DSD ONLINE PERMITS

Apply for a Standalone 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.

TABLE OF CONTENTS

- How to submit an application
- 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 a “Final Version Signed Off” email. What do I do next?
- I received a “Review Complete/Permit Ready for Payment” email; how do I pay my invoice?
- I received an “Issuance Checklist Requested” email; how do I submit the requested documents?
- 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 print an Approval Report and an Invoice Report?

Appendix A – Workflow/record status mapping and definitions
Appendix B – Requirements to Upload Plans and Documents
# HOW TO SUBMIT AN APPLICATION

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Log into your online permitting account.</td>
<td><img src="Image" alt="Login Screen" /></td>
</tr>
<tr>
<td></td>
<td>• Enter your username and password.*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* If you are a new user, see the tutorial on how to register for an account.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>• Select “Development Permits”</td>
<td><img src="Image" alt="Development Permits" /></td>
</tr>
<tr>
<td>3</td>
<td>• Select “Apply for a Permit”</td>
<td><img src="Image" alt="Apply for a Permit" /></td>
</tr>
<tr>
<td>4</td>
<td>• Read and acknowledge the disclaimer</td>
<td><img src="Image" alt="Disclaimer" /></td>
</tr>
<tr>
<td></td>
<td>• Click “Continue Application”</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 instruction in the OpenDSD User Guide to PTS Projects.

Indicate if there is an address for the Project Site
- 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:

[Code Enforcement Form]

Jump to a permit type for the next step:

- Fire Permit
- Demo Permit
- Sign Permit
- Mechanical/Electrical/Plumbing Permit

Fire Permit

Provide:

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

- Select permit type and answer additional questions.

- When completed, click “Continue Application.”
Demo Permit
Provide:

1. Scope
2. Processing timeline
3. Applicant type
4. Associated building permit approval numbers, if applicable

- Provide the permit specific requirements
- Click “Continue Application”

Sign Permit
Provide:

1. Scope
2. Processing timeline
3. Applicant type

- Provide the permit specific requirements
- Click “Continue Application”
Mechanical/Electrical/Plumbing Permit
Provide:
1. Scope
2. Processing timeline
3. Applicant type
   - Select the permit type
   - Click “Continue Application”

Historic Designation
Answer the Historic Designation question Y/N and provide the additional information
If no:

If yes, answer the additional questions.
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

Upload any Additional Documents you wish to include with your submittal

If you have your Project Contact Information form completed, you may upload it now. (Uploading it now will save the step of staff requesting it prior to issuance.)

- 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
- 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 Standalone Permit**

**Review Application**

Review the Application and return to previous steps by clicking on the numbered tabs at the top.

**Step 7: Review**

- **Fire**
- **Address Validation**
  - Address Validation
  - Do you have an address for the project site? Yes
- **Address**
- **Parcel**
- **Additional Information (if applicable)**
  - Lot any additional parcel(s) associated with the project:
- **Code Case Validation**
  - No Code Enforcement Violation
- **Select Scope and Timeline**
  - Project Information
  - What is the processing timeline expected for this application? Standard
  - Applicant-Type: Permitted Agent of Property Owner or Other Person per M.C. Code Section 10.05.000 (Minimum)
- **Does the project propose any of the following residential use types?**
  - Permanent Supported Housing: No
  - Transitional Housing: No
  - Accessory Dwelling Units: No
  - Junior Accessory Dwelling Units: No
- **Does the project propose using any of the following incentive programs?**
  - SR 35 Uninsured Affordable Housing: No
  - Complete Communities Housing Solutions: No
  - 30/60 Affordable Housing Density Bonus: No
  - Affordable Housing Density Bonus: No
  - Multi-Unit Density Bonus: No
  - Senior Housing Density Bonus: No
  - Student Housing Density Bonus: No
  - Accessory Dwelling Unit Density Bonus: No
  - Voluntary Affordability Program: No
  - Other: Yes
  - None of the above: No
- **Declaration**
  - I certify that the information I have provided is correct and that I have either self-insured or will maintain workers compensation insurance.
  - I am not subject to workers compensation insurance.
  - To be determined at the time of permit issuance.
  - Yes
  - No
- **Signature**
  - Date: [Signature]

**Save and resume later** Continue Application
• Acknowledge the final certification
• Click “Continue Application”

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>
</tr>
</thead>
</table>
| 1    | Log into your [Online Permitting Account](#)  
Enter your username and password. |
| 2    | Open the “Updates Required” email.  
Click either of the email links to go to your account and make project updates |
| 3    | Your project information will load  
Click the “Attachments” tab |

---

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:

- Log in 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

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Record PRJ-8001577:

**Fire**

**Record Status: Updates Required**

- [Record Info](#)
- [Payments](#)
- [Attachments](#)
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 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).

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Log into your <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>• Open the “Review Pending Invoice Payment” email</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click a link to log in to your account and make a payment</td>
<td></td>
</tr>
</tbody>
</table>

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 DSD 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
Click on 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”
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 |  
| 2    | Select “Development Permits” |  
| 3    | Your records will be displayed  
    | • Select the PRJ you wish to see the Project Issues Report for |
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

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**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>3</td>
<td>• Enter your username and password</td>
<td></td>
</tr>
</tbody>
</table>

---

[Online Permitting Account]
### Step 2
- Open the “Ready for Resubmittal” email
- Click a link to log in to your account and update the project documents or information

### Step 3
- Select “Development Permits”
- Your records will display with the current statuses.
- Click on the blue PRJ link of the project

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

### Step 5
- Previously attached documents will be displayed.
- Click “Add Attachment”

---

**Record PRJ-8001577:**

**Fire**

**Record Status: Updates Required**

- **Record Info**
- **Payments**
- **Attachments**

---

**Attachments:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Status</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Alarm Manual</td>
<td>1.2 MB</td>
<td>Uploaded</td>
<td>PDF/A-KiM</td>
</tr>
<tr>
<td>Fire Manual</td>
<td>181.58 MB</td>
<td>Uploaded</td>
<td>PDF/A-KiM</td>
</tr>
</tbody>
</table>

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**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 Permits Account.

For questions about your user account or help uploading, contact 619-446-5000

Thank you,
City of San Diego
Development Services Department

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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-8001577. At this time, additional documents and information are required to continue the review process.

Follow the steps below to upload the requested documents:

- Login to your Online Permits Account
- Search and select the application number
- Click on the Attachments tab
- Add the requested documents

---

**RETURN TO TOP**
Select “Choose File” and drag/drop or search 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

***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***

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="image1" alt="Image" /></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>
</table>
| 1    | Log into your [Online Permitting Account](#)  
- Enter your username and password | ![Image](image2) |
Open the “Approved” email

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

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

Add the Project number (PRJ-XXXXXX)
Verify that the record has the status: “Approved Upon Final Payment”
  • Click “Payments”
  • Then, select “Fees”

Click “Pay Fees”

The following screen will load.
  • Follow instructions to pay

---

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></td>
<td>[Login Screen]</td>
</tr>
<tr>
<td></td>
<td>Enter your username and password</td>
<td>[Login Screen]</td>
</tr>
</tbody>
</table>

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

3. Select “Development Permits”
   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.
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 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)

### 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>
</table>
| 1    | • Log into your [Online Permitting Account](#)  
• Enter your username and password | ![Login Screen](image1) |
| 2    | • Select “Development Permits” | ![Development Permits Screen](image2) |
| 3    | Your records will be displayed  
• Select the record you wish to print by clicking on the blue link | ![Record Selection Screen](image3) |
The record details will be displayed

- Click the “Attachments” tab

The attachments for this project will be displayed

Click on the “Actions” drop-down and click “Download”

**HOW DO I SCHEDULE INSPECTIONS?**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your Online Permitting Account  
      • Enter your username and password | |
2 Click on “My Records” and your records will be displayed.

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

4 Click on the “Record Info” tab for drop-down options.

5 Click on “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.
• 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”
Apply for a Standalone Permit

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.

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></td>
</tr>
</tbody>
</table>
| 2    | • Click on “Development Permits” tab  
      • Click on “Apply for a Permit” |                  |
### 3
- Read the General Disclaimer and then place a check mark confirming your acceptance.
- Then, click “Continue Application”

![General Disclaimer](image)

### 4
**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.

![Building Applications](image)

### 5
- Enter the PRJ # in the exact format PRJ-XXXXXXX
- Provide a narrative of the changes proposed.
- Enter the permits affected by this construction change application.

![Construction Change Validation](image)
Apply for a Standalone Permit

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

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into your <a href="#">Online Permitting Account</a> by entering your username and password and then clicking on the Login button.</td>
<td></td>
</tr>
</tbody>
</table>
Apply for a Standalone Permit

1. Click a link to log in to your account and make a payment

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 DSD 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

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

3. Click on “Pay Fees”

4. The following screen will load.
   - Click “Continue Application” and follow instructions to pay.
### HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Log into your <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>Select “Development Permits”</td>
<td><img src="image" alt="Development Permits Screen" /></td>
</tr>
</tbody>
</table>
| 3    | Your records will be displayed  
• Select the record you wish to print by clicking on the blue link | ![Records Screen](image) |
| 4    | The record details will be displayed  
• Click the “Attachments” tab | ![Record Details Screen](image) |
Apply for a Standalone Permit

REV. 8/19/2022

The attachments for this project will be displayed

<table>
<thead>
<tr>
<th>Action</th>
<th>Project Contacts Information PRJ-8001711.pdf</th>
<th>109.59 KB</th>
<th>Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Fire Permit Worksheet PRJ-8001711.pdf</td>
<td>109.56 KB</td>
<td>Uploaded</td>
</tr>
<tr>
<td>Action</td>
<td>Fire Protection Plans PRJ-8001711.pdf</td>
<td>1.2 MB</td>
<td>Uploaded</td>
</tr>
</tbody>
</table>

6

- 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>APPROVAL REPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Log into your <a href="#">Online Permitting Account</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Enter your username and password</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>- Click the “Development Permits” tab and your records will be displayed</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>- Click on the PMT you wish to print the approval report for</td>
<td></td>
</tr>
</tbody>
</table>

[Login](#)
The selected record will be displayed

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

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

**INVOICE REPORT**

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

- Click the “Development Permits” tab and your records will be displayed
Apply for a Standalone Permit

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

To generate the Invoice report, click the “Payments” tab, then “Fees”

Make note of the invoice number

Click on the “Reports” drop down
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 “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.