



# 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](http://sandiego.gov/dsd).

When new permit applications are received, DSD will review the documents for completeness, assess required permit fees and assign that project to a reviewer. Reviewers will send out their cycle issues report as they complete each cycle, but resubmittal can only happen after all reviews have been complete. Applicants must address all cycle issues prior to resubmitting any new plans. You cannot resubmit to each specific discipline – resubmittals are for all disciplines at the same time.

- For help with user accounts or uploading documents, please call us at 619-446-5000.
- For 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.

## TABLE OF CONTENTS

- [How to submit an application](#)
- **Apply for a Construction Permit:**
  - [Building Construction – General Permit](#)
  - [Building Construction – CIP and Public Projects](#)
  - [Master Plan Accessory Structure](#)
  - [Master Plan MDU and Master Plan SDU](#)
- [I received an “Updates Required” email. How do I upload the requested documents?](#)
- [I received a “Review Pending Invoice Payment” email. How do I pay?](#)
- [I received a “Recheck Required” email from a review discipline; how do I look for the Issues Report?](#)
- [I received a “Ready for Resubmittal” email; how do I submit the requested documents?](#)
- [I received an “Issuance Checklist Requested” email; how do I submit the requested documents?](#)
- [I received a “Review Complete/Permit Ready for Payment” email; how do I pay my invoice?](#)
- [Permit status is “Issued;” how do I download my approved plans?](#)
- [How do I schedule inspections?](#)
- [How to submit a construction change application](#)
- [I received a “Pending Invoice Payment” for my construction change; how do I pay?](#)

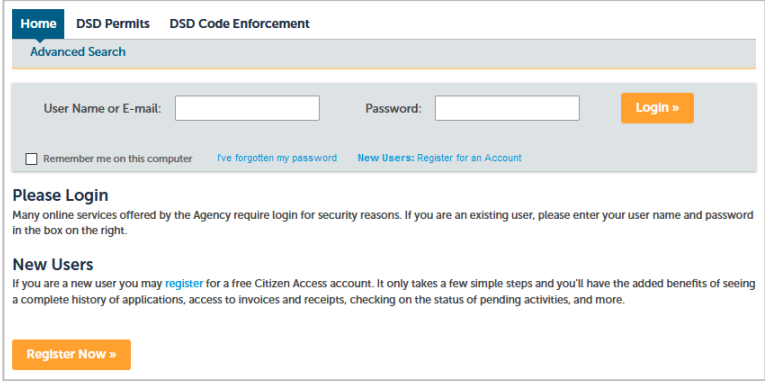
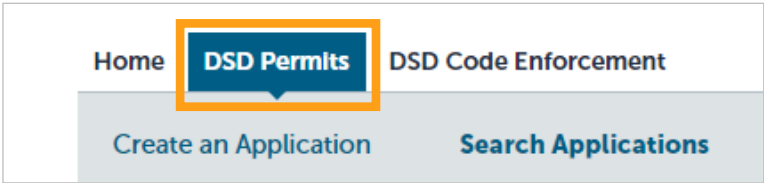
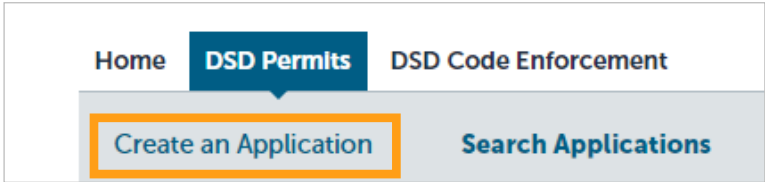
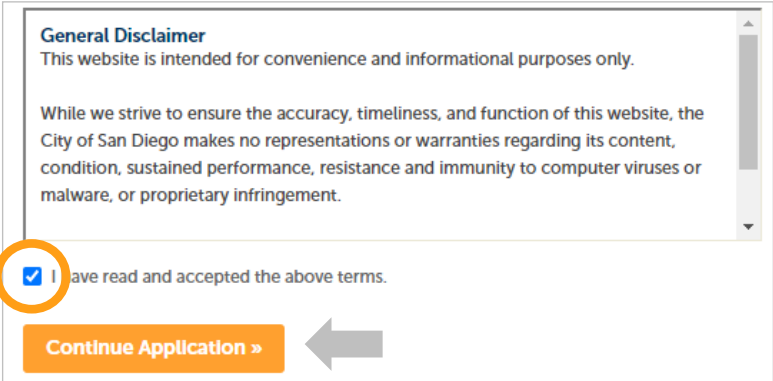
- [How do I download approved plans for my construction change?](#)
- [How do I apply for a \*\*Deferred Fire Submittal\*\*?](#)
- [How do I apply for a \*\*Deferred Submittal\*\*?](#)
- [How do I print an Approval Report and an Invoice Report?](#)

[Appendix A – Status definitions](#)

[Appendix B – Workflow and record status mapping](#)

[Appendix C – Requirements to Upload Plans and Documents](#)

HOW TO SUBMIT AN APPLICATION

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

### 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](#).

#### Select a Record Type

- ▶ **PTS**
  - PTS Electronic Submittal
- ▶ **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
- ▶ **Traffic & Transportation**
  - Traffic Control Permit
  - Transportation Permit
- ▶ **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
- ▶ **Miscellaneous Applications**
  - Others ?
- ▶ **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 Fire Submittal
  - Deferred Submittal
  - Demolition
  - Fire
  - Fire Construction Change
  - Photo-voltaic Construction Change
  - Photo-voltaic Residential Project
  - Plan - Mechanical/Electrical/Plumbing Standalone
  - Sign

**Continue Application** ←

5

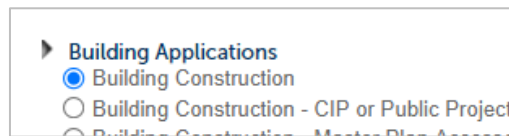
Jump to a permit type for the next step:

- [Building Construction – General Permit](#)
- [Building Construction – CIP and Public Project Permit](#)
- [Master Plan Accessory Structure Permit](#)
- [Master Plan MDU and Master Plan SDU Permit](#)

**i**

### Building Construction – General Permit

- Select “Building Construction”
- 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 »** ←

5a

**Address or Parcel Entry**

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

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

\* Street No.:     Direction: --Select▼    \* Street Name:     Street Type: Av ▼

**Search**    **Clear**

**OR**

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

\* Parcel Number:

Legal Description:

**Search**    **Clear**

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

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: Suite #15



- Click *Continue Application*

**Continue Application »** ←

5b

**5c**

**Code Validation**

Answer the Code enforcement Case question:

- If “no,” continue application:
- If “yes,” answer the additional questions:

**Code Validation**

**CE CASE VALIDATION**

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

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**Code Enforcement Case Validation**

**Code Enforcement**

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

Code Enforcement case number(s): \*

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

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

**Continue Application »** ←

**5d**

**Project Scope and Timeline**

Provide the following:

- Scope
- Processing timeline
- Applicant type
- Associated building permit approval numbers (this is necessary for Deferred Submittals)

- When complete, click *Continue Application*

**Select Scope and Timeline**

**Project information**

\* Define the scope of the work: Scope of the project:  **1**

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

\* Applicant Type: Authorized Agent of the:  **3**

Provide associated prior Discretionary Approval Number(s):  **4**

↑

**5e**

### 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*

**Permit Specific Requirements**

**PERMIT SPECIFIC REQUIREMENTS**

\* Is this application for a No-Plan Permit per Information Bulletin 203:  Yes  No

\* Select the applicable Permit Type:

- Select--
- Building Permit
- Combination Building Permit

**Continue Application >** ←

**i**

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

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

\* Required Documents

1. Required Attachment - No-Plan Building Permit Supplemental Applications (DS-6005)  No file chosen

**5f**

### 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**

**PERMITS**

No additional permits:	<input type="checkbox"/>	Mechanical Permit:	<input checked="" type="checkbox"/>
Electrical Permit:	<input checked="" type="checkbox"/>	Plumbing Permit:	<input checked="" type="checkbox"/>
Fire Permit - Alarm:	<input type="checkbox"/>	Fire Permit - Suppression:	<input type="checkbox"/>
Fire Permit - Underground:	<input type="checkbox"/>	Fire Permit - Kitchen Hood:	<input type="checkbox"/>

→



### Application Specific Requirements

Indicate the submittal type requested and answer additional related questions:

#### Active Project Management

**Application Specific Requirements**

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**APPLICATION REQUIREMENTS**

\* Are you requesting Active Project Management:  Yes  No

Are you submitting a Permit Now Project per IB-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: \*

DSD Staff Member

#### Rapid Review submittal

**Application Specific Requirements**

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**APPLICATION REQUIREMENTS**

Are you requesting Active Project Management:  Yes  No

\* Select Submittal Type: Wireless Communication

Are you submitting a Wireless Communication Facilities project per IB-536:  Yes  No

Do you request processing under the Spectrum Act per FCC Report and Order 14-153:  Yes  No

5g

#### General submittal (Select Building or Combination permit)

**Submittal Specific Requirements**

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**SUBMITTAL REQUIREMENTS**

\* Is 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  Yes  No

#### Wireless Communication Facility (WCF) submittals

**Application Specific Requirements**

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**APPLICATION REQUIREMENTS**

Are you requesting Active Project Management:  Yes  No

\* Select Submittal Type: Rapid Review

Accessory structures for single-dwelling units (carports, patio covers, fences, and retaining walls) using City of San Diego standard designs contained in Information Bulletins: Retaining walls (one wall type, maximum 6 feet in height), Awnings (up to two types), Deck/stair repairs, Equipment platforms, Roof-mounted equipment: \*  Yes  No

Accessory Dwelling Unit, Junior Accessory Dwelling Unit, or Tiny Home: \*  Yes  No

Pool or Spa per approved Master Plan, up to 6 feet in depth: \*  Yes  No

### Submittal Specific Requirements

- Answer questions to determine required documents
- Click *Continue Application*

5h

**Submittal Specific Requirements**

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**SUBMITTAL REQUIREMENTS**

Is 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 or more dwelling units, except as provided in Section 142.1503:  Yes  No

Is the project only for residential use:  Yes  No

**5i** **Historical Designation**

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



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

**Building Construction – CIP or Public Project Permit**

**5a** **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](#).


- ▶ **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 Fire Submittal
  - Deferred Submittal
  - Demolition
  - Fire
  - Fire Construction Change
  - 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

**Continue Application**

**5b** **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.



5c

**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 »** ←

5d

**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*

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

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

**Search** **Clear**

\* Parcel Number: ###-###-####

**Legal Description:**

**Search** **Clear**

**Additional Information-If applicable**

Additional information (required)

List any additional parcel(s) associated with the project scope:  List any unit number(s) associated with the project scope: Suite: 415



**Continue Application »** ←

5e

**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*

5f

**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*

**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*

5g

Select the related Permits associated to the Building Permit

PERMITS			
No additional permits:	<input type="checkbox"/>	Mechanical Permit:	<input checked="" type="checkbox"/>
Electrical Permit:	<input checked="" type="checkbox"/>	Plumbing Permit:	<input checked="" type="checkbox"/>
Fire Permit - Alarm:	<input type="checkbox"/>	Fire Permit - Suppression:	<input type="checkbox"/>
Fire Permit - Underground:	<input type="checkbox"/>	Fire Permit - Kitchen Hood:	<input type="checkbox"/>

Save and resume later ➔ Continue Application

**Historic Designation**

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

5h

Historic Designation

HISTORIC DESIGNATION

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

List the year constructed for all the structures on the project site:

**IMPORTANT: If any structures on site are 45 years or older as indicated above and the proposed work is exterior, the**  
 Does your proposed construction include work on a site containing buildings or structures 45 years old or older in which there will be a change to the exterior of the existing buildings or structures?  Yes  No



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

**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.

5a

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.

- ▶ **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 Fire Submittal
  - Deferred Submittal
  - Demolition
  - Fire
  - Fire Construction Change
  - 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

Continue Application

**Project Scope and Timeline**

Provide the following:

5b

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

**Submittal Requirements**

5c

- 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**

5a

- 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

- ▶ **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 Fire Submittal
  - Deferred Submittal
  - Demolition
  - Fire
  - Fire Construction Change
  - 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

**Continue Application**

<p><b>5b</b></p>	<p><b>Occupancy Classification</b></p> <p>Answer the questions regarding occupancy and process</p> <ul style="list-style-type: none"> <li>Click <i>Continue Application</i></li> </ul>	<p><b>Answer the following</b></p> <p><b>OCCUPANCY CLASSIFICATION</b></p> <p>* Select Occupancy Classification for this application: <input type="text" value="Multiple Dwelling Unit R2"/></p> <p>* Select the process requested for this application as defined in the IB 114: <input type="text" value="One - Step"/></p>
<p><b>5c</b></p>	<p><b>Address Validation</b></p> <p>Answer the address validation question. You must have an address or assessor's parcel number to continue the application.</p> <ul style="list-style-type: none"> <li>Click <i>Continue Application</i></li> </ul>	<p><b>Address Validation</b></p> <p><b>ADDRESS VALIDATION</b></p> <p>* Do you have an address for the project site?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Do you have an Assessor's Parcel Number(s)?: <input type="radio"/> Yes <input type="radio"/> No</p>
<p><b>5d</b></p>	<p><b>Address or Parcel Entry</b></p> <ul style="list-style-type: none"> <li>Enter Street No. and Street name only</li> <li>Click <i>Search</i> (the system will populate the parcel info)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Enter parcel number in ###-###-#### format</li> <li>Click <i>Search</i> (the system will populate the address info, if it exists)</li> </ul>	<p><b>Tip:</b> For numeric <b>Street Names</b> in single digits, add a zero (0). For example, for 1st Av use 01st</p> <p>* Street No.: <input type="text" value="1222"/> Direction: <input type="text" value="--Select"/> * Street Name: <input type="text" value="01st"/> Street Type: <input type="text" value="Av"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> <p>* Parcel Number: <input type="text" value="###-###-####"/></p> <p><b>Legal Description:</b></p> <p><input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>

- 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*

5e

5f



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.

#### Project Documents

The maximum file size allowed is **400 MB**.

• Required Documents

1. Required Attachment - Fire Alarm Plans

Choose File No file chosen

2. Required Attachment - Fire Permit Worksheet

Choose File No file chosen

**Continue Application »**



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*

#### Additional Documents

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

**html;htm;mhmt;exe;doc;docx;xls;xlsx;mdb;accdb;zip** are disallowed file types to upload.

File Name	File Size	Type
Fee Worksheet 190KB.pdf	189.58 kB	Fire Permit Worksheet
Fire Plans 1.2MB.pdf	1.2 MB	Fire Protection Plans

**Add**



6

7

8

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

**New Attachment**

---

New Attachment

Building Con...ns Vol 2.pdf

Type

Description

←

←

9

**Workers' Compensation Declaration**

- Select the insurance declaration statement that applies to this project (Not applicable for Master Plan Accessory Structure)
- Click *Continue Application*

**Custom Fields**

**DECLARATION**

I have and will maintain a certificate of consent to self-insure for workers' compensation performance of the work for which this permit is issued OR will maintain workers' compensation performance of the work for which this permit is issued:

I certify that, in the performance of the work for which this permit is issued, I shall not be subject to the workers' compensation provisions of Section 53.05, if I should become subject to the workers' compensation provisions of Section 53.05:

To be determined at the time of permit issuance:

←

### Review Application

Review the Application and return to previous steps by clicking on green and yellow steps tabs



11

- Acknowledge the final certification
- Click *Continue Application*

I certify that I have read this application and state the above information is true and correct. I understand the City's 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 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 inspection 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 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**.

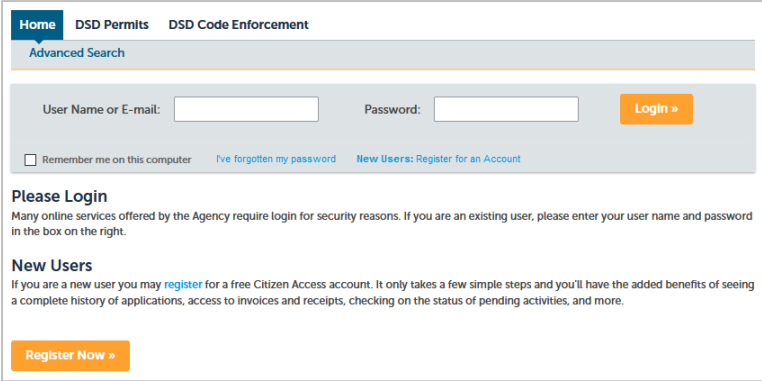
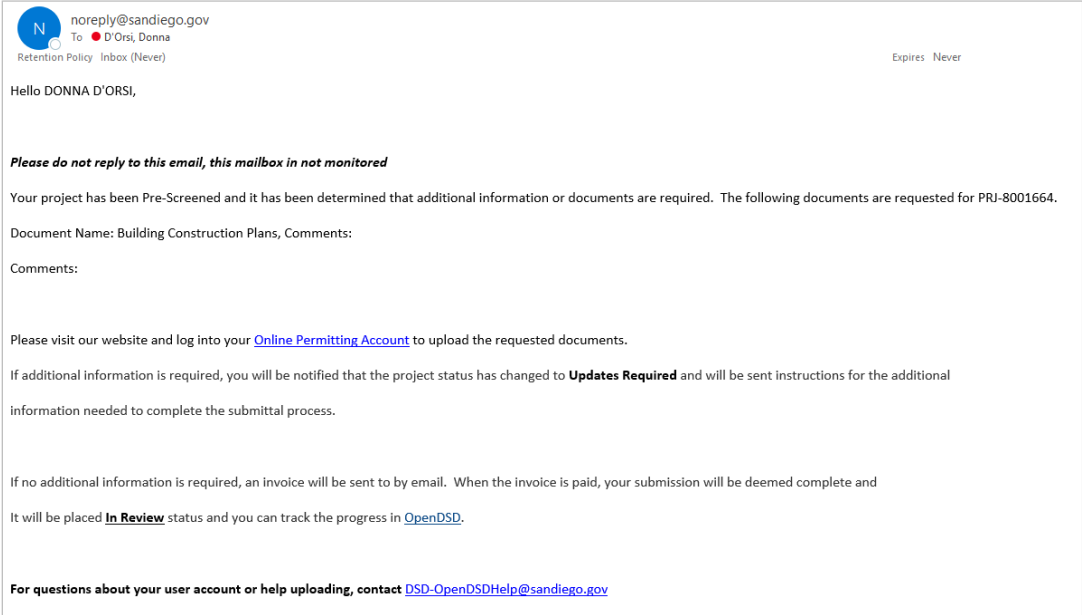
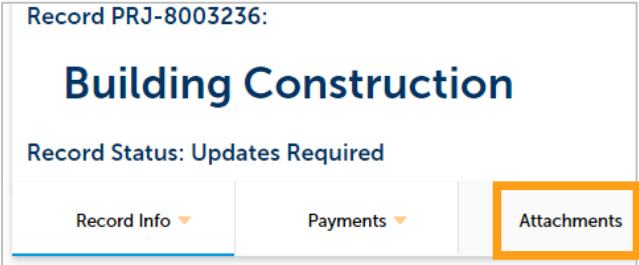
Please allow 2-3 business days for your submittal to be processed. During **Pre-Screen** the documents will be reviewed by staff for completeness in accordance with the [Project Submittal Manual](#).  
An email notification will be sent with the next steps to complete the submittal process.

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

For questions about your user account or help uploading, contact [DSDProjectInfo@saniego.gov](mailto:DSDProjectInfo@saniego.gov)

Thank you,  
City of San Diego  
Development Services Department

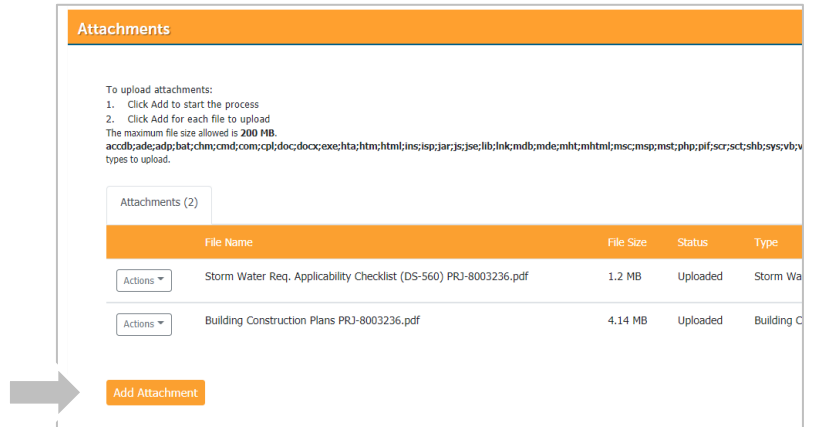
I RECEIVED AN "UPDATES REQUIRED" EMAIL. HOW DO I UPLOAD THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a></li> <li>Enter your username and password.</li> </ul>	
2	<p>Open the 'Updates Required' email. Clicking on the link in the email will take you to your project record that needs updates</p>	
3	<p>Your project information will load</p> <ul style="list-style-type: none"> <li>Click the "Attachments" Tab</li> </ul>	

4

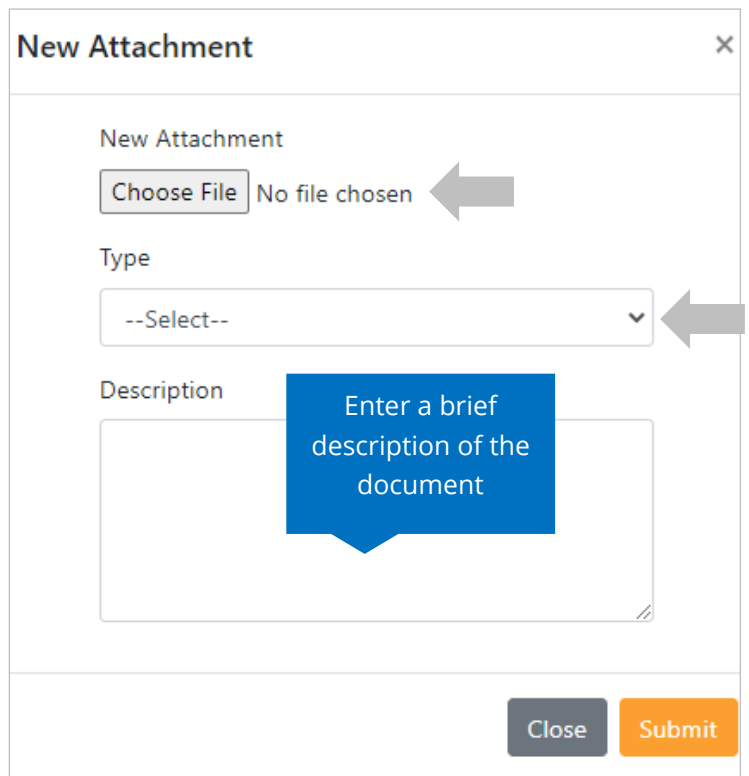
Previously attached documents will be displayed.

- Click "Add Attachment"



5

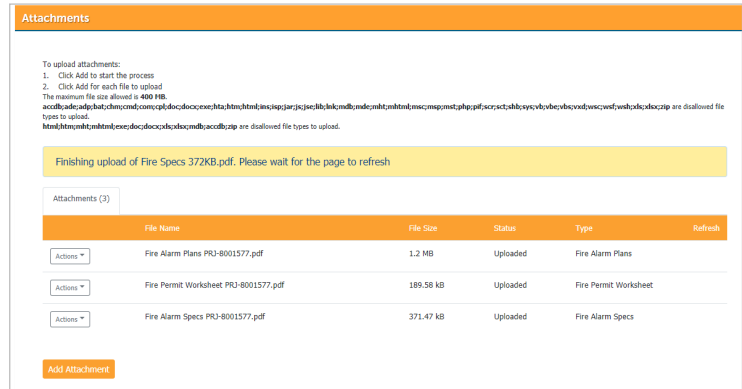
- Select 'Choose File' and drag/drop or search your files to attach them
- Click 'Type' drop-down and select file type
- Provide a brief description of the document
- Click the *Submit* button



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

**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.

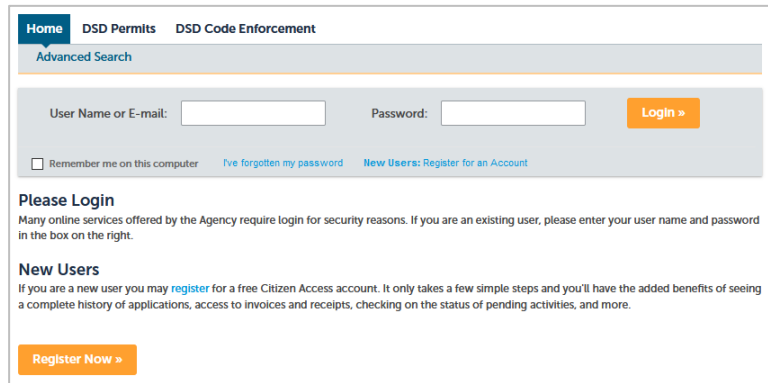


6

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

Step	Action	Screen Reference
------	--------	------------------

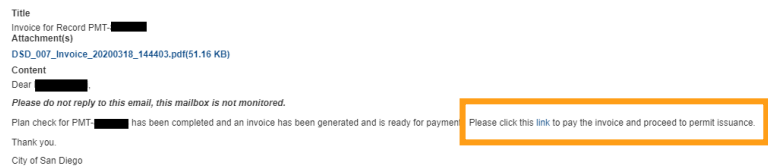
- Log into your [Online Permitting Account](#)
- Enter your username and password.



1

Open the 'Review Pending Invoice Payment' email

- Click on the link provided



2

Click on the DSD Permits tab.

- Select the record listed in the email

3

OR

Home Building **DSD Permits** DSD Code Enforcement

Create an Application Search Applications

**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. Click again to sort in descending order (Z-A).

Show on Map

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

<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	02/16/2021	PRJ-1004641	Photo-voltaic Residential Project
<input type="checkbox"/>	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**

**General Search**

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

Record Number:  Add the Project number (PRJ-XXXXXX)

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

- Click on "Payments"
- Select "Fees"

4

**Record PRJ-8003236:**

**Building Construction**

**Record Status: Application Pending Payment**

Record Info Payments Attachments

Fees

- Click on "Pay Fees"

5

**Outstanding:**

Date	Invoice Number	Amount
01/12/2018	617932	\$20.00
01/12/2018	617932	\$242.00
01/12/2018	617932	\$179.00

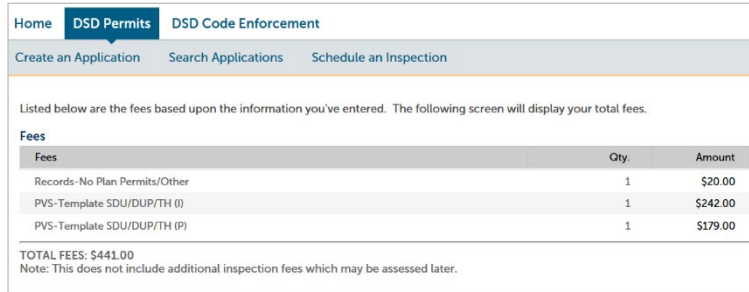
Total outstanding fees: \$441.00

Pay Fees



6

The following screen will load. Follow instructions to pay.

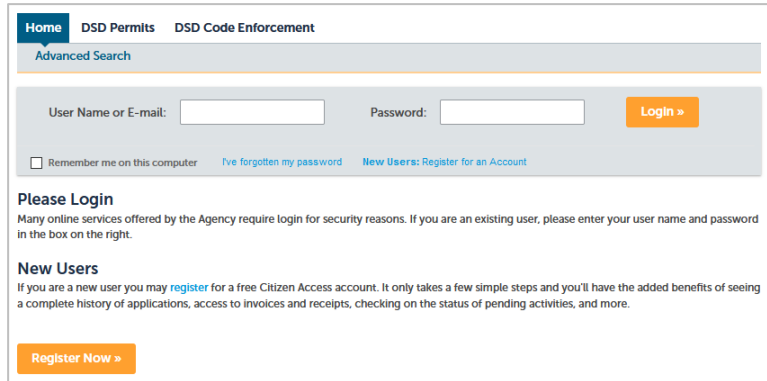


I RECEIVED A "RECHECK REQUIRED" EMAIL FROM A REVIEW DISCIPLINE. HOW DO I LOOK FOR THE ISSUES REPORT?

Step	Action	Screen Reference
------	--------	------------------

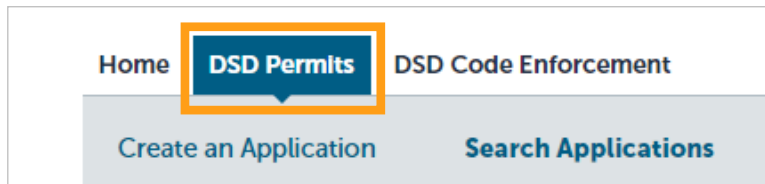
1

- 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 "DSD Permits"



3

Your records will be displayed

- Select the PRJ you wish to see the Project Issues Report for

<input type="checkbox"/>	01/25/2021	<a href="#">PRJ-8001673</a>	Fire	Standard-Fire-101/Ash	Issued
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001628</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm.101/Ash	Issued
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001629</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm.101/Ash	Issued
<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001682</a>	Building Construction Change	Construction Change - PRJ-8001673	In Review
<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001693</a>	Building Construction Change	Construction Change - PRJ-8001669	In Review

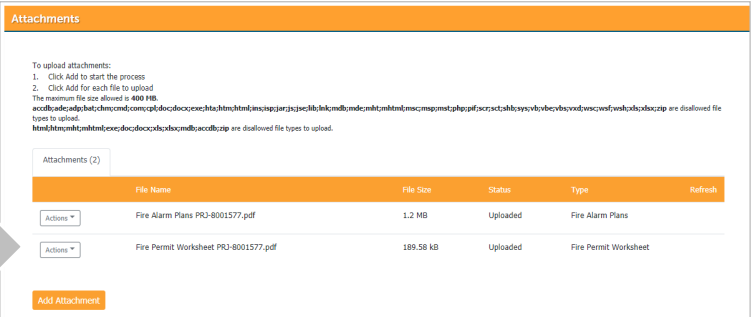
**4**

- Click the "Attachments" tab

Previously attached documents will be displayed.

You will see your Project Issues Report by discipline displayed.

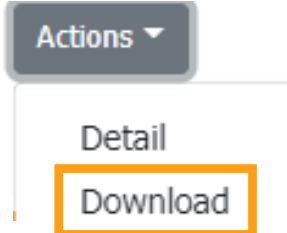
- Click the "Actions" drop-down



---

**5**

Click "Download" and the selected Project Issues Report will download



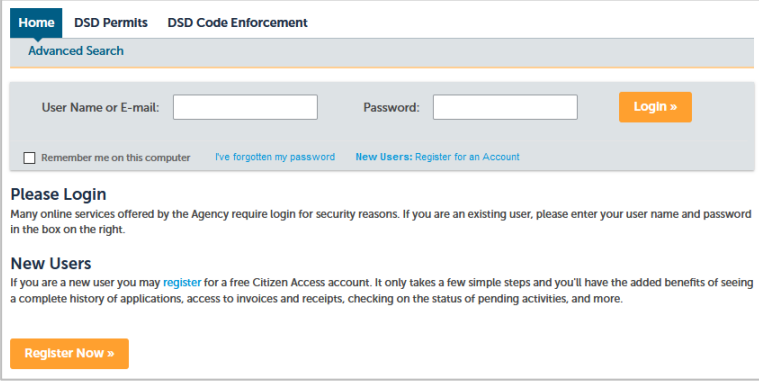
I RECEIVED A "READY FOR RESUBMITTAL" EMAIL. HOW DO I SUBMIT THE REQUESTED DOCUMENTS?

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

**1**

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



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

Home **DSD Permits** DSD Code Enforcement

Create an Application Search Applications

**Records** --Select--

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

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

Show on Map

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

<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	Description	Status
<input type="checkbox"/>	01/12/2021	<a href="#">PMT-8001493</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm.1200/03rd		Opened
<input type="checkbox"/>	01/12/2021	<a href="#">PRJ-8001528</a>	Fire	Standard-Fire-4250/05th		Issued
<input type="checkbox"/>	01/12/2021	<a href="#">PMT-8001496</a>	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st		Opened
<input type="checkbox"/>	01/12/2021	<a href="#">PMT-8001497</a>	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st		Opened
<input type="checkbox"/>	01/12/2021	<a href="#">PMT-8001498</a>	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st		Opened
<input type="checkbox"/>	01/12/2021	<a href="#">PRJ-8001525</a>	Fire	Standard-Fire.1222/01st		Recheck Required

4

Your project information will load.

- Click the “Attachments” Tab

**Record PRJ-8001577:**

**Fire**

**Record Status: Updates Required**

Record Info Payments Attachments

5

Previously attached documents will be displayed.

- Click on “Add Attachment”

**Attachments**

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;cpb;doc;docx;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mdb;mdc;mhmt;msc;msp;pst;php;pdf;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wdf; types to upload.  
htm;html;exe;doc;docx;xls;xlsx;accdb;zip are disallowed file types to upload.

Attachments (2)

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

**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

\*\*\*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.

7

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

**Attachments**

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.  
 acodbyade;adq;bat;chm;cmd;com;cp;doc;docx;exe;hta;htm;html;ini;ipg;jar;jsp;js;lib;lnk;cmd;exe;msi;msm;msp;mp3;pdf;scr;scd;shb;sys;vbs;vbe;vsd;wsc;wsh;wxd;xlsm;xls;zip are disallowed file types to upload.  
 hml;htm;html;htmle;exe;doc;docx;docm;docl;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
Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	
Fire Permit Worksheet PRJ-8001577.pdf	189.58 KB	Uploaded	Fire Permit Worksheet	
Fire Alarm Specs PRJ-8001577.pdf	371.47 KB	Uploaded	Fire Alarm Specs	

Add Attachment

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

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

<b>1</b>	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a></li> <li>Enter your username and password</li> </ul>	
----------	---	--

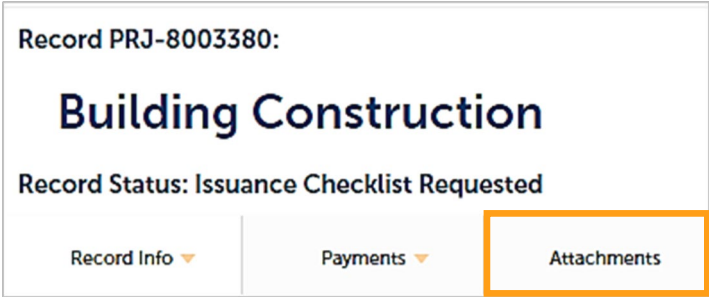
<b>2</b>	<ul style="list-style-type: none"> <li>Open the "Issuance Checklist Required" email.</li> <li>Click on the link to submit documents</li> </ul>	<p>Dear Customer,</p> <p>PRJ-1004554 requires a recheck. Please visit our website to see the Project Issues Report and the marked-up plans. <a href="#">Use this link to login to</a></p> <p>Required Documents:</p> <p>Building Construction Plans: DBCS-Photovoltaic Management</p> <p>Comments:</p> <p>.</p> <p>For questions or if you need assistance, please email <a href="mailto:DSDPVStatus@san Diego.gov">DSDPVStatus@san Diego.gov</a>.</p> <p>Thank you, City of San Diego</p>
----------	--	--

<b>3</b>	<ul style="list-style-type: none"> <li>Select the DSD Permits tab</li> </ul> <p>Your records will display with the current statuses.</p> <ul style="list-style-type: none"> <li>Click on the blue PRJ link of the project</li> </ul>	
----------	--	--

**4**

Your project information will load.

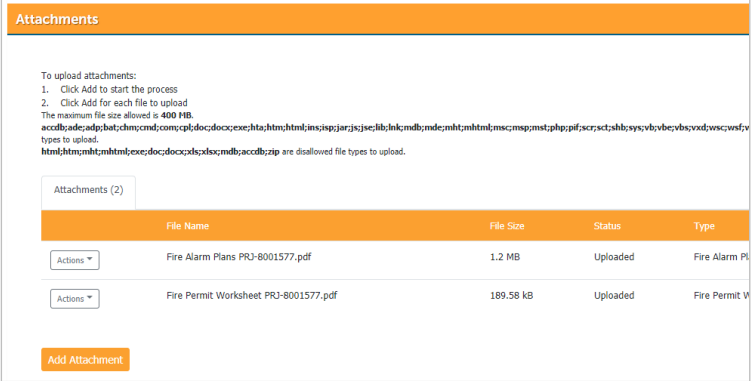
- Click the "Attachments" Tab



**5**

Previously attached documents will be displayed.

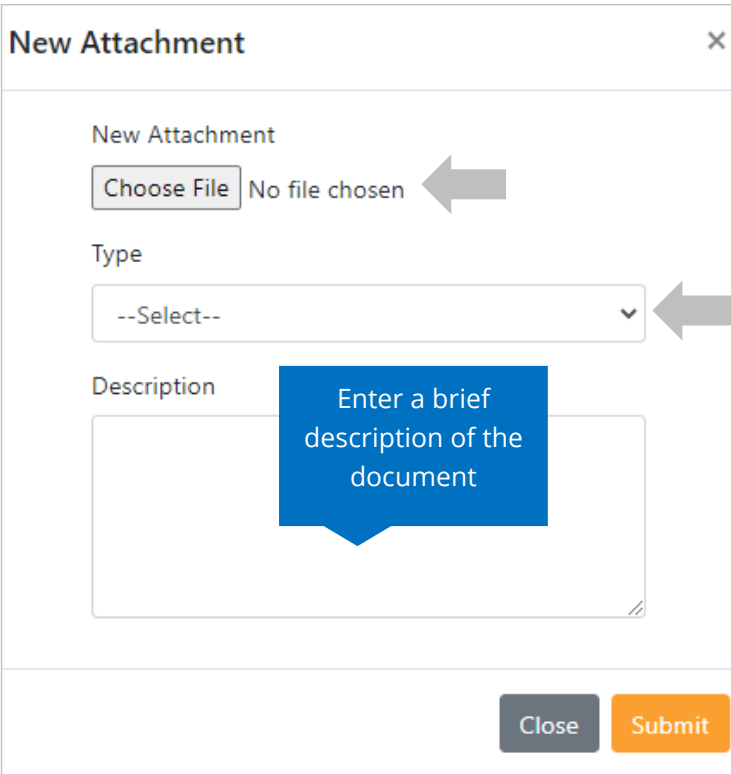
- Click "Add Attachment"



**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 (PR)

**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?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a></li> <li>Enter your username and password</li> </ul>	
2	<p>Open the “Approved” email</p> <ul style="list-style-type: none"> <li>Click on the link provided</li> </ul>	

Click on DSD Permits tab.

- Select the record listed in the email

OR

3

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"

4

Click on "Pay Fees"

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

5



The following screen will load.

- Follow instructions to pay

6

Fees	Qty.	Amount
Records-No Plan Permits/Other	1	\$20.00
PVS-Template SDU/DUP/TH (I)	1	\$242.00
PVS-Template SDU/DUP/TH (P)	1	\$179.00
<b>TOTAL FEES: \$441.00</b>		

Note: This does not include additional inspection fees which may be assessed later.

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

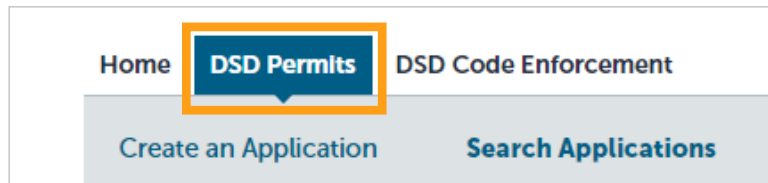
Step	Action	Screen Reference
------	--------	------------------

1

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

2

- Select the "DSD Permits" tab

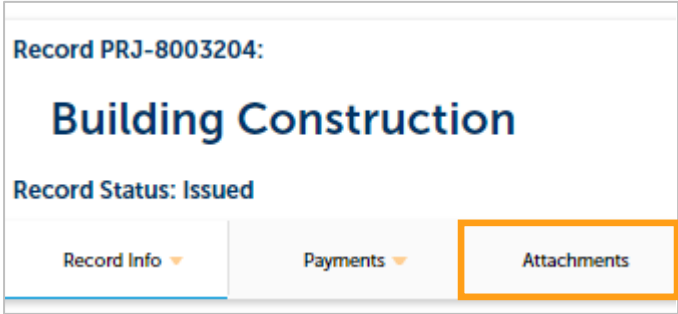
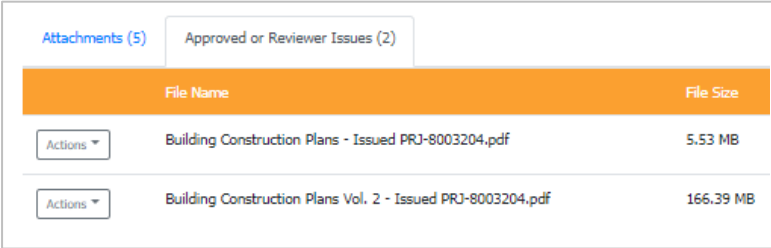
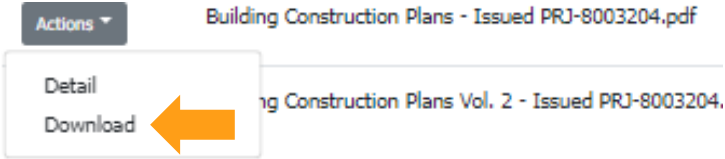


3

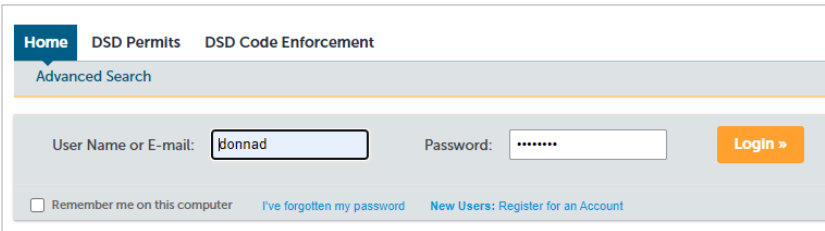
Your records will be displayed

- Select the PRJ record you wish to print by clicking on the blue link

<input type="checkbox"/>	01/25/2021	<a href="#">PRJ-8001673</a>	Fire	Standard-Fire:101/Ash	Issued
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001628</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001629</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued
<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001682</a>	Building Construction Change	Construction Change - PRJ-8001673	In Review
<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001693</a>	Building Construction Change	Construction Change - PRJ-8001662	In Review

<p><b>4</b></p>	<p>The record details will be displayed</p> <ul style="list-style-type: none"> <li>Click the "Attachments" Tab</li> </ul>	
<p><b>5</b></p>	<p>The attachments for this project will be displayed.</p> <p>Status will be "Approved"</p>	
<p><b>6</b></p>	<p>The document name will contain the word "Issued"</p> <ul style="list-style-type: none"> <li>Click on the Actions drop-down and click "Download"</li> </ul>	

## HOW DO I SCHEDULE INSPECTIONS?

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

**2**

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

DSD Permits						
Date	Record Number	Record Type	Application Name	Description	Status	
01/27/2021	PRJ-8001732	Fire	Standard-Fire:1222/01st		Issued	
01/27/2021	PMT-8001697	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	
01/27/2021	PMT-8001698	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	
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	

**3**

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

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

DSD Permits						
Date	Record Number	Record Type	Application Name	Description	Status	
01/27/2021	PRJ-8001732	Fire	Standard-Fire:1222/01st		Issued	
01/27/2021	PMT-8001697	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	
01/27/2021	PMT-8001698	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	
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	

**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 1
Attachments

**5**

- Click on "Inspections"

Record Info ▾

Record Details

Processing Status

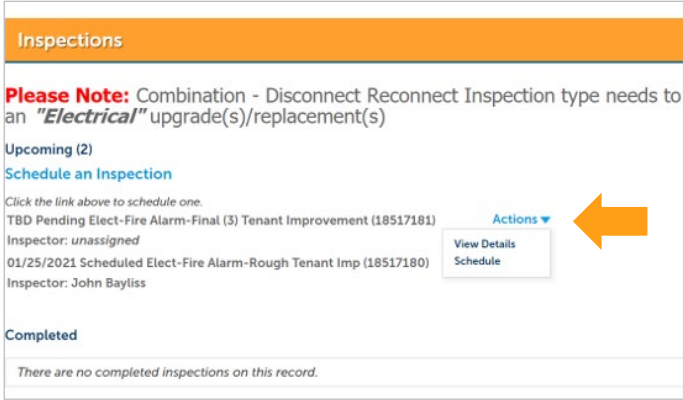
Related Records

Inspections ←

6

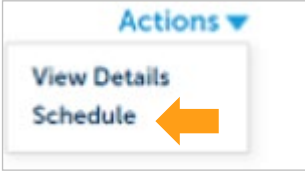
The inspections screen will appear, showing upcoming and completed inspections.

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



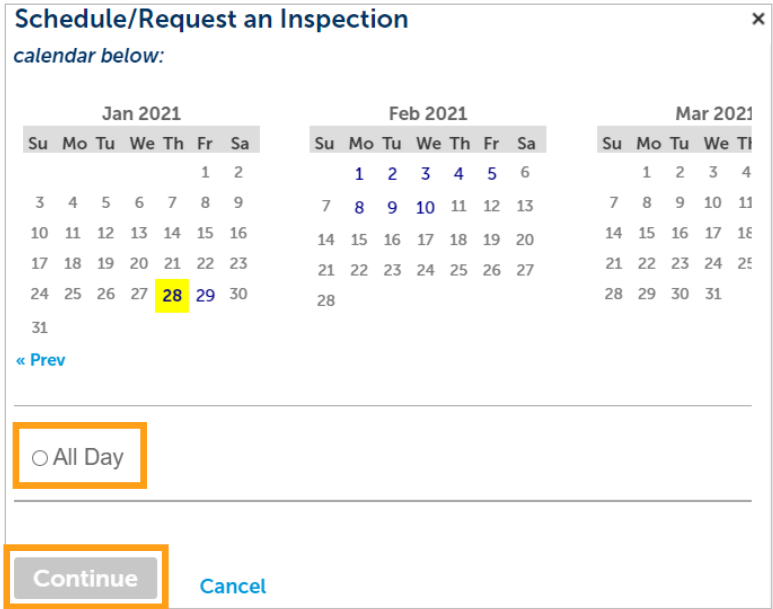
7

- Click on the "Schedule" link



8

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



9

The following screen will be displayed. If needed, click on 'Change contact' to enter a new person for the inspector to contact.

If no changes are needed, click on "Continue"



**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](#)

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*

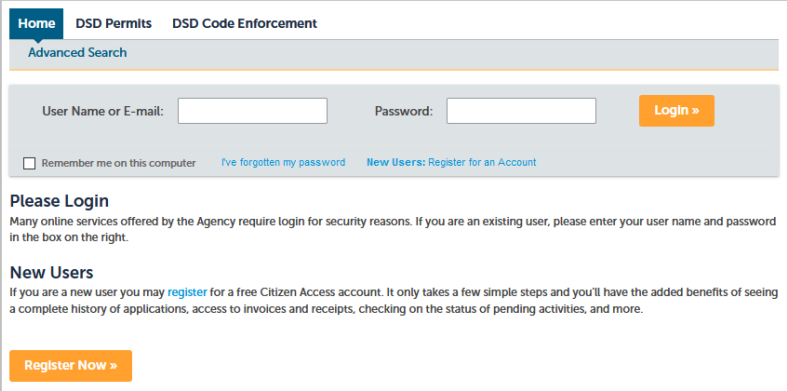
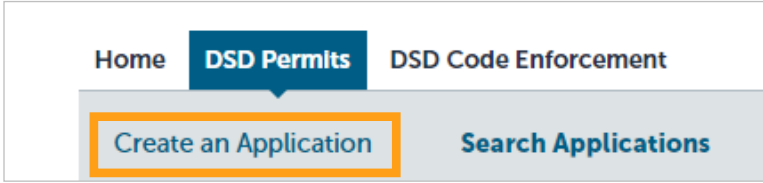
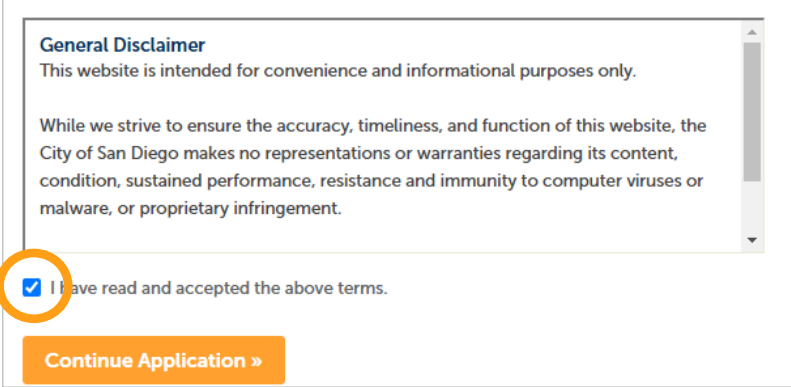
01/25/2021 Scheduled Elect-Fire Alarm-Rough Tenant Imp (18517180) [Actions](#) ▼

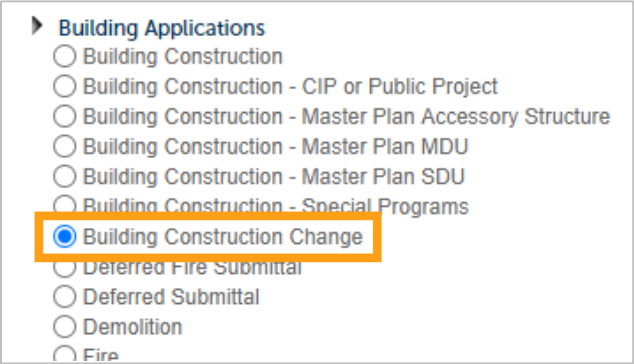
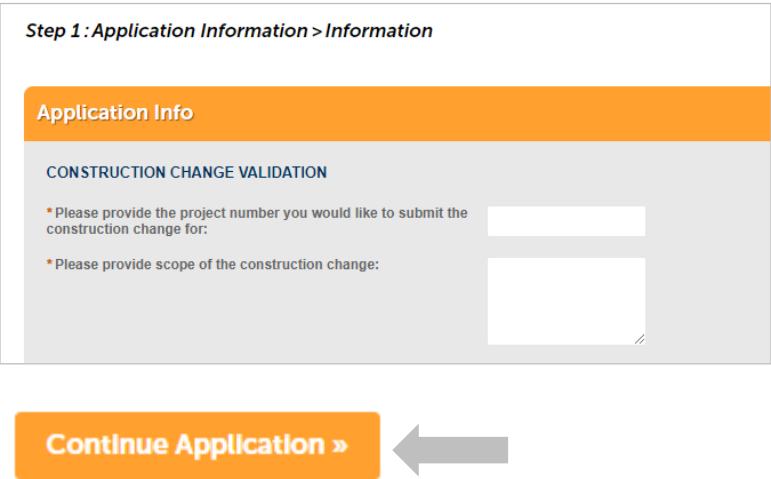
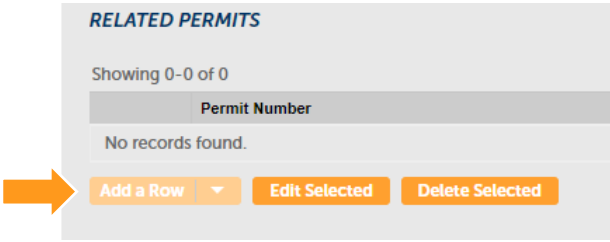
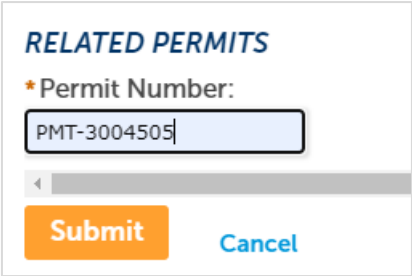
Inspector: John Bayliss

**Completed**

*There are no completed inspections on this record.*

## HOW TO SUBMIT A CONSTRUCTION CHANGE APPLICATION

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <li>To log into your <a href="#">Online Permitting Account</a>, enter your username and password, and press the Login button.</li> </ul>	
2	<ul style="list-style-type: none"> <li>Click on DSD Permits tab</li> <li>Click on “Create an Application”</li> </ul>	
3	<ul style="list-style-type: none"> <li>Read the General Disclaimere and then place a check mark confirming your acceptance.</li> <li>Then, click <i>Continue Application</i></li> </ul>	

<p>4</p>	<p>Select "Building Construction Change."</p> <p>Use this record for construction changes to Accela projects, if your project was a PTS or Hybrid project, use the Hybrid system to apply for you construction change.</p>	
<p>5</p>	<ul style="list-style-type: none"> <li>• Enter the PRJ # in the exact format PRJ-XXXXXXX</li> <li>• Provide a narrative of the changes proposed</li> <li>• Enter the permits affected by this construction change application</li> <li>• Click <i>Continue Application</i></li> </ul>	
<p>6</p>	<ul style="list-style-type: none"> <li>• Click "Add a Row"</li> </ul>	
<p>7</p>	<ul style="list-style-type: none"> <li>• Enter related permit numbers using the format PMT-1234567</li> <li>• Click <i>Submit</i> and the PMT will be added</li> </ul>	

**8**

- Repeat if more permits are related to this construction change
- Click *Continue Application*

**RELATED PERMITS**

Showing 1-1 of 1

<input type="checkbox"/>	Permit Number
<input type="checkbox"/>	PMT-3004505

←

**9**

- Click *Add* to upload the documents that reflect the proposed change.

**Step 3: Step 4 > Attachments**

**Attachments**

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

File Name	File Size	Type
No attachments added		

**10**

- Click "Choose File" and select from your computer.
- Provide the "Type" of document that you are uploading
- Provide a brief description of the document
- Click *Submit*

**New Attachment**

Building Con...n Plans.PDF

Type

Building Construction Plans

Description

←



Your uploaded files will be displayed

- Click *Continue Application*

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

File Name	File Size	Type
Building Construction Plans.PDF	4.88 MB	Building Construction Plans

[Add](#)

[Continue Application »](#) ←

11

- You will get the message displaying your CC number that was created.
- You will receive a confirmation email with the number as well.

Thank you for using our online services.  
**Your Record Number is CC-8001742.**

You will need this number to check the status of your application fees have been assessed or permit issuance has been processed.

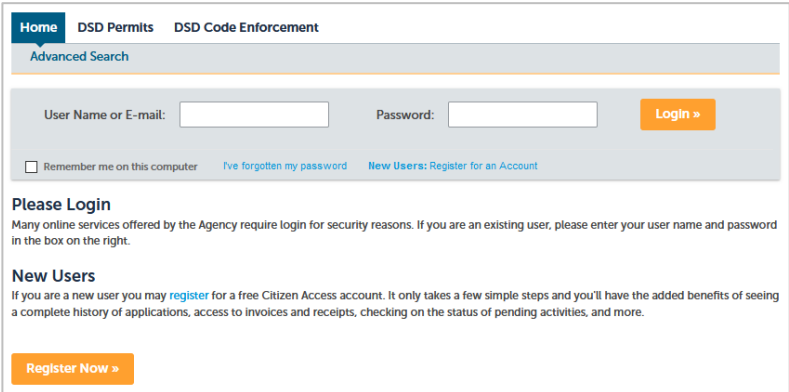
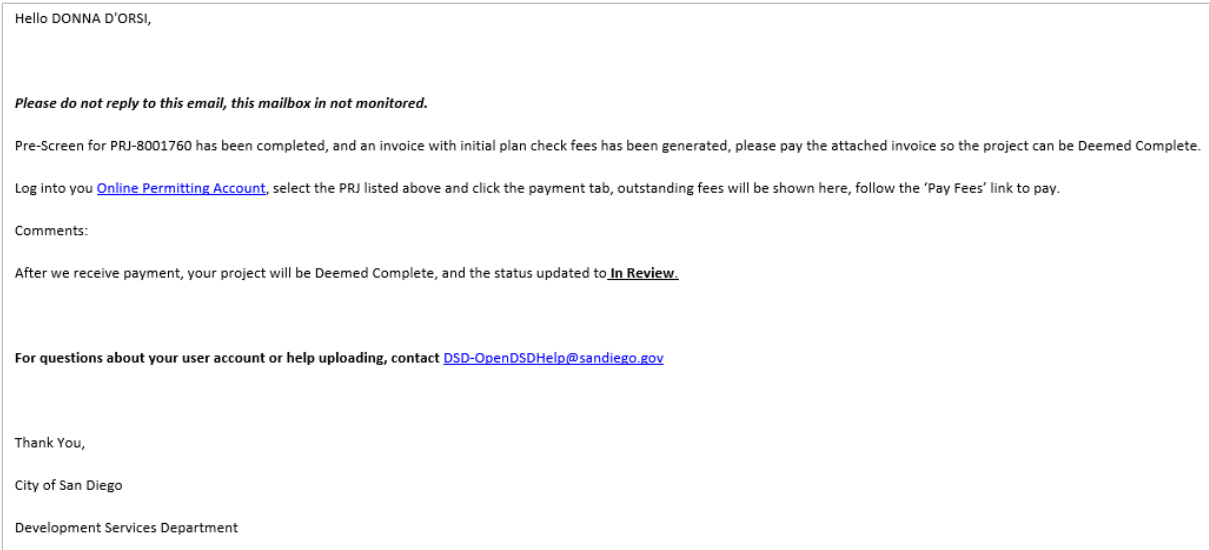
---

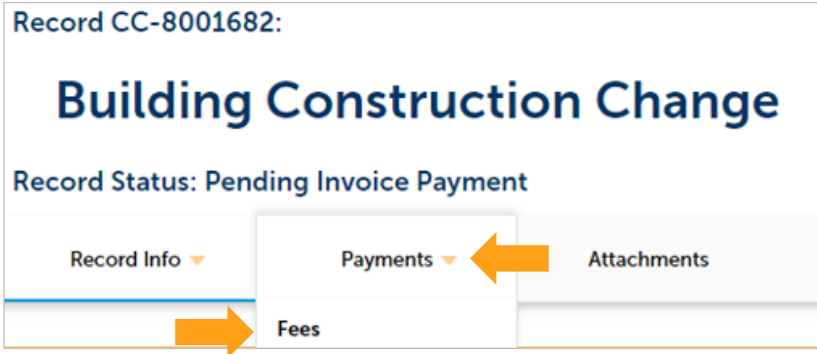

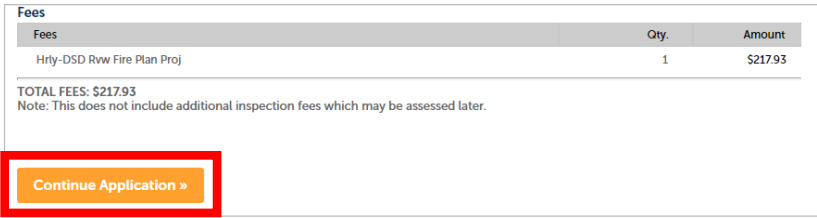
Choose "View Record Details" to Schedule Inspections, check sta

[View Record Details »](#)

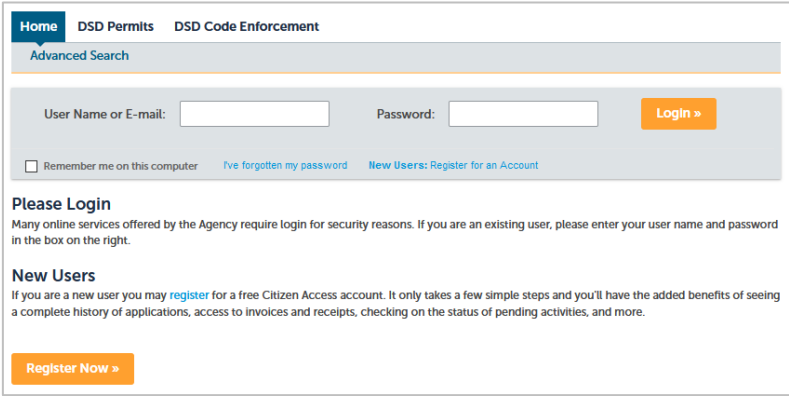
12

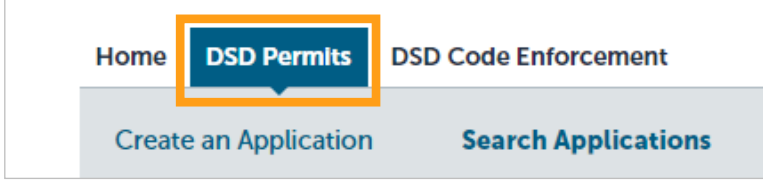
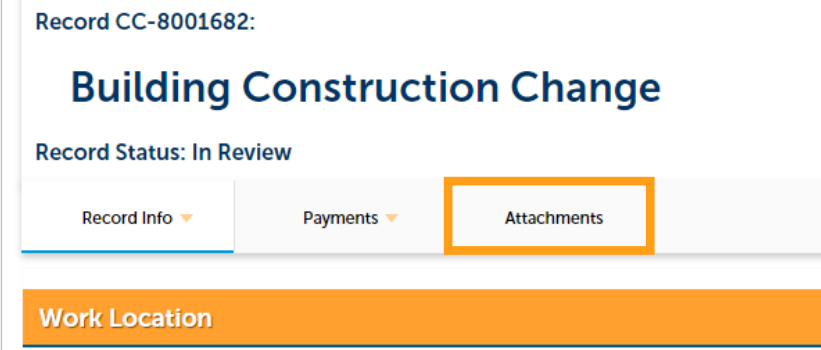
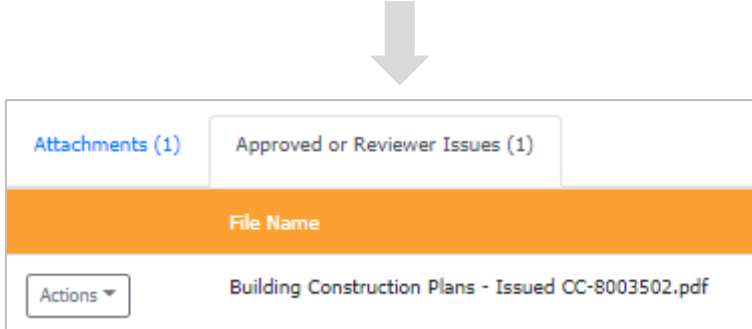
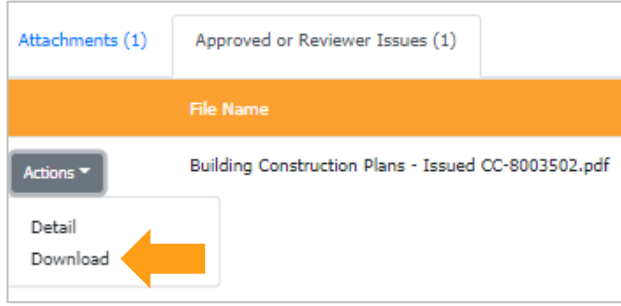
I RECEIVED A "PENDING INVOICE PAYMENT" EMAIL FOR MY CONSTRUCTION CHANGE. HOW DO I PAY?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a> by entering your username and password and then clicking on the Login button.</li> </ul>	
2	<ul style="list-style-type: none"> <li>Using the email information, search for and select the applicable permit record</li> </ul>	

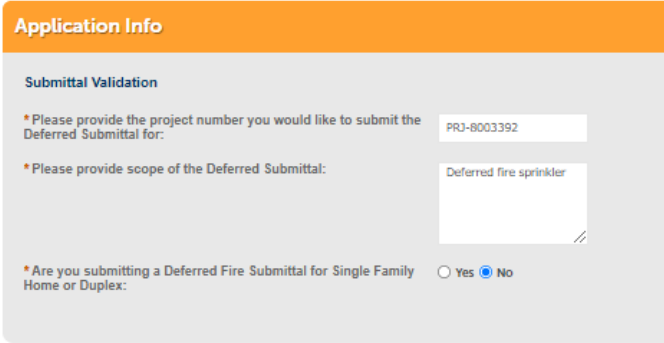
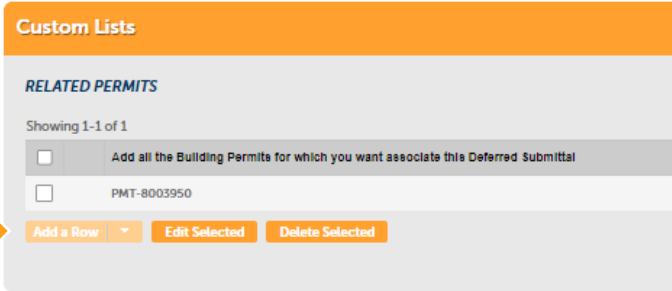
<p>3</p>	<p>Your record will be displayed</p> <ul style="list-style-type: none"> <li>Click "Payments" Tab</li> <li>Click "Fees" link</li> </ul>																			
<p>4</p>	<ul style="list-style-type: none"> <li>Click on "Pay Fees"</li> </ul>	 <table border="1"> <thead> <tr> <th colspan="3">Outstanding:</th> </tr> <tr> <th>Date</th> <th>Invoice Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$20.00</td> </tr> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$242.00</td> </tr> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$179.00</td> </tr> <tr> <td colspan="3">Total outstanding fees: \$441.00</td> </tr> </tbody> </table>	Outstanding:			Date	Invoice Number	Amount	01/12/2018	617932	\$20.00	01/12/2018	617932	\$242.00	01/12/2018	617932	\$179.00	Total outstanding fees: \$441.00		
Outstanding:																				
Date	Invoice Number	Amount																		
01/12/2018	617932	\$20.00																		
01/12/2018	617932	\$242.00																		
01/12/2018	617932	\$179.00																		
Total outstanding fees: \$441.00																				
<p>5</p>	<p>The following screen will load.</p> <ul style="list-style-type: none"> <li>Click <i>Continue Application</i> and follow instructions to pay.</li> </ul>	 <table border="1"> <thead> <tr> <th>Fees</th> <th>Qty.</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Hrly-DSD Rvw Fire Plan Proj</td> <td>1</td> <td>\$217.93</td> </tr> </tbody> </table> <p>TOTAL FEES: \$217.93 Note: This does not include additional inspection fees which may be assessed later.</p>	Fees	Qty.	Amount	Hrly-DSD Rvw Fire Plan Proj	1	\$217.93												
Fees	Qty.	Amount																		
Hrly-DSD Rvw Fire Plan Proj	1	\$217.93																		

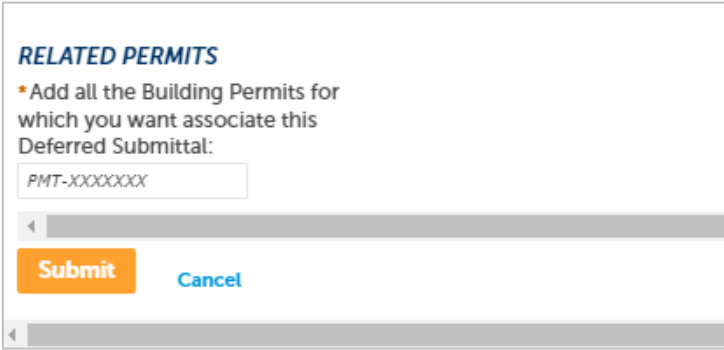
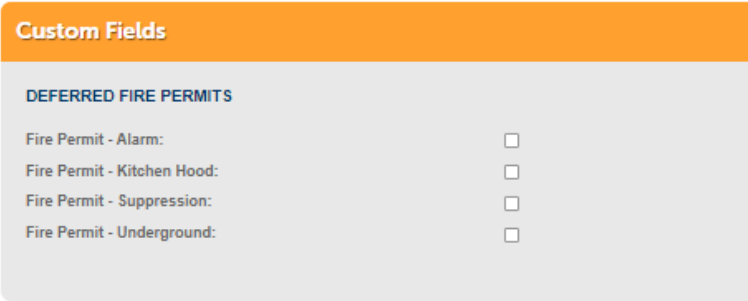
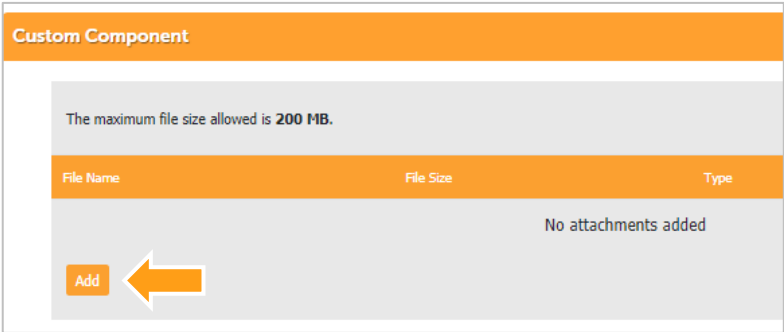
HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

Step	Action	Screen Reference
<p>1</p>	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a> by entering your username and password and then clicking on the Login button.</li> </ul>	

2	<p>Select the "DSD Permits" tab</p>																															
3	<p>Your records will be displayed</p> <ul style="list-style-type: none"> <li>Select the record you wish to print by clicking on the blue link</li> </ul>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">PRJ-8001673</a></td> <td>Fire</td> <td>Standard-Fire:101/Ash</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">PMT-8001628</a></td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">PMT-8001629</a></td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">CC-8001682</a></td> <td>Building Construction Change</td> <td>Construction Change - PRJ-8001623</td> <td>In Review</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">CC-8001693</a></td> <td>Building Construction Change</td> <td>Construction Change - PRJ-8001662</td> <td>In Review</td> </tr> </table>	<input type="checkbox"/>	01/25/2021	<a href="#">PRJ-8001673</a>	Fire	Standard-Fire:101/Ash	Issued	<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001628</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued	<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001629</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued	<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001682</a>	Building Construction Change	Construction Change - PRJ-8001623	In Review	<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001693</a>	Building Construction Change	Construction Change - PRJ-8001662	In Review
<input type="checkbox"/>	01/25/2021	<a href="#">PRJ-8001673</a>	Fire	Standard-Fire:101/Ash	Issued																											
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001628</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued																											
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001629</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued																											
<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001682</a>	Building Construction Change	Construction Change - PRJ-8001623	In Review																											
<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001693</a>	Building Construction Change	Construction Change - PRJ-8001662	In Review																											
4	<p>The record details will be displayed</p> <ul style="list-style-type: none"> <li>Click the "Attachments" Tab</li> </ul>																															
5	<ul style="list-style-type: none"> <li>Click the "Approved or Reviewer Issues" tab</li> </ul> <p>The attachments for this CC project will be displayed</p>																															
6	<ul style="list-style-type: none"> <li>Click on the Actions drop-down and click "Download"</li> </ul>																															

HOW DO I APPLY FOR A DEFERRED FIRE SUBMITTAL?

Step	Action	Screen Reference
1	<p><b>Select a record type</b></p> <ul style="list-style-type: none"> <li>Select "Deferred Fire Submittal"</li> <li>Click <i>Continue Application</i></li> </ul>	<p>► <b>Building Applications</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Building Construction</li> <li><input type="radio"/> Building Construction - CIP or Public Project</li> <li><input type="radio"/> Building Construction - Master Plan Accessory Structure</li> <li><input type="radio"/> Building Construction - Master Plan MDU</li> <li><input type="radio"/> Building Construction - Master Plan SDU</li> <li><input type="radio"/> Building Construction - Special Programs</li> <li><input type="radio"/> Building Construction Change</li> <li><input checked="" type="radio"/> Deferred Fire Submittal</li> <li><input type="radio"/> Deferred Submittal</li> <li><input type="radio"/> Demolition</li> <li><input type="radio"/> Fire</li> <li><input type="radio"/> Fire Construction Change</li> <li><input type="radio"/> No-Plan - Nonresidential/Multifamily - Electrical</li> <li><input type="radio"/> No-Plan - Nonresidential/Multifamily - Mechanical</li> <li><input type="radio"/> No-Plan - Nonresidential/Multifamily - Plumbing</li> <li><input type="radio"/> No-Plan - Residential - Combination Mech/Elec/Plum</li> <li><input type="radio"/> Photo-voltaic Construction Change</li> <li><input type="radio"/> Photo-voltaic Residential Project</li> </ul> <p><b>Continue Application</b></p>
2	<p><b>Application Info</b></p> <p>Provide:</p> <ul style="list-style-type: none"> <li>The PRJ number</li> <li>Scope</li> <li>Whether it is for a single family home or duplex</li> </ul>	
3	<ul style="list-style-type: none"> <li>Click "Add a Row," and a window will pop up</li> </ul>	

<b>4</b>	<ul style="list-style-type: none"> <li>• Add the PMT number in the pop up window using the format PMT-1234567</li> <li>• Add additional PMTs by clicking "Add a Row" again, until all PMTs have been added</li> <li>• Click <i>Continue Application</i></li> </ul>	
<b>5</b>	<p><b>Deferred Fire Permit Types</b></p> <ul style="list-style-type: none"> <li>• Select the requested Deferred Fire Permits</li> <li>• Click <i>Continue Application</i></li> </ul>	
<b>6</b>	<p><b>Add attachments</b></p> <ul style="list-style-type: none"> <li>• Click the <i>Add</i> button</li> </ul>	

7

- 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*

**New Attachment**

No file chosen

Type

--Select-- ▾

Description

**Review**

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



**Deferred Fire Submittal**

1 Application Information    2 Deferred Permits    3 Attachments    4 Review    5 Submitted

**Step 4: 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**

**Deferred Fire Submittal**

**Application Info**

**Submittal Validation**  
 Please provide the project number you would like to submit the Deferred Submittal for:    PRJ-8003392  
 Please provide scope of the Deferred Submittal:    Deferred fire sprinkler  
 Are you submitting a Deferred Fire Submittal for Single Family Home or Duplex:    No


**Custom Lists**

RELATED PERMITS

8

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

**Step 5: 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 FDEF-0000017.**

You will need this number to check the status of your application or to schedule/check results of inspections. Your project fees have been assessed or permit issuance has been processed.

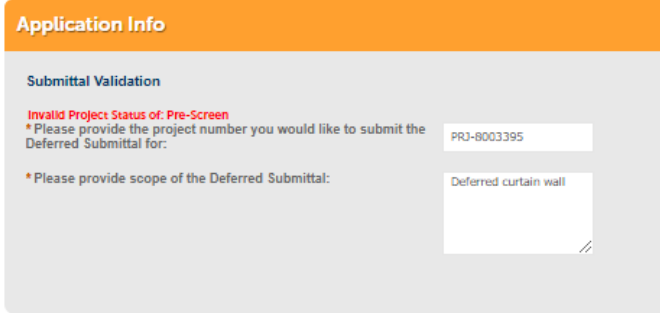
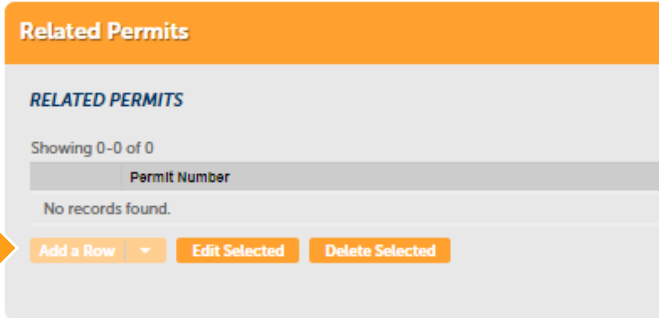
Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

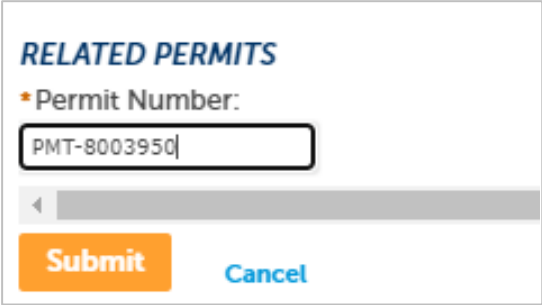
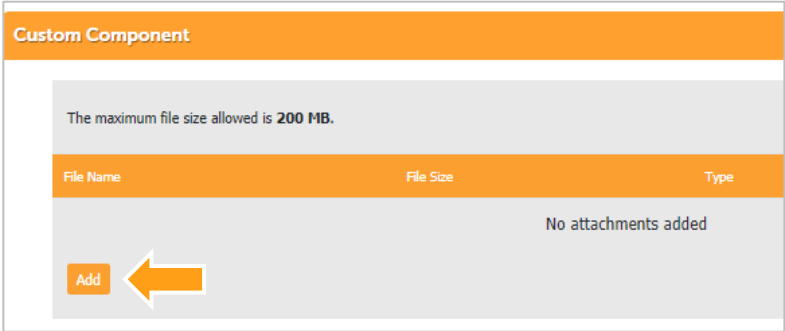
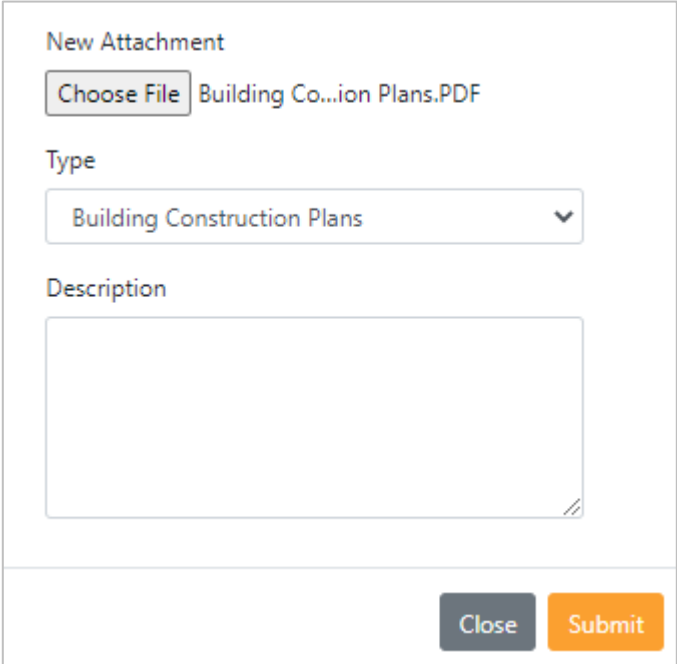
**View Record Details »**

9



HOW DO I APPLY FOR A DEFERRED SUBMITTAL?

Step	Action	Screen Reference
1	<p><b>Select a record type</b></p> <ul style="list-style-type: none"> <li>Select "Deferred Submittal" to submit plans for items that were deferred from your building permit plans</li> <li>Click <i>Continue Application</i></li> </ul>	<p>► <b>Building Applications</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Building Construction</li> <li><input type="radio"/> Building Construction - CIP or Public Project</li> <li><input type="radio"/> Building Construction - Master Plan Accessory Structure</li> <li><input type="radio"/> Building Construction - Master Plan MDU</li> <li><input type="radio"/> Building Construction - Master Plan SDU</li> <li><input type="radio"/> Building Construction - Special Programs</li> <li><input type="radio"/> Building Construction Change</li> <li><input type="radio"/> Deferred Fire Submittal</li> <li><input checked="" type="radio"/> Deferred Submittal</li> <li><input type="radio"/> Demolition</li> <li><input type="radio"/> Fire</li> <li><input type="radio"/> Fire Construction Change</li> <li><input type="radio"/> No-Plan - Nonresidential/Multifamily - Electrical</li> <li><input type="radio"/> No-Plan - Nonresidential/Multifamily - Mechanical</li> <li><input type="radio"/> No-Plan - Nonresidential/Multifamily - Plumbing</li> <li><input type="radio"/> No-Plan - Residential - Combination Mech/Elec/Plum</li> <li><input type="radio"/> Photo-voltaic Construction Change</li> <li><input type="radio"/> Photo-voltaic Residential Project</li> </ul> <p><b>Continue Application</b></p>
2	<p><b>Application Info</b></p> <p>Provide:</p> <ul style="list-style-type: none"> <li>The PRJ number this deferred submittal is related to</li> <li>Scope</li> </ul>	
3	<ul style="list-style-type: none"> <li>Click "Add a Row," and a window will pop up</li> </ul>	

4	<ul style="list-style-type: none"> <li>• Add the PMT number in the pop up window using the format PMT-1234567</li> <li>• Add additional PMTs by clicking "Add a Row" again, until all PMTs have been added</li> <li>• Click <i>Continue Application</i></li> </ul>	
5	<p><b>Add attachments</b></p> <ul style="list-style-type: none"> <li>• Click the <i>Add</i> button</li> </ul>	
6	<ul style="list-style-type: none"> <li>• Select "Choose File" and drag/drop or search for your files to attach them</li> <li>• Click "Type" drop-down and select file type (Building Construction Plans)</li> <li>• Provide a brief description of the document</li> <li>• Click the <i>Submit</i> button</li> <li>• Repeat until all documents have been uploaded</li> <li>• Click <i>Continue Application</i></li> </ul>	

**Review**

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



**Deferred Submittal**

1 Application Information    2 Step 3    3 Review    4 Submitted

**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**

**Deferred Submittal**

**Application Info**

**Submittal Validation**  
 Please provide the project number you would like to submit the Deferred Submittal for: PRJ-8003392  
 Please provide scope of the Deferred Submittal: Deferred curtain wall


**Related Permits**

DDI ATEN DEEMTC

7

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

**Step 5: 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 FDEF-0000017.**

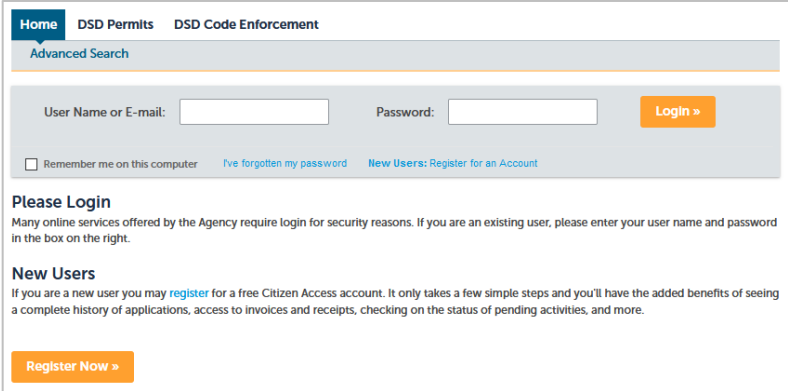
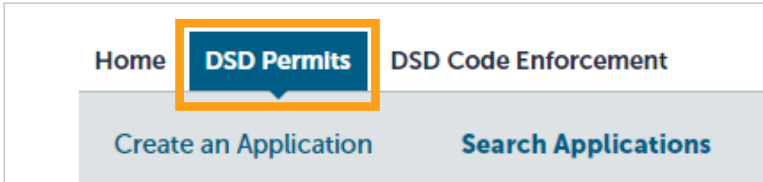

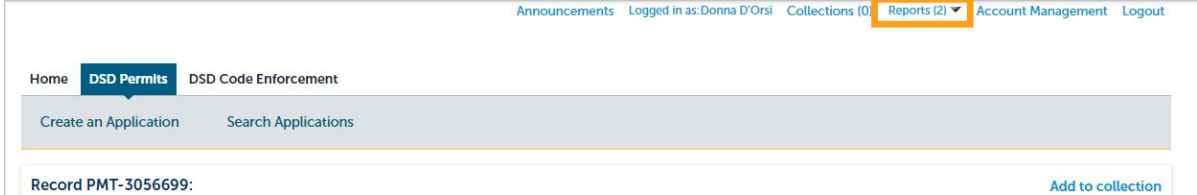
You will need this number to check the status of your application or to schedule/check results of inspections. Your project fees have been assessed or permit issuance has been processed.

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

[View Record Details >](#)

8

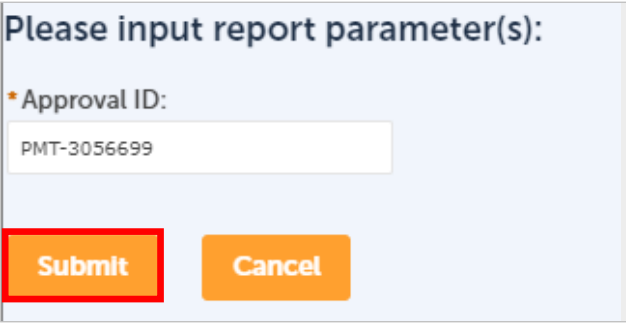
HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?

Step	Action	Screen Reference															
1	<p><b>APPROVAL REPORT</b></p> <ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a></li> <li>Enter your username and password</li> </ul>	 <p>The screenshot shows the 'DSD Permits' login page. It includes a navigation bar with 'Home', 'DSD Permits', and 'DSD Code Enforcement'. Below is an 'Advanced Search' section with a login form containing fields for 'User Name or E-mail' and 'Password', and a 'Login »' button. There are also links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. A 'Please Login' section explains that login is required for security. A 'New Users' section provides instructions for creating a free Citizen Access account, with a 'Register Now »' button.</p>															
2	<ul style="list-style-type: none"> <li>Click on the DSD Permits tab and your records will be displayed</li> </ul>	 <p>The screenshot shows the navigation menu with 'Home', 'DSD Permits', and 'DSD Code Enforcement'. The 'DSD Permits' tab is highlighted with an orange box. Below the menu are two buttons: 'Create an Application' and 'Search Applications'.</p>															
3	<ul style="list-style-type: none"> <li>Click on the PMT you wish to print the Approval Report for</li> </ul>	<table border="1" data-bbox="704 1104 1495 1178"> <tr> <td>01/29/2021</td> <td><b>PMT-8001719</b></td> <td>Approval - Construction - Fire Pmt - Underground</td> <td>Approval - Construction - Fire Pmt - Underground.1222/01st</td> <td>Issued</td> </tr> <tr> <td>01/29/2021</td> <td>PRJ-8001760</td> <td>Fire</td> <td>Standard-Fire.1222/01st</td> <td>Issued</td> </tr> <tr> <td>01/28/2021</td> <td>PRJ-8001754</td> <td>Fire</td> <td>Standard-Fire.1650/08th</td> <td>In Queue</td> </tr> </table>	01/29/2021	<b>PMT-8001719</b>	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st	Issued	01/29/2021	PRJ-8001760	Fire	Standard-Fire.1222/01st	Issued	01/28/2021	PRJ-8001754	Fire	Standard-Fire.1650/08th	In Queue
01/29/2021	<b>PMT-8001719</b>	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st	Issued													
01/29/2021	PRJ-8001760	Fire	Standard-Fire.1222/01st	Issued													
01/28/2021	PRJ-8001754	Fire	Standard-Fire.1650/08th	In Queue													
4	<p>The selected record will be displayed</p>	 <p>The screenshot shows the record details for 'Record PMT-8001719: Approval - Construction - Fire Pmt - Underground'. It indicates the 'Record Status: Issued' and 'Expiration Date: 01/29/2021'. There are three tabs: 'Record Info', 'Payments', and 'Attachments'.</p>															
5	<ul style="list-style-type: none"> <li>Click on the "Reports" drop-down menu</li> <li>Select "Approval"</li> </ul>	 <p>The screenshot shows the 'Reports (2)' dropdown menu open. The 'Reports (2)' menu item is highlighted with an orange box. The page also shows the navigation bar and the 'Record PMT-3056699:' section with an 'Add to collection' button.</p>															

6

A pop-up window will open. Make sure that the correct permit number appears, if not, enter the correct permit number.

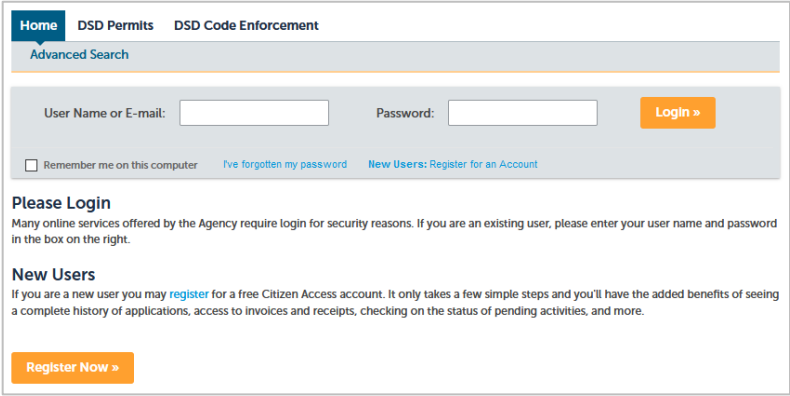
- Click on *Submit*



1

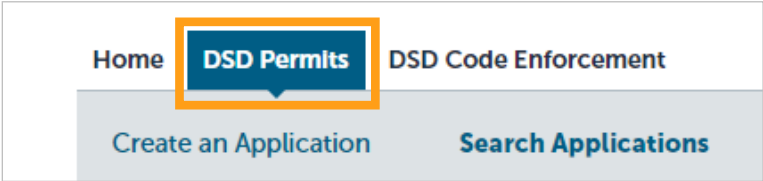
**INVOICE REPORT**

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



2

- Click on DSD Permits and your records will be displayed



3


Locate your record in the list displayed.

- Click on the blue link to select that record

01/28/2021	<a href="#">PMT-8001710</a>	Approval - Construction - Fire Pmt - Underground
01/28/2021	<a href="#">PRJ-8001747</a>	Fire
01/28/2021	<a href="#">CC-8001745</a>	Building Construction Change
01/28/2021	<a href="#">CC-8001742</a>	Building Construction Change
01/27/2021	<a href="#">PRJ-8001732</a>	Fire

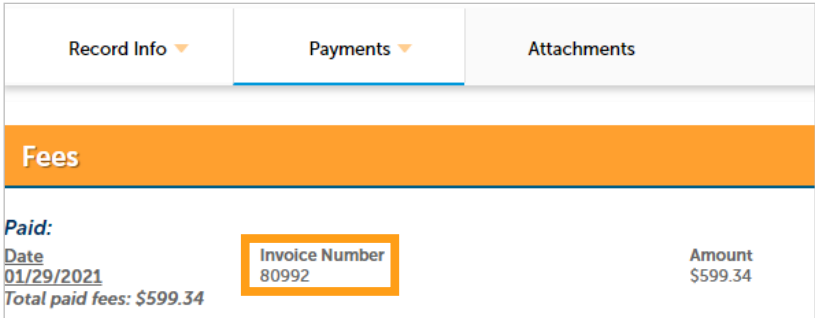
4

- To generate the Invoice report, click on the "Payments" Tab and then on "Fees"



5

Make note of the invoice number




Date	Invoice Number	Amount
01/29/2021	80992	\$599.34

**Paid:**  
Date: 01/29/2021  
Total paid fees: \$599.34

6

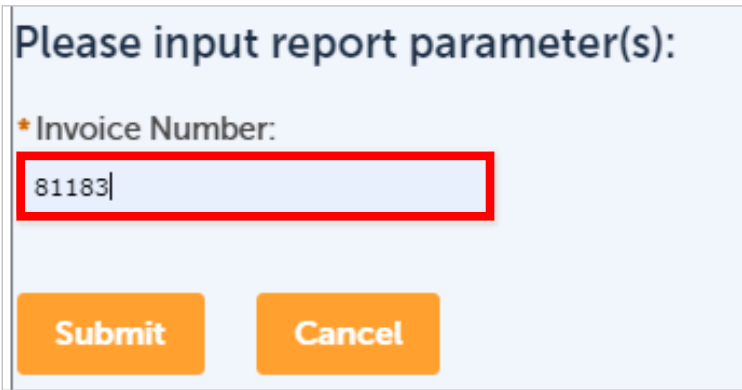
- Click on the "Reports" drop down
- Select "Invoice"



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**

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

**APPENDIX B – WORKFLOW AND RECORD STATUS MAPPING**

Workflow Task Name	Workflow Task Status	Record Status (Project)	Permit
Pre-Screen	In Queue	In Queue	N/A
Pre-Screen	In Process	Pre-Screen	N/A
Pre-Screen	Updates Required	Updates Required	N/A
Pre-Screen	Resubmitted	Resubmitted	N/A
Pre-Screen	Route to EPR	Pre-Screen	N/A
Pre-Screen	Documents Routed to EPR	Pre-Screen	N/A
Pre-Screen	Pending Invoice Payment	Application Pending Payment	N/A
Project Review	In Review	In Review	N/A
Project Review	Ready for Issuance	In Review	N/A
Project Review	Review Phase Complete	Review Phase Complete	N/A
Issuance	In Progress	Review Phase Complete	N/A
Issuance	Updates Required	Issuance Checklist Requested	N/A
Issuance	Resubmitted	Issuance Checklist Submitted	N/A
Issuance	Approved Upon Final Payment	Approved Upon Final Payment	Approved Upon Final Payment
Issuance	Approved Upon Final Payment	Issued (When all Permits are set to Issued)	Issued
Issuance	Closed	Closed (When all Permits are set to Closed)	Closed



## 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.