The City of SAN DIEGO

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 ccustomers 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 thet 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 you project, consider booking a virtual counter appointment with DSD.

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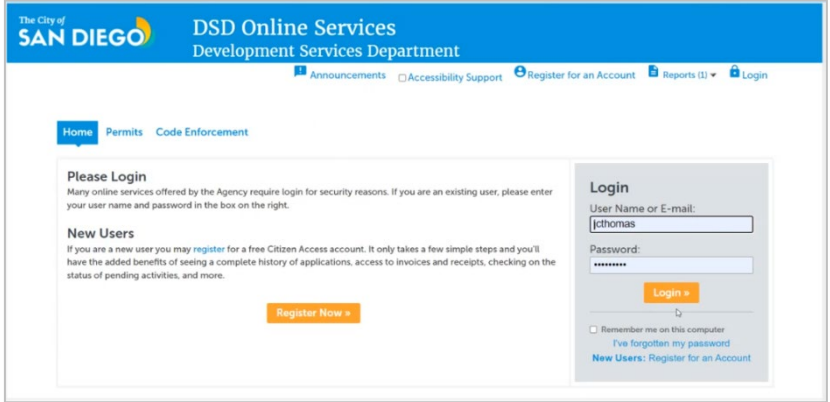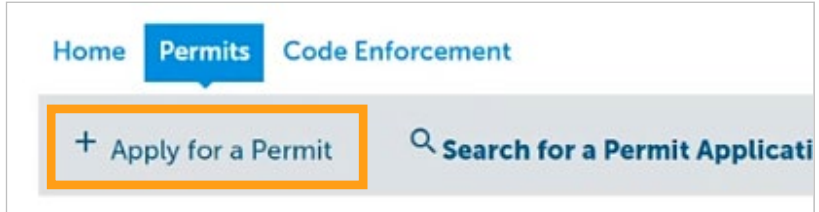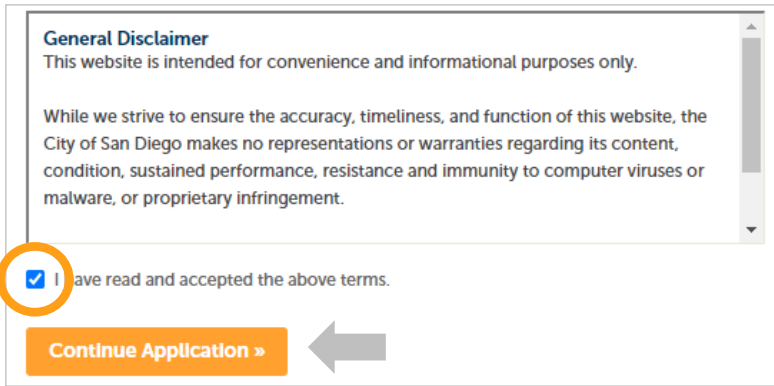
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HOW TO SUBMIT AN APPLICATION

Step	Action	Screen Reference
1	• Log into your online permitting account. • Enter your username and password.* *If you are a new user, see the tutorial on how to register for an account.	
2	• Select "Permits"	
3	• Select "Apply for a Permit"	
4	• Read and acknowledge the Disclaimer • Click *Continue Application*	

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![SD Development Services logo]

5	• Indicate the applicant of record for the project • Click *Continue Application* **Create this application as** ⦿ Myself ○ Another person * Jorge Casique▾ **Continue Application**
6	• Select "Discretionary Project" from the list of project types and click *Continue Application* Select a Record Type ▶ Building Applications ○ Approval - Process - Agreement ○ Building Construction ○ Building Construction - CIP or Public Project ○ Building Construction - Master Plan Accessory Structure ○ Building Construction - Master Plan MDU ○ Building Construction - Master Plan SDU ○ Building Construction - Special Programs ○ Building Construction Change ○ Deferred Fire Submittal ○ Deferred Submittal ○ Demolition ○ Fire ○ Fire Construction Change ○ Photovoltaic ○ Photo-voltaic Construction Change ○ Photo-voltaic Residential Project ○ Plan - Mechanical/Electrical/Plumbing Standalone ○ Sign ▶ 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 ▶ PTS ○ PTS Electronic Submittal ▶ 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 ▶ Discretionary Applications ⦿ Discretionary Project ▶ Traffic & Transportation ○ Traffic Control Permit ○ Transportation Permit ▶ Agreement ○ Approval - Process - Agreement ▶ Miscellaneous Applications ○ Others ⓘ **Continue Application** ⬅
7	**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* **NO** *Step 1: Project Location > Address Validation* **Address Validation** Address Validation * Is the project site located within the public right of way, within a public easement or, is there anything unique about the project location that does not tie it to an address or parcel: ○ Yes ⦿ No **YES** *Step 1: Project Location > Address Validation* **Address Validation** Address Validation * Is the project site located within the public right of way, within a public easement or, is there anything unique about the project location that does not tie it to an address or parcel: ⦿ Yes ○ No Describe the general vicinity of the site as shown on the proposed plans /drawings: **Continue Application »** ⬅

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Address

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- 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*

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

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

Search   Clear

*Parcel Number:

###-###-####

Legal Description:

Search   Clear

- Click *Continue Application*

Continue Application » ⬅

Step 2: Project Information

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Answer the Code enforcement Case question:

- If "no," continue application:

Code Case Validation

Code Enforcement

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

- If "yes," answer the additional questions:

Code Case Validation

Code Enforcement

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

Code Enforcement case number(s): *

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

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

Continue Application » ⬅

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Historic Validation

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

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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

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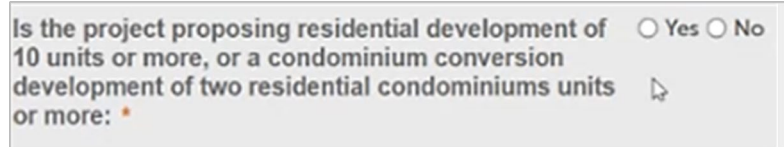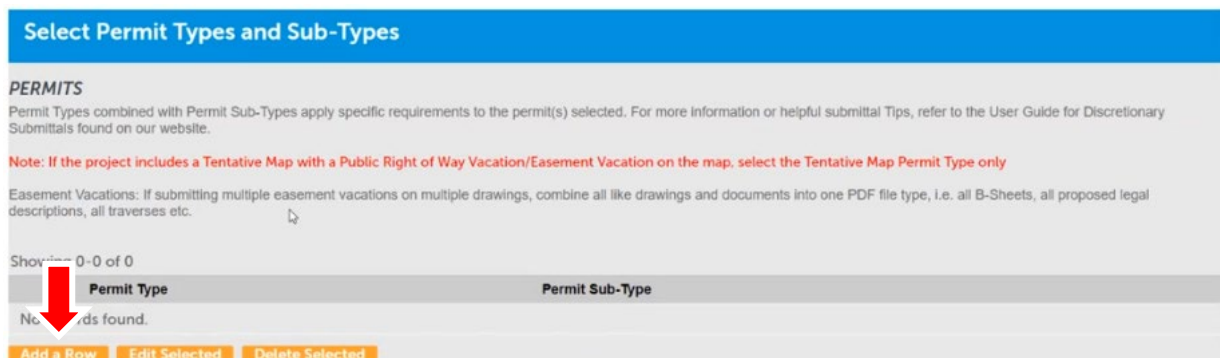|	
12a	**Permit Specific Requirements** The project type selected will determine which reviewer group will move the project forward. Choose one of the following: • **Cannabis outlet/facility** • **Downtown** – Projects in the downtown urban core • **Expedite program** – For example, affordable housing 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

Permit Specific Requirements

PERMIT SPECIFIC REQUIREMENTS

*Select the project type: --Select--

--Select--
Cannabis Outlet/Facility
Downtown
Expedite Program
Professional Certification Process
Public Project
Standard
Wireless Communication Facility(WCF)

12b	• Indicate whether the project includes one of two specific types of residential development

Is the project proposing residential development of   ○ Yes ○ No
10 units or more, or a condominium conversion
development of two residential condominiums units
or more: *

13a	**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 Permit Types and Sub-Types

PERMITS
Permit Types combined with Permit Sub-Types apply specific requirements to the permit(s) selected. For more information or helpful submittal Tips, refer to the User Guide for Discretionary Submittals found on our website.

Note: If the project includes a Tentative Map with a Public Right of Way Vacation/Easement Vacation on the map, select the Tentative Map Permit Type only

Easement Vacations: If submitting multiple easement vacations on multiple drawings, combine all like drawings and documents into one PDF file type, i.e. all B-Sheets, all proposed legal descriptions, all traverses etc.

Showing 0-0 of 0

Permit Type	Permit Sub-Type
No records found.	

Add a Row   Edit Selected   Delete Selected

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- Select a permit type and click the "Next" button

Select Permit Type
(Select only one)
Business Activity: [ ] Search
For assistance or to apply for Permit Type not listed below please contact us.

Permit Type
○ Coastal Development Permit
● Conditional Use Permit
○ Development Agreement
○ Easement Vacation
○ Emergency Authorization-ESL
○ Emergency Authorization-Hist
○ Land Use Plan
○ Limited Use Permit
○ Local Coastal Program Amendment
○ Map Waiver

< Prev **1** 2 3 Next >

Next » Cancel

13b

- Select a permit sub-type and click the "Finish" button

Select Permit Sub-Type
(Select only one)
Business Activity: [ ] Search
Conditional Use Permit

Permit Sub-Type
○ Amendment
○ Cannabis-New/Amendment
○ Expedite Program
○ Extension of Time
● New/General
○ Telecommunications

« Back **Finish »** Cancel

- Click the "Submit" button to confirm your choices

PERMITS
Permit Types combined with Permit Sub-Types apply specific requirements to the permit(s) s
information or helpful submittal Tips, refer to the User Guide for Discretionary Submittals four

Note: If the project includes a Tentative Map with a Public Right of Way Vacation/Easeme
the map, select the Tentative Map Permit Type only

Easement Vacations: If submitting multiple easement vacations on multiple drawings, combir
and documents into one PDF file type, i.e. all B-Sheets, all proposed legal descriptions, all tr

Permit Type: ⓘ   Permit Sub-Type: ⓘ
Conditional Use Permit ▼   New/General ▼

Submit   Cancel

14	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* Showing 1-1 of 1 ☐ **Permit Type** **Permit Sub-Type** ☐ Conditional Use Permit New/General **Actions ▾** **Add a Row** **Edit Selected** **Delete Selected** **Continue Application »**
15	**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* **Required Documents** The maximum file size allowed is **200 MB**. * Required Documents 1. Required Attachment - 300 Ft Radius Map Choose File No file ch... 2. Required Attachment - Climate Action Plan Consistency Checklist Choose File No file c... 3. Required Attachment - Deposit Account Financially Resp. Party (DS-3242) Choose File No file c... 4. Required Attachment - Grant Deed - Proof of Ownership Choose File No file chosen 5. Required Attachment - Owner-Occupant Address Lists Choose File No file chosen 6. Required Attachment - Ownership Disclosure (DS-318) Choose File No file chosen 7. Required Attachment - Photgraphic Survey Key Map Choose File No file c... 8. Required Attachment - Photographic Survey Choose File No file c... 9. Required Attachment - Site Development Plans Choose File No file chosen 10. Required Attachment - Storm Water Req. Applicability Checklist (DS-560) Choose File No file chosen 11. Required Attachment - Supplemental Discretionary Application (DS-3035) Choose File No file chosen Attachment TEST PLAN.pdf passed Scout validation and has been successfully uploaded * Required Documents 1. Required Attachment - 300 Ft Radius Map TEST PLAN.pdf ✗

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16	**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*

17a	**Step 4: Review** • Review all the provided information to make sure it's accurate and complete.

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17b	• At the bottom of the Review screen, certify your submittal by checking the acknowledgement statement below it, attesting to its accuracy. • Click *Continue Application* **PERMITS** | Permit Type	Permit Sub-Type
Conditional Use Permit	New/General | I certify that I have read this application and state the above information is correct, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application (Municipal Code Section 112.0102). I understand that the applicant is responsible for knowing and complying with the governing policies and regulations applicable to the proposed development or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations, including before or during final inspections. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy, which may be available to enforce and correct violations of the applicable policies and regulations. I authorize representatives of the city to enter the above-identified property for inspection purposes. I have the authority and grant City staff and advisory bodies the right to make copies of any plans or reports submitted for review and permit processing for the duration of this project. ☑ By checking this box, I agree to the above certification. Date: 12/16/2021 **Continue Application »**
18	**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. *Step 5: Submitted* ✓ Your application has been successfully submitted. Please print your record and retain a copy for your records. Thank you for using our online services. Your Record Number is PRJ-8004954. You will need this number to check the status of your application or to schedul… once the review has been completed, applicable fees have been assessed or permit i… Choose "View Record Details" to Schedule Inspections, check status, or make … **View Record Details »** Record PRJ-8004954: Discretionary Project Record Status: Application Pending Payment Record Info ▾ Payments ▾ Attachments **Work Location** 1222 01st Av **Record Details** Applicant: Description: Individual Discretionary Project:1222/01st JC THOMAS 1222 1ST AVENUE SAN DIEGO, CA, 92101 Home Phone:(619) 236-6552 Work Phone:(619) 236-6552 Mobile Phone:(619) 236-6552 JCTHOMAS@SANDIEGO.GOV Owner: CITY OF SAN DIEGO Public Agency 00000 ▸ More Details

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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

Record Info ▾	**Payments** ▾	Attachments

Fees

Outstanding:

Date	Invoice Number	Amount	
12/16/2021	84599	$678.59	Pay Fees
12/16/2021	84599	$10.00	

Total outstanding fees: $688.59

Loading...

Record Details - Attachments

Use the *Attachments* tab to review previously submitted documents.

Record PRJ-8004954:   Add to collecti
Discretionary Project
Record Status: Application Pending Payment

Record Info ▾	Payments ▾	**Attachments**

Attachments

To upload attachments:
1.   Click Add to start the process
2.   Click Add for each file to upload
The maximum file size allowed is **200 MB.**
Please pay the outstanding balance to enable attachment uploads

> Please pay the outstanding balance to enable attachment uploads

Attachments (10)	Issuance Checklist (1)

	File Name	File Size	Status	Type	Refresh
Actions ▾	300 Ft Radius Map PRJ-8004954.pdf	39.71 kB	Uploaded	300 Ft Radius Map	
Actions ▾	Grant Deed - Proof of Ownership PRJ-8004954.pdf	39.71 kB	Uploaded	Grant Deed - Proof of Ownership	
Actions ▾	Photgraphic Survey Key Map PRJ-8004954.pdf	39.71 kB	Uploaded	Photgraphic Survey Key Map	

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APPENDIX A – STATUS DEFINITIONS

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

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APPENDIX B – WORKFLOW AND RECORD STATUS MAPPING

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

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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.

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