DSD ONLINE PERMITS

Apply for a Discretionary 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 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>
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<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [online permitting account](#).  
      • Enter your username and password.*  
      * If you are a new user, see the [tutorial](#) on how to register for an account. | ![Image 1](#) |
| 2    | • Select “Permits” | ![Image 2](#) |
| 3    | • Select “Apply for a Permit” | ![Image 3](#) |
| 4    | • Read and acknowledge the Disclaimer  
      • Click *Continue Application* | ![Image 4](#) |
5. Indicate the applicant of record for the project
   - Click Continue Application

6. Select “Discretionary Project” from the list of project types and click Continue Application

Step 1: Project Location

1. Indicate whether the project is in the public right-of-way, a public easement, or somewhere that is not tied to an address or parcel. If “Yes,” provide additional information about the site’s vicinity.
2. Click Continue Application
Apply for a Discretionary Permit

Address

- 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

Step 2: Project Information

Answer the Code enforcement Case question:

- If “no,” continue application:

- If “yes,” answer the additional questions:
Historic Validation

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

Project Scope
Enter the following:

1. Project scope
2. Whether the applicant is the property owner or an authorized agent of the owner
3. Whether the project has other discretionary permits in process
4. Either a discretionary approval number for other associated discretionary permits or “NA,” if there are no other permits in process
Permit Specific Requirements

The project type selected will determine which reviewer group will move the project forward. Choose one of the following:

- **Cannabis outlet/facility**
- **Downtown** – Projects in the downtown urban core
- **Expedite program** – For example, affordable housing or a clean energy development
- **Professional Certification Processes** – For someone who has received advanced training from Development Services
- **Public Project** – Any capital improvement program within the City of San Diego, like a park, library, or fire station
- **Wireless Communication Facility**
- **Standard** – Anything that doesn’t fall into one of the above categories

Indicate whether the project includes one of two specific types of residential development

Select Permit Types and Subtypes

At the bottom of the Project Information screen, you will select from a list of 22 different discretionary permit types and six different permit sub-types.

- Click the “Add a Row” button, which will launch a pop-up window
- Select a permit type and click the “Next” button

- Select a permit sub-type and click the “Finish” button

- Click the “Submit” button to confirm your choices
After choosing a permit type and sub-type, you can use the buttons below them or the “Actions” dropdown menu to add additional permits, edit a selected permit, or delete a selected permit.

- Once finished, click **Continue Application**

**Step 3: Required Documents**

- The system now asks for all required documents needed to move forward with the review. Upload each document by clicking on its “Choose File” button and navigating to it in your file system.

  **NOTE:** Please review requirements for digital plans and documents before submitting them. Non-compliant files will delay review.

- When done, click **Continue Application**
Additional Documents

- On the next screen, click the “Add” button to submit additional documents that were not automatically requested by the system, if necessary.
- Once finished, or if you have no additional documents to submit, click Continue Application.

Step 4: Review

- Review all the provided information to make sure it's accurate and complete.
• At the bottom of the Review screen, certify your submittal by checking the acknowledgement statement below it, attesting to its accuracy.
• Click Continue Application

Step 5: Submitted

The project number is now assigned and displayed, and can be used to check the status of the project throughout the review and approval process. You will also receive an email with further instructions, such as how to make payment.

Immediately after submittal, you can click the View Record Details button to review the information provided for the project, along with other important items of note for tracking the project.
Record Details – Processing Status

Use the Record Info tab to access information about the progress of the project through plan check and future inspections.
Record Details - Payments

Use the Payments tab to review and pay fees.

Record PRJ-8004954:
Discretionary Project
Record Status: Application Pending Payment

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Amount</th>
<th>Pay Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>84599</td>
<td>$678.59</td>
<td></td>
</tr>
<tr>
<td>84599</td>
<td>$10.00</td>
<td></td>
</tr>
</tbody>
</table>

Total outstanding fees: $688.59

Record Details - Attachments

Use the Attachments tab to review previously submitted documents.

Attachment details:
- 300 Ft Radius Map PRJ-8004954.pdf: 39.71 kB, Uploaded
- Grant Deed - Proof of Ownership PRJ-8004954.pdf: 39.71 kB, Uploaded
- Photographic Survey Key Map PRJ-8004954.pdf: 39.71 kB, Uploaded
## 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

## 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.