections screen will appear, showing upcoming and completed inspections.

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

- Click on the “Schedule” link

- 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”
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”

Include any additional notes for the inspector here.

• Click “Continue”

You will be returned to the Inspections screen where you can confirm that the inspection was properly scheduled.
## HOW TO SUBMIT A CONSTRUCTION CHANGE APPLICATION

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• To log into your <a href="#">Online Permitting Account</a>, enter your username and password, and press the Login button.</td>
<td><img src="image1.png" alt="Screen Reference" /></td>
</tr>
<tr>
<td>2</td>
<td>• Click on DSD Permits tab&lt;br&gt;• Click on “Create an Application”</td>
<td><img src="image2.png" alt="Screen Reference" /></td>
</tr>
<tr>
<td>3</td>
<td>• Read the General Disclaimer and then place a check mark confirming your acceptance.&lt;br&gt;• Then, click <em>Continue Application</em></td>
<td><img src="image3.png" alt="Screen Reference" /></td>
</tr>
</tbody>
</table>
Select “Building Construction Change.”

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

4

5

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

6

- Click “Add a Row”

7

- Enter related permit numbers using the format PMT-1234567
- Click Submit and the PMT will be added
• Repeat if more permits are related to this construction change
  • Click Continue Application

---

• Click Add to upload the documents that reflect the proposed change.

---

• 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
Your uploaded files will be displayed

- Click *Continue Application*

<table>
<thead>
<tr>
<th>File Name</th>
<th>File Size</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Construction Plans.PDF</td>
<td>4.00 MB</td>
<td>Building Construction Plans</td>
</tr>
</tbody>
</table>

- You will get the message displaying your CC number that was created.
- You will receive a confirmation email with the number as well.
### I RECEIVED A “PENDING INVOICE PAYMENT” EMAIL FOR MY CONSTRUCTION CHANGE. HOW DO I PAY?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Log into your <a href="#">Online Permitting Account</a> by entering your username and password and then clicking on the Login button.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>• Using the email information, search for and select the applicable permit record</td>
<td></td>
</tr>
</tbody>
</table>

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**Hello DONNA D'ORIO,**

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

Pre-screen for PR-8001760 has been completed, and an invoice with initial plan check fees has been generated, please pay the attached invoice so the project can be Deemed Complete. Log into your [Online Permitting Account](#), select the PR listed above and click the payment tab, outstanding fees will be shown here, follow the ‘Pay Fees’ link to pay.

**Comments:**

After we receive payment, your project will be Deemed Complete, and the status updated to In Review.

For questions about your user account or help uploading, contact DSD-OpenDSCHelp@san-diego.gov

Thank You,

City of San Diego

Development Services Department
Apply for a Permit Online – Building Construction

Your record will be displayed
- Click “Payments” Tab
- Click “Fees” link

The following screen will load.
- Click Continue Application and follow instructions to pay.

HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into your Online Permitting Account by entering your username and password and then clicking on the Login button.</td>
<td>![Login Screen]</td>
</tr>
</tbody>
</table>
Apply for a Permit Online – Building Construction

Select the “DSD Permits” tab

Your records will be displayed
- Select the record you wish to print by clicking on the blue link

The record details will be displayed
- Click the “Attachments” Tab

Click the “Approved or Reviewer Issues” tab
The attachments for this CC project will be displayed

Click on the Actions drop-down and click “Download”
## HOW DO I APPLY FOR A DEFERRED FIRE SUBMITTAL?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | Select a record type | - Select “Deferred Fire Submittal”  
- Click *Continue Application* |
| 2    | Application Info | - The PRJ number  
- Scope  
- Whether it is for a single family home or duplex |
| 3    | | - Click “Add a Row,” and a window will pop up |
### Step 4
- Add the PMT number in the pop up window using the format PMT-1234567
- Add additional PMTs by clicking “Add a Row” again, until all PMTs have been added
- Click **Continue Application**

### Deferred Fire Permit Types
- Select the requested Deferred Fire Permits
- Click **Continue Application**

### Add attachments
- Click the **Add** button
• Select “Choose File” and drag/drop or search for 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 documents have been uploaded
• Click Continue Application
Review

- Review the application and return to previous steps by clicking on green and yellow step tabs
- Click *Continue Application*

Your record will be created and displayed, and an email with further instructions will be sent.
### HOW DO I APPLY FOR A DEFERRED SUBMITTAL?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select a record type</td>
<td><img src="#" alt="Building Applications" /></td>
</tr>
<tr>
<td></td>
<td>• Select “Deferred Submittal” to submit plans for items that were deferred from your building permit plans</td>
<td><img src="#" alt="Continue Application" /></td>
</tr>
<tr>
<td></td>
<td>• Click <em>Continue Application</em></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Application Info</td>
<td><img src="#" alt="Application Info" /></td>
</tr>
<tr>
<td></td>
<td>Provide:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The PRJ number this deferred submittal is related to</td>
<td><img src="#" alt="Add a Row" /></td>
</tr>
<tr>
<td></td>
<td>• Scope</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td><img src="#" alt="Related Permits" /></td>
</tr>
<tr>
<td></td>
<td>• Click “Add a Row,” and a window will pop up</td>
<td></td>
</tr>
</tbody>
</table>
Add the PMT number in the pop up window using the format PMT-1234567
Add additional PMTs by clicking “Add a Row” again, until all PMTs have been added
Click Continue Application

Add attachments
Click the Add button
Select “Choose File” and drag/drop or search for your files to attach them
Click “Type” drop-down and select file type (Building Construction Plans)
Provide a brief description of the document
Click the Submit button
Repeat until all documents have been uploaded
Click Continue Application
Review

- Review the application and return to previous steps by clicking on green and yellow step tabs
- Click Continue Application

Your record will be created and displayed, and an email with further instructions will be sent.
# HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>APPROVAL REPORT</strong></td>
<td><img src="image1" alt="Login Screen" /></td>
</tr>
<tr>
<td></td>
<td>• Log into your <a href="#">Online Permitting Account</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Enter your username and password</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>• Click on the DSD Permits tab and your records will be displayed</td>
<td><img src="image2" alt="Dashboard Screen" /></td>
</tr>
<tr>
<td>3</td>
<td>• Click on the PMT you wish to print the Approval Report for</td>
<td><img src="image3" alt="Record Screen" /></td>
</tr>
<tr>
<td></td>
<td>The selected record will be displayed</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>• Click on the “Reports” drop-down menu</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Select “Approval”</td>
<td><img src="image4" alt="Menu Screen" /></td>
</tr>
</tbody>
</table>
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-3056559

[Submit] [Cancel]

**INVOICE REPORT**

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

1. Click on DSD Permits and your records will be displayed

2. Locate your record in the list displayed.
   - Click on the blue link to select that record

<table>
<thead>
<tr>
<th>Date</th>
<th>Permit Number</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/28/2021</td>
<td>PMT-8001710</td>
<td>Approval - Construction - Fire</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>
</tbody>
</table>
4. To generate the Invoice report, click on the “Payments” Tab and then on “Fees”

5. Make note of the invoice number

6. • Click on the “Reports” drop down
   • Select “Invoice”

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.
## APPENDIX A - STATUS DEFINITIONS

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Task Status</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Screen</td>
<td>In Queue</td>
<td>Initial submittal from applicant</td>
</tr>
<tr>
<td>Pre-Screen</td>
<td>In Process</td>
<td>The Pre-Screen process has been started by staff and a due date is set</td>
</tr>
<tr>
<td>Pre-Screen</td>
<td>Updates Required</td>
<td>Staff determines during Pre-Screen that the applicant's submission is incomplete</td>
</tr>
<tr>
<td>Pre-Screen</td>
<td>Resubmitted</td>
<td>The applicant has submitted any additional documents requested during Pre-Screen</td>
</tr>
<tr>
<td>Pre-Screen</td>
<td>Route to EPR</td>
<td>Staff has routed the applicable documents to EPR for plan review (e.g. plans)</td>
</tr>
<tr>
<td>Pre-Screen</td>
<td>Documents Routed to EPR</td>
<td>System confirmation that documents have been routed to EPR for plan review</td>
</tr>
<tr>
<td>Pre-Screen</td>
<td>Pending Invoice Payment</td>
<td>Staff has deemed the submission complete, assessed fees for plan check, and the project is ready for review</td>
</tr>
<tr>
<td>Project Review</td>
<td>In Review</td>
<td>The status of the project review until all disciplines sign-off and the project is ready for issuance</td>
</tr>
<tr>
<td>Project Review</td>
<td>Ready for Issuance</td>
<td>The project review has completed and requires one last assessment by issuance staff</td>
</tr>
<tr>
<td>Project Review</td>
<td>Review Phase Complete</td>
<td>The review phase can be closed out and the project is ready for issuance</td>
</tr>
<tr>
<td>Issuance</td>
<td>In Progress</td>
<td>Permit issuance is in progress</td>
</tr>
<tr>
<td>Issuance</td>
<td>Updates Required</td>
<td>Issuance Checklist items are needed prior to permit issuance</td>
</tr>
<tr>
<td>Issuance</td>
<td>Resubmitted</td>
<td>Issuance Checklist items have been resubmitted by the applicant</td>
</tr>
<tr>
<td>Issuance</td>
<td>Approved Upon Final Payment</td>
<td>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</td>
</tr>
</tbody>
</table>
## APPENDIX B – WORKFLOW AND RECORD STATUS MAPPING

<table>
<thead>
<tr>
<th>Workflow Task Name</th>
<th>Workflow Task Status</th>
<th>Record Status (Project)</th>
<th>Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Screen</td>
<td>In Queue</td>
<td>In Queue</td>
<td>N/A</td>
</tr>
<tr>
<td>Pre-Screen</td>
<td>In Process</td>
<td>Pre-Screen</td>
<td>N/A</td>
</tr>
<tr>
<td>Pre-Screen</td>
<td>Updates Required</td>
<td>Updates Required</td>
<td>N/A</td>
</tr>
<tr>
<td>Pre-Screen</td>
<td>Resubmitted</td>
<td>Resubmitted</td>
<td>N/A</td>
</tr>
<tr>
<td>Pre-Screen</td>
<td>Route to EPR</td>
<td>Pre-Screen</td>
<td>N/A</td>
</tr>
<tr>
<td>Pre-Screen</td>
<td>Documents Routed to EPR</td>
<td>Pre-Screen</td>
<td>N/A</td>
</tr>
<tr>
<td>Pre-Screen</td>
<td>Pending Invoice Payment</td>
<td>Application Pending Payment</td>
<td>N/A</td>
</tr>
<tr>
<td>Project Review</td>
<td>In Review</td>
<td>In Review</td>
<td>N/A</td>
</tr>
<tr>
<td>Project Review</td>
<td>Ready for Issuance</td>
<td>In Review</td>
<td>N/A</td>
</tr>
<tr>
<td>Project Review</td>
<td>Review Phase Complete</td>
<td>Review Phase Complete</td>
<td>N/A</td>
</tr>
<tr>
<td>Issuance</td>
<td>In Progress</td>
<td>Review Phase Complete</td>
<td>N/A</td>
</tr>
<tr>
<td>Issuance</td>
<td>Updates Required</td>
<td>Issuance Checklist Requested</td>
<td>N/A</td>
</tr>
<tr>
<td>Issuance</td>
<td>Resubmitted</td>
<td>Issuance Checklist Submitted</td>
<td>N/A</td>
</tr>
<tr>
<td>Issuance</td>
<td>Approved Upon Final Payment</td>
<td>Approved Upon Final Payment</td>
<td>Approved Upon Final Payment</td>
</tr>
<tr>
<td>Issuance</td>
<td>Approved Upon Final Payment</td>
<td>Issued (When all Permits are set to Issued)</td>
<td>Issued</td>
</tr>
<tr>
<td>Issuance</td>
<td>Closed</td>
<td>Closed (When all Permits are set to Closed)</td>
<td>Closed</td>
</tr>
</tbody>
</table>
### APPENDIX C – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

#### 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.