DSD ONLINE PERMITS

Apply for a Building Construction Permit
Overview

The Development Services Department’s (DSD) online permitting system is a full cloud-based application that allows customers to apply for permits online and upload plans and documents for review 24/7.

Before you begin, please review the information about the permit submittal requirements at sandiego.gov/dsd.

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

- For help with user accounts or uploading documents, please call us at 619-446-5000.
- For project status or questions about your project, complete the Project Status Request form.
- For plan requirements and document issues, please click here.
- For help planning your project, consider booking a virtual counter appointment with DSD.

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### HOW TO SUBMIT AN APPLICATION

<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. |
| 2    | Select “Development Permits” |
| 3    | Select “Apply for a Permit” |
| 4    | Read and acknowledge the disclaimer  
     | Click “Continue Application” |
Select a Record Type

- Select the permit type you would like to apply for and click “Continue Application”

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

Jump to a permit type for the next step:

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

**Building Construction – General Permit**

1. Select “Building Construction”
2. Indicate if there is an address for the Project Site
3. Click “Continue Application”
Address or Parcel Entry

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

OR

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

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

- Click “Continue Application”
**Code Validation**

Answer the Code enforcement Case question:

- If “no,” continue application:

- If “yes,” answer the additional questions:

**Project Scope and Timeline**

Provide the following:

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

- When complete, click “Continue Application”
Permit Specific Requirements

- Answer the No-Plan Permit question

If not a No-Plan Permit, select:

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

- Click “Continue Application”

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

- Go to step 6 for full document upload instructions

Related Permits

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

Indicate the submittal type requested and answer additional related questions:

<table>
<thead>
<tr>
<th>Active Project Management</th>
<th>Rapid Review submittal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPLICATION REQUIREMENTS</strong></td>
<td><strong>APPLICATION REQUIREMENTS</strong></td>
</tr>
<tr>
<td>* Are you requesting Active Project Management:</td>
<td>* Are you requesting Active Project Management:</td>
</tr>
<tr>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>* Select Submittal Type:</td>
<td>* Select Submittal Type:</td>
</tr>
<tr>
<td>General</td>
<td>Rapid Review</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General submittal</th>
<th>Wireless Communication Facility (WCF) submittals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPLICATION REQUIREMENTS</strong></td>
<td><strong>APPLICATION REQUIREMENTS</strong></td>
</tr>
<tr>
<td>* Are you requesting Active Project Management:</td>
<td>* Are you requesting Active Project Management:</td>
</tr>
<tr>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>* Select Submittal Type:</td>
<td>* Select Submittal Type:</td>
</tr>
<tr>
<td>General</td>
<td>Wireless Communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submittal Specific Requirements</th>
<th><strong>SUBMITTAL REQUIREMENTS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Answer questions to determine required documents</td>
<td>* Is there a Discretionary Permit currently in the process associated with this project:</td>
</tr>
<tr>
<td>• Click “Continue Application”</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

---
Historic Designation

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

Affordable Housing Requirements

- Indicate how the project complies with affordable housing requirements
- Click “Continue Application”

Go to step 6 to upload documents and complete application
### Building Construction – CIP or Public Project Permit

**Select a Record Type**
- Select “Business Construction – CIP or Public Project”
- Click “Continue Application”

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

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

**5a**

<table>
<thead>
<tr>
<th>CIP Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer the CIP classification question.</td>
</tr>
<tr>
<td>If the answer to the classification question is “No,” you will need to submit to a different permit type.</td>
</tr>
</tbody>
</table>

**5b**

<table>
<thead>
<tr>
<th>ADDRESS VALIDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Do you have an address for the project site?:</em></td>
</tr>
</tbody>
</table>

**5c**

<table>
<thead>
<tr>
<th>CIP CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Are you submitting a Public Project on behalf of a City Department?</em></td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS VALIDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Do you have an address for the project site?:</em></td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

[Continue Application]
**Address or Parcel Entry**

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

**OR**

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

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

**Project Scope and Timeline**

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type
4. Associated building permit approval numbers (this is necessary for Deferred Submittals)
- When complete, click “Continue Application”
**Permit Specific Requirements**

- Answer the No-Plan Permit question

If not a No-Plan Permit, select:

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

- Click “Continue Application”

**Related Permits**

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

**Historic Designation**

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

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

- Go to [step 6](#) for full document upload instructions
Apply for a Building Construction Permit

Submittal Specific Requirements

- Answer questions to determine required documents
- Click “Continue Application”

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.

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

Project Scope and Timeline

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type

- When complete, click “Continue Application”
### Submittal Requirements

- Indicate if the design includes structural calculations
- Click “Continue Application”

### Master Plan MDU and SDU Permit

#### Select a Record Type
- Select “Building Construction – Master Plan MDU” or “Building Construction – Master Plan SDU”

Use this record to **establish a design** and to submit phases for a Master Plan Multi Dwelling Unit or a Master Plan Single Dwelling

### Occupancy Classification

Answer the questions regarding occupancy and process

- Click “Continue Application”
**Address Validation**

Answer the address validation question. You must have an address or assessor's parcel number to continue the application.

- Click “Continue Application”

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**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”

---

- For Master Plan MDUs, go to step 6 to upload documents and complete application
- For Master Plan SDUs, continue with the following steps
Project Scope and Timeline

Provide the following:

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

- When complete, click “Continue Application”

Submittal Requirements

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

Go to step 6 to upload documents and complete application

Required Documents

Upload Required Project Documents

Required documents will be listed

- Select “Choose File” and drag/drop or search your files to attach them.
- You will not be able to continue if files have not been uploaded.

If you encounter Failed Scout Validation, use the Scout link and check your files.

Scout Validation Help
**Additional Documents**

Upload any Additional Documents you wish to include with your submittal

- Click “Add”

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

**Workers’ Compensation Declaration**

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

Review the Application and return to previous steps by clicking on the numbered tabs at the top.
Apply for a Building Construction Permit

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- Acknowledge the final certification
- Click “Continue Application”

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

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

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Hello,

Development Services has created your application. 
Record ID: PRJ-8005336
Record Address:
Record Type: General

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

Thank you for your application. Your documents have been received and will be processed in the order submitted.

For current application processing timeline, [click here](#)

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

For questions about your user account or help uploading, contact [619-446-5900](tel:619-446-5900)

Thank you,

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

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

Open the “Updates Required” email.

• Click either of the email links to go to your account and make project updates

Hello,

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

Your application has been Pre-Screened and requires updates. Please see attached report for additional required information and comments.

Follow the steps below to upload the requested documents:

• Login to your [Online Permitting Account](#)  
• Search and select the application number  
• Click on the Attachments tab  
• Add the required documents

Requested information must be submitted within 30 days of this email or this application will be Withdrawn.

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 619-446-5000

Thank You,  
City of San Diego  
Development Services Department

<table>
<thead>
<tr>
<th>2</th>
<th>3</th>
</tr>
</thead>
</table>
| Your project information will load  
• Click the “Attachments” tab | ![Image of Attachments Tab](image) |
Previously attached documents will be displayed.

- Click “Add Attachment”

- Select “Choose File” and drag/drop or search your files to attach them
- Click Type drop-down and select file type
- Provide a brief description of the document
- Click the “Submit” button
The documents will be validated by Scout and be uploaded to the project record (PRJ)

Tips:

- If you have any items to submit that were not requested, upload them first.
- When your resubmittal contains all the required documents, the “Add” button will disappear.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [Online Permitting Account](#)  
• Enter your username and password. | ![Log into Online Permitting Account](#) |
| 2    | • Open the “Review Pending Invoice Payment” email  
• Click a link to log in to your account and make a payment | ![Review Pending Invoice Payment](#) |

---

Hello,

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

Pre-Screen for PRI-8105336 has been completed and an invoice with initial plan check fees is attached.

Follow the steps below to pay the outstanding fees:

- Login to your [Online Permitting Account](#)  
- Search and select the application number  
- Click on the Payments tab  
- Pay the outstanding fees

After we receive payment, your project will be Deemed Complete and the Project Review will begin.

**NOTE:** For CIP projects paying through Inter-Office Transfer using SAP system, email your DSO Project Manager to coordinate the payment.

The progress of your application can be tracked through your [Online Permitting Account](#)  
For questions about your user account or help uploading, contact 619-466-5000

[Thank You,  
City of San Diego  
Development Services Department](#)
Click on the “Development Permits” tab.

- Select the record listed in the email

OR

Scroll down to the search field for Records

- Input the PRJ into the General Search in this format: PRJ-1234567

Verify that the record has the status: “Application Pending Payment”

- Click on “Payments”
- Select “Fees”

- Click on “Pay Fees”
The following screen will load. Follow instructions to pay.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [online permitting account](#)  
• Enter your username and password*  
* If you are a new user, see the [tutorial](#) on how to register for an account | ![Login Screen](image) |
| 2    | • Select the “Development Permits” tab | ![Development Permits Tab](image) |
| 3    | Your records will be displayed  
• Select the PRJ you wish to see the Project Issues Report for | ![Project Issues Report](image) |
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?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You will receive an email for Recheck Required if there are corrections to be made to the plans or if additional information is needed.</td>
<td></td>
</tr>
<tr>
<td>2</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>
</tbody>
</table>

[Online Permitting Account](#)
Apply for a Building Construction Permit

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Hello,

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

All review disciplines have completed their reviews for PRJ-8005336. At this time, additional documents and information are required to continue the review process.

Follow the steps below to upload the requested documents:

- Log in to your Online Permitting Account
- Search and select the application number
- Click on the Attachments tab
- Add the required documents

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

The progress of your application can be tracked through your Online Permitting Account.

For questions about your user account or help uploading, contact 619 446 9000

Thank you,
City of San Diego
Development Services Department

2

- Open the “Ready for Resubmittal” email
- Click a link to log in to your account and update the project documents or information

3

- Select the “Development 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 “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 “FINAL VERSION SIGNED OFF” EMAIL. WHAT DO I DO NEXT?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The application is now in queue for issuance. Refer to the <a href="#">Permit Application Processing Timeline</a> for current issuance timelines.</td>
<td><img src="#" alt="Permit Application Processing Timeline" /></td>
</tr>
</tbody>
</table>

We offer appointments for issuance of certain application types.

- To schedule an appointment, [click here](#). 

## 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>
<tbody>
<tr>
<td>1</td>
<td>Log into your <a href="#">Online Permitting Account</a> and enter your username and password.</td>
<td><img src="#" alt="Login" /></td>
</tr>
</tbody>
</table>

**IMPORTANT:** All requested documents must be uploaded at the same time. Incomplete submissions will result in review delays. Follow the below steps to upload the requested documents:

- Click on “Add Attachment”.
- Click on “Choose File” and add the document.
- Select the correct document type from the dropdown and click on “Submit”. For example, if the requested document is “Sign Plans”, select “Sign Plans” from the “Type” dropdown.
- Once you click “Submit”, wait for the page to reload confirming the document upload. Please do not try to refresh the page during this process.
- Repeat the above steps to upload all the requested documents. Once all the requested documents are uploaded, the “Add Attachment” will disappear automatically.

If the “Add Attachment” button doesn’t disappear, that confirms that you have not submitted all the requested documents.
Open the "Approved" email

- Click on the email link that says “Online Permitting Account” to login to your account and upload documents

2

Click the “Development 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
### 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>1</td>
<td>• Log into your <a href="#">Online Permitting Account</a> &lt;br&gt;• Enter your username and password</td>
<td><img src="#" alt="Login Screen" /></td>
</tr>
</tbody>
</table>

You will receive an Updates Required email if additional information is needed to issue the permit.
• Open the “Issuance Checklist Requested” email.
• Click on a link to log in to your account and submit documents

Follow the steps below to upload the requested documents:
• Login to your Online Permitting Account
• Search and select the application number
• Pay outstanding fees (if applicable)
• Click on the Attachments tab
• Upload the requested documents

NOTE: The Inspection Contact listed on the Form DR-541 (Project Contacts Information) must have an MCA registered account to schedule inspections. Click the following link: Online Permitting Account to register.

For questions about your user account or help uploading, contact 619-466-5000

Thank You,
City of San Diego
Development Services Department

2

• Select the “Development Permits” tab
Your records will display with the current statuses.
• Click on the blue PRJ link of the project

Your project information will load.
• Click the “Attachments” tab

3

4
Previously attached documents will be displayed.

- Click “Add Attachment”

- Select “Choose File” and drag/drop or search your files to attach them
- Click the Type drop-down and select a 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.
<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>
<tr>
<td>2</td>
<td>• Select the “Development Permits” tab</td>
<td><img src="#" alt="Development Permits Screen" /></td>
</tr>
<tr>
<td>3</td>
<td>Your records will be displayed</td>
<td><img src="#" alt="Record List Screen" /></td>
</tr>
<tr>
<td></td>
<td>• Select the PRJ record you wish to print by clicking on the blue link</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>The record details will be displayed</td>
<td><img src="#" alt="Record Details Screen" /></td>
</tr>
<tr>
<td></td>
<td>• Click the “Attachments” tab</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>The attachments for this project will be displayed.</td>
<td><img src="#" alt="Attachments Screen" /></td>
</tr>
<tr>
<td></td>
<td>Status will be Approved</td>
<td></td>
</tr>
</tbody>
</table>
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 Screen](image) |
<p>| 2    | • Click “My Records” and your records will be displayed | <img src="image" alt="My Records Screen" /> |
| 3    | • Click on the permit number for which you would like to schedule an inspection. The status must be “Issued” to schedule an inspection. | <img src="image" alt="Permit Details Screen" /> |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Click the “Record Info” tab for drop-down options.</td>
</tr>
</tbody>
</table>
| 5    | • Click “Inspections”. The inspections screen will appear, showing upcoming and completed inspections.  
• Click the “Actions” link of the inspection you would like to schedule. |
| 7    | • Click the “Schedule” link. |
• Select the date on which you would like the inspection. It must be a future date, not the same day.
• Next, click the “All Day” radio button
• 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 “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.
Apply for a Building Construction Permit

1. Click “Continue”

You will be returned to the Inspections screen where you can confirm that the inspection was properly scheduled.

---

## HOW TO SUBMIT A CONSTRUCTION CHANGE APPLICATION

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To log into your <a href="#">Online Permitting Account</a>, enter your username and password, and press the Login button.</td>
<td><img src="image" alt="Login Screen" /></td>
</tr>
<tr>
<td>2</td>
<td>Click the “Development Permits” tab • Click on “Apply for a Permit”</td>
<td><img src="image" alt="Apply for Permit Screen" /></td>
</tr>
<tr>
<td>3</td>
<td>Read the General Disclaimer and then place a check mark confirming your acceptance. • Then, click “Continue Application”</td>
<td><img src="image" alt="General Disclaimer Screen" /></td>
</tr>
</tbody>
</table>
### Apply for a Building Construction Permit

**Select “Building Construction Change.”**

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

1. **Enter the PRJ # in the exact format PRJ-XXXXXXX**
2. **Provide a narrative of the changes proposed**
3. **Enter the permits affected by this construction change application**
4. **Click “Continue Application”**

#### Related Permits

- **Click “Add a Row”**

#### Related Permits

- **Enter related permit numbers using the format PMT-1234567**
- **Click “Submit” and the PMT will be added**

---

*RETURN TO TOP*
• Repeat if more permits are related to this construction change
• Click “Continue Application”

8

![Related Permits](image)

9

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

10

• Click “Choose File” and select from your computer.
• Provide the Type of document you are uploading
• Provide a brief description of the document
• Click “Submit”

![New Attachment](image)
Your uploaded files will be displayed

- Click “Continue Application”

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

Continue Application »

- 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. 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 »
**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="#" alt="Login Screen" /></td>
</tr>
<tr>
<td>2</td>
<td>Click a link to log in to your account and make a payment</td>
<td><img src="#" alt="Payments Screen" /></td>
</tr>
</tbody>
</table>
| 3    | Your record will be displayed  
- Click “Payments” Tab  
- Click “Fees” link | ![Record CC-8001682](#) |

Hello,

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

Pre-Screen for PRJ-8005336 has been completed and an invoice with initial plan check fees is attached.

Follow the steps below to pay the outstanding fees:

- Login to your [Online Permitting Account](#)
- Search and select the application number
- Click on the Payments tab
- Pay the outstanding fees

After we receive payment, your project will be Deemed Complete and the Project Review will begin.

**NOTE:** For CIP projects, paying through Inter Office Transfer using SAP system, email your DSID Project Manager to coordinate the payment.

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

For questions about your user account or help uploading, contact 619.446.5000

Thank You,

City of San Diego
Development Services Department
### HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [Online Permitting Account](#) by entering your username and password and then clicking on the Login button. | ![Login Screen](image)
| 2    | Select the “Development Permits” tab | ![Development Permits Tab](image)
| 3    | Your records will be displayed • Select the record you wish to print by clicking on the blue link | ![Record Selection Screen](image)
The record details will be displayed
- Click the “Attachments” tab

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | **Select a record type**                                                 | *Building Applications*  
|      | - Select “Deferred Fire Submittal”                                       |  
|      | - Click “Continue Application”                                           |  
| 2    | **Application Info**                                                     | *Simple No Plan Permits*  
|      | Provide:                                                                |  
|      | - The PRJ number                                                        |  
|      | - Scope                                                                  |  
|      | - Whether it is for a single family home or duplex                       |  
|      | *Please provide the project number you would like to submit the Deferred Fire Submittal.* |  
|      | *Please provide scope of the Deferred Submittal:*                        |  
|      | *Are you submitting a Deferred Fire Submittal for Single Family House or Duplex? |  
| 3    | **Click “Add a Row,” and a window will pop up**                          | *Related Permits*  
|      | **Add a Row**                                                            |  
|      | **Edit Selected**                                                        |  
|      | **Delete Selected**                                                      |  

**Related Permits**  
Showing 1-1 of 1  
- Add all the Building Permits for which you want to associate the Deferred Submittal  
- D983-08080808  
- Add a Row
Apply for a Building Construction Permit

4

- Add the PMT number in the pop up window using the format PMT-1234567
- Add additional PMTs by clicking “Add a Row” again, until all PMTs have been added
- Click “Continue Application”

5

Deferred Fire Permit Types
- Select the requested Deferred Fire Permits
- Click “Continue Application”

6

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

**Review**

- Review the application and return to previous steps by clicking on the numbered tabs at the top
- Click “Continue Application”
Your record will be created and displayed, and an email with further instructions will be sent.

### HOW DO I APPLY FOR A DEFERRED SUBMITTAL?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Select a record type</strong>&lt;br&gt;• Select “Deferred Submittal” to submit plans for items that were deferred from your building permit plans&lt;br&gt;• Click “Continue Application”</td>
<td>Continue Application</td>
</tr>
</tbody>
</table>
**Application Info**

Provide:

- The PRJ number this deferred submittal is related to
- Scope

**Submit Validation**

**REQUIRED PERMITS**

Please provide the project number you would like to submit the Deferred Submittal for:

- PRJ-0003395

Deferred: certain wall

**RELATED PERMITS**

Showing 0 of 0

<table>
<thead>
<tr>
<th>Permit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT-8003950</td>
</tr>
</tbody>
</table>

Add a Row: Edit Selected: Delete Selected

**Add attachments**

- Click the “Add” button

**Related Permits**

- Add the PMT number in the pop up window using the format PMT-1234567
- Add additional PMTs by clicking “Add a Row” again, until all PMTs have been added
- Click “Continue Application”

**Add attachments**

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

Review

- Review the application and return to previous steps by clicking on the numbered step tabs.
- Click “Continue Application”.

Deferred Submittal

Step 6: Review

Address Validation

ADDRESS VALIDATION
Do you have an address for the project site?: Yes

Address

3232 S 5th Av

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

**HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPROVAL REPORT</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **1** | - Log into your [Online Permitting Account](#)  
- Enter your username and password | |
| **2** | - Click the “Development Permits” tab and your records will be displayed | |
| **3** | - Click on the PMT you wish to print the Approval Report for | |
The selected record will be displayed

4

- Click on the “Reports” drop-down menu
- Select “Approval” from the menu

5

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

- Click on “Submit”

6

INVOICE REPORT

1

- Log into your Online Permitting Account
- Enter your username and password

2

- Click on “Development Permits” and your records will be displayed
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **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” |
| **5** | Make note of the invoice number |
| **6** | • Click on the “Reports” drop down menu  
  • Select “Invoice” from the menu |
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 – WORKFLOW/RECORD STATUS MAPPING AND DEFINITIONS

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Workflow Task Status</th>
<th>Record Status (Project)</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Screen</td>
<td>In Queue</td>
<td>In Queue</td>
<td>Initial submittal from applicant</td>
</tr>
<tr>
<td>Pre-Screen</td>
<td>In Process</td>
<td>Pre-Screen</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>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>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>Pre-Screen</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>Pre-Screen</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>Application Pending 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>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>Recheck Required</td>
<td>In Review</td>
<td>Reviewer has requested a resubmittal of documents and/or information</td>
</tr>
<tr>
<td>Project Review</td>
<td>Final version submitted</td>
<td>In Review</td>
<td>The final version will be reviewed by all disciplines</td>
</tr>
<tr>
<td>Project Review</td>
<td>Review Complete</td>
<td>In Review</td>
<td>The project review has completed and requires one last assessment by issuance staff</td>
</tr>
<tr>
<td>Project Review</td>
<td>Ready for Issuance</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>Review Phase Complete</td>
<td>Permit issuance is in progress</td>
</tr>
<tr>
<td>Issuance</td>
<td>Updates Required</td>
<td>Issuance Checklist Requested</td>
<td>Issuance Checklist items are needed prior to permit issuance</td>
</tr>
<tr>
<td>Issuance</td>
<td>Resubmitted</td>
<td>Issuance Checklist Submitted</td>
<td>Issuance Checklist items have been resubmitted by the applicant</td>
</tr>
<tr>
<td>Issuance</td>
<td>Approved Upon Final Payment</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>
<tr>
<td>Issuance</td>
<td>Approved Upon Final Payment</td>
<td>Issued (When all Permits are set to Issued)</td>
<td>Inspection invoice(s) will be sent to customer. When all fees are paid, permit is issued.</td>
</tr>
<tr>
<td>Issuance</td>
<td>Closed</td>
<td>Closed (When all Permits are set to Closed)</td>
<td>The record is closed. Any changes to the building construction plans require a construction change application.</td>
</tr>
</tbody>
</table>
APPENDIX B – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

**Sheet Numbering**
Please make sure your sheet numbers are located in the bottom right corner of your plans. Use the designated templates or follow sheet numbering styles to ensure the timely processing of reviews.

**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.