Apply for a Permit Online

ENGINEERING
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, email DSDProjectinfo@sandiego.gov.
- For project status or questions about your project, complete the Project Status Request form.
- For plan requirements and document issues, please click here.
- For help planning your project, consider booking a virtual counter appointment with DSD.

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## HOW TO SUBMIT AN APPLICATION

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<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></td>
<td>* If you are a new user, see the <a href="#">tutorial</a> on how to register for an account.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>• Select “DSD Permits”</td>
<td><img src="image2.png" alt="DSD Permits Screen" /></td>
</tr>
<tr>
<td>3</td>
<td>• Select “Create an Application”</td>
<td><img src="image3.png" alt="Application Screen" /></td>
</tr>
<tr>
<td>4</td>
<td>• Read and acknowledge the Disclaimer</td>
<td><img src="image4.png" alt="Disclaimer Screen" /></td>
</tr>
<tr>
<td></td>
<td>• Click <em>Continue Application</em></td>
<td></td>
</tr>
</tbody>
</table>
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 - CIIP 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
  - Fire-subject Construction Change
  - Photo-voltaic Construction Change
  - Photo-voltaic Residential Project
  - Plan - Mechanical/Electrical/Plumbing Standalone
  - Sign

Jump to a permit type for the next step:

- Right-of-Way – Minor – Rapid Review
- Grading, ROW, Mapping – Standalone
- Grading, ROW, Mapping – Associated
- Engineering Construction Change

Right-of-Way – Minor – Rapid Review

2. Click Continue Application

- 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
Permit Specific Requirements

- Answer “Yes” or “No” the list of validation questions below

**NOTE:** It is important to answer the validation questions correctly and as directed to avoid cancelation of the permit application.

- When complete, click *Continue Application*

**Step 1: Minor ROW - Validation**

**IMPORTANT:** Failure to answer the following questions correctly and as directed will result in cancelling your permit application request. Reapplying for the correct record type application will be required.

- See [Information Bulletin 165](#), How to Obtain a Public Right-of-Way Permit for Standard Public Improvements.
- See [Information Bulletin 523](#), How to Obtain a Permit for a Sidewalk Cafe.
- See [Section 142.0560(j)](#), for Driveway and Access Regulations.

*Indicates a required field.*
**Address or Parcel Entry**

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

**OR**

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

- Click *Continue Application*

---

**Code Validation**

Answer the Code enforcement Case question:

- If “no,” continue application:

- If “yes,” answer the additional questions:

**NOTE:** If you have an active Code Case, your application will not qualify for a Rapid Review Process and you must submit the following record type Grading, ROW, Mapping Applications, Grading, ROW, Mapping – Standalone to complete the permit application.
**Permit Scope and Site Information**

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type
4. Associated building permit approval numbers
5. Associated discretionary permit approval numbers

- When complete, click *Continue Application*

---

**Select a Record Type**

- For new engineering or mapping submittals, elect “Grading, ROW, Mapping - Standalone”
- Click *Continue Application*

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

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**Submittal Validation**

Answer the submittal validation questions.

If the answer is “Yes” to both questions you must submit a Grading, ROW, Mapping - Associated submittal to complete the permit application

Otherwise, click *Continue Application*
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)

**OR**

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

Answer the Code enforcement Case question:

- If “no,” continue application:

- If “yes,” answer the additional questions

---

**Project Information**

Provide the following:

1. Project scope
2. Processing timeline
3. Applicant type
4. Associated discretionary permit number(s), if applicable. If none, enter “N/A.”

- When complete, click *Continue Application*

---

**Permit Specific Requirements**

- Select permit type and answer any additional questions
- Click *Continue Application*
Go to step 7 to upload documents and complete application

Grading, ROW, Mapping - Associated

Select a Record Type
- Select “Grading, ROW, Mapping- Associated Submittal” to link to an existing project in Accela.

If the existing project is a PTS or Hybrid project, select the Standalone record to complete your application.

Submittal Validation
- Enter an existing Accela PRJ number to continue

Step 1: Validation > Submittal Validation

If the PRJ number is invalid, select “Grading, ROW, Mapping – Standalone” to complete your application.
• 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 »

Address or Parcel Entry

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

OR

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

OR

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

Answer the Code enforcement Case question:

- If “no,” continue application:

- If “yes,” answer the additional questions

Project Information

Provide the following:

5. Project scope
6. Processing timeline
7. Applicant type
8. Associated discretionary permit number(s), if applicable. If none, enter “N/A.”

- When complete, click Continue Application

Permit Specific Requirements

- Select permit type and answer any additional questions
- Click Continue Application
### Engineering Construction Change

<table>
<thead>
<tr>
<th></th>
<th>Select a Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>6a</td>
<td>Select “Engineering Construction Change”</td>
</tr>
</tbody>
</table>

**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

**Select a Record Type**
- Enter the PRj# in the exact format PRJ-XXXXXX
- Provide a narrative of the changes proposed
- Click *Continue Application*

**Related Permits**
- Enter the PMT number you want to associate with this construction change
- Click *Submit* and the PMT will be added

Continue Application »

Go to step 7 to upload documents and complete application
After the PMT is validated, it will be displayed.

- Click Continue Application

Go to step 7 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

**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

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

You will receive a system generated email with your project number and what to expect next.
## 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>
<tbody>
<tr>
<td>1</td>
<td><strong>Log into your Online Permitting Account</strong></td>
<td><img src="image" alt="Login Screen" /></td>
</tr>
<tr>
<td></td>
<td><strong>Enter your username and password.</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Open the 'Updates Required' email. Clicking on the link in the email will take you to your project record that needs updates</td>
<td><img src="image" alt="Email Snippet" /></td>
</tr>
<tr>
<td>3</td>
<td>Your project information will load</td>
<td><img src="image" alt="Attachments Tab" /></td>
</tr>
<tr>
<td></td>
<td><strong>Click the “Attachments” Tab</strong></td>
<td></td>
</tr>
</tbody>
</table>
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>
</table>
| 1    | Log into your [Online Permitting Account](#)  
      | Enter your username and password. | ![Login Screen](#) |
| 2    | Open the ‘Review Pending Invoice Payment’ email  
      | Click on the link provided | ![Invoice Payment Screen](#) |
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”
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” | ![DSD Permits Screen](#) |
| 3    | Your records will be displayed  
      • Select the PRJ you wish to see the Project Issues Report for | ![Search Applications Screen](#) |
• 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 <a href="#">Online Permitting Account</a></td>
<td><img src="#" alt="Login Screen" /></td>
</tr>
<tr>
<td></td>
<td>Enter your username and password</td>
<td></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.
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-8001577. 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

4. Your project information will load.
   - Click the “Attachments” Tab

5. Previously attached documents will be displayed.
   - 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></td>
<td><strong>You will receive a Recheck Required email if there are corrections to be made to the plans or if additional information is needed.</strong></td>
<td></td>
</tr>
<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>• Open the “Issuance Checklist Required” email.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click on the link to submit documents</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>• Select the DSD Permits tab</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Your records will display with the current statuses.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click on the blue PRJ link of the project</td>
<td></td>
</tr>
</tbody>
</table>

Dear Customer,

PRIZ-5004565A requires a recheck. Please visit our website to see the Project Issues Report and the marked-up plans.

Required Documents:
- Building Construction Plans: DBCS-Photovoltaic Management
- Comments:

For questions or if you need assistance, please email DSDPVStatus@san_diego.gov.

Thank you,
The City of San Diego.
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.

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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 | [Image] |
| 2    | Open the “Approved” email  
      • Click on the link provided | [Image] |
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”
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><img src="#" alt="Screen Reference 1" /></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><img src="#" alt="Screen Reference 2" /></td>
</tr>
<tr>
<td>3</td>
<td>• Your records will be displayed</td>
<td><img src="#" alt="Screen Reference 3" /></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>
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4

The record details will be displayed

- Click the “Attachments” Tab

5

The attachments for this project will be displayed.

Status will be “Approved”

6

The document name will contain the word “Issued”

- Click on the Actions dropdown 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](#) |
• Click on “My Records” and your records will be displayed.

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

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

• 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”

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.

- Click “Continue”

You will be returned to the Inspections screen where you can confirm that the inspection was properly scheduled.
**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><img src="image" alt="Login Screen" /></td>
</tr>
<tr>
<td>2</td>
<td>• Using the email information, search for and select the applicable permit record</td>
<td><img src="image" alt="Email Content" /></td>
</tr>
</tbody>
</table>

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Hello DONNA D’ORI,

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

Pre-screen for PDI-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 PDI 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 [DSE/OpenDSCHelp@SanDiego.gov](mailto:DSE/OpenDSCHelp@SanDiego.gov)

Thank You,

City of San Diego

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

Click on “Pay Fees”

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>
</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>
</tr>
</tbody>
</table>
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 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>&lt;br&gt;• Log into your <a href="#">Online Permitting Account</a>&lt;br&gt;• Enter your username and password</td>
<td><img src="image" alt="Login Screen" /></td>
</tr>
<tr>
<td>2</td>
<td>• Click on the DSD Permits tab and your records will be displayed</td>
<td><img src="image" alt="Permitting Interface" /></td>
</tr>
<tr>
<td>3</td>
<td>• Click on the PMT you wish to print the Approval Report for</td>
<td><img src="image" alt="Record Selection" /></td>
</tr>
<tr>
<td>4</td>
<td>The selected record will be displayed</td>
<td><img src="image" alt="Record Details" /></td>
</tr>
<tr>
<td>5</td>
<td>• Click on the “Reports” drop-down menu&lt;br&gt;• Select “Approval”</td>
<td><img src="image" alt="Reports Menu" /></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*

### 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
4. To generate the Invoice report, click on the “Payments” Tab and then on “Fees”.

<table>
<thead>
<tr>
<th>5</th>
<th>Make note of the invoice number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="Invoice screenshot" /></td>
</tr>
</tbody>
</table>
| 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.