



Getting Started

Search by Data Tips

July 2015

[CITY OF SAN DIEGO](#)
[DEVELOPMENT SERVICES DEPARTMENT](#)
1222 FIRST AVE. SAN DIEGO, CA 92101-4101
dsdprojectinfo@sanidiego.gov

Table of Contents

Introduction.....	3
ID Search.....	4
Searching for Base Road Names	7
Schedule/Cancel Inspections Online	11
Online Payments	13
Deposit Accounts.....	15

Introduction

There are two ways to search for information in the OpenDSD application:

 **Search by Data**

 [Search by Map](#)

For [OpenDSD](#) users who are interested in viewing Development Services Department (DSD) permits or Code Enforcement cases, they can search for these by data.

ID Search

There are three ways to search for activity data:

- ▶ Project ID
- ▶ Approval ID
- ▶ Invoice ID



Invoice 8/27/14 11:27 am
Invoice ID Page 1 of 1
 THE CITY OF SAN DIEGO
 Development Services
 1222 First Avenue, San Diego, CA 92101-4154
 L64A-007
 Invoice Number: **566023**

Status: Paid Issued: 08/11/2014 12:03 pm Vega, Jama Voided: Customer:	Payment: On: 08/11/2014 12:12 pm <u>Payment Method</u> <u>Document Number</u> Check 1649	To: Gomez, Oscar <u>Refundable Party</u> <u>Payment</u> Payer Name \$3932.20 \$3932.20
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Development: 242346 Devel Num 242346
 Project: **383897** Project Name PM: Vega, Jama (619)687-5935

Project Fees:

<u>Fee Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Fee Amount</u>
General Plan Maintenance	1.00	Each	\$275.00
Mapping	1.00	Each	\$10.00
Approval Total:			\$285.00
Job Total:			\$285.00

Job: 749359 940 VAN NUYS ST
 Approval Nbr: **13 40683** C Combination Building Permit Status: Created

<u>Fee Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Fee Amount</u>
Res-SDU/DUP Custom PC	4,167.00	Square Feet	\$3,647.20
Approval Total:			\$3,647.20
Job Total:			\$3,647.20
Project Total:			\$3,932.20
Invoice Total:			\$3,932.20

Project ID

Approval ID



Approval Status Report

8/28/14 10:52 am
Page 1 of 2

THE CITY OF SAN DIEGO
Development Services
1222 First Avenue, San Diego, CA 92101-4154

L64A-008

Project ID

Project Information

Project Nbr: **383897** Title: Job Order: 
 Project Mgr: Vega, Jama (619)687-5935 jvega@sandiego.gov
 Scope: LA JOLLA Combination permit to construct new 2 story 5 bedroom 3 bath sdu with garage, porch & roof deck on extg foundation. RS-1-7/Brush Mgmt/Geo Haz 25-52.

Job Information

Job: APN: 415-102-1100 **Approval ID** Street Address: Thomas Brothers: 1247-H4
 Parcel Owner:

Approval Information

Approval Nbr: **13 40683** Type:Combination Building Permit Status: Created 
 Scope: Construct new 2 story 5 bedroom 3 bath sdu with garage, porch & roof deck on extg foundation.
 Permit Holder: Issued By: **Approval ID** Issued Date:

Inspection Plan for Approval Nbr 13 40683

Insp	Type SubType	Status	Inspector Note	Scheduled	Performed End	Result	Tier
2467423	Combination - Foundation	Unavailable	Call (858) 581-7111 to schedule this inspection				2
2467424	Combination - Frame & Rot	Unavailable	Call (858) 581-7111 to schedule this inspection				2
2467425	Combination - Insulation	Unavailable	Call (858) 581-7111 to schedule this inspection				2
2467426	Combination - Lath & Dryw	Unavailable	Call (858) 581-7111 to schedule this inspection				2
2467427	Combination - Undergrounc	Unavailable	Call (858) 581-7111 to schedule this inspection				2
2467429	Combination - Meter Inspec	Unavailable	Call (858) 581-7111 to schedule this inspection				2
2467428	Combination - Final (3)	Unavailable	Call (858) 581-7111 to schedule this inspection				3

Inspection Issues

Issue	Created By	Visibility	Description	Cleared by	Cleared Date	Cleared Note	Tier
172223	Garcia, Rosa	Regular					3



8/28/14 10:48 am

Project Status Report

THE CITY OF SAN DIEGO
Development Services
1222 First Avenue, San Diego, CA 92101-4154

Page 1 of 1

L64A-050

Project ID

Project Information

Project Nbr: **383897** Title: Int. Order:
Project Mgr: Vega, Jama (619)687-5935 jvega@sandiego.gov Expiration Date: 8/11/2015
Scope: LA JOLLA Combination permit to construct new 2 story 5 bedroom 3 bath sdu with garage, porch & roof deck on extg foundation. RS-1-7/Brush Mgmt/Geo Haz 25-52.

Customer Information

Customer	Firm	Role
Tourmaline Properties	Tourmaline Properties	Owner
Stephanie Lupton	Stephanie Lupton Design	Applicant
Stephanie Lupton	Stephanie Lupton Design	Agent
Carmen Uruchurtu	SJL	Agent
Stephanie Lupton	Stephanie Lupton Design	Point of Contact

Review Cycle Information

Review Cycle	Type/Discipline	Status	Reviewer	Last Submittal	Due	Complete
4	BDR-Structural (Submit)	In Review		08/11/14	08/26/14	
	BDR-Structural	Started	Garcia, Rosa (619) 446-5088		08/26/14	
5	LDR-Eng Building Review(Submit)	In Review		08/11/14	08/26/14	
	LDR-Eng Building Review	Assignment Pending			08/26/14	
6	Setup (Submit)	Reviews Complete		08/11/14		
9	LDR-Zoning (Submit)	Opened				
	LDR-Zoning	Assignment Pending	Bautista, Perlita (619) 446-5114			

Job Information

Job: Street Address: Thomas Brothers: 1247-H4
APN: 415-102-1100 Parcel Owner:

Job Sign Off Exception

Discipline
BDR-Structural
LDR-Zoning
LDR-Eng Building Review

Approval Information

Approval Nbr	Type	Status	Issued	Issued By	Will Expire	Cancel
13 40683	Combination Building Permit	Created				

Project Fee

Fee Description	Qty Needed	Qty Paid	Units	Invoice Status	Note

Approval ID

Searching for Base Road Names

- ▶ When searching for a Base Road Name in [OpenDSD](#) that starts with a number (e.g. First Street, Second Street, Third Avenue, etc.), users need to type in the Base Road Name either in alphabetical format (First, Second, Third, etc.) or in a numerical format (1, 2, 3, etc.).

 **For Base Road Name that starts with a number, type the Base Road Name either in alphabetical format or in a numerical format.**

ID Search Address Search

Street Number

Base Road Name

7325 W. Santa Fe St.
Street # Base Road Name

ID Search Address Search

Street Number

Base Road Name

7325 W. Santa Fe St.
Street # Base Road Name

- For base road names which are longer than three characters, [OpenDSD](#) users need to type in, at least, the first three characters. If the base road name has three characters or more, [OpenDSD](#) will search to find all roads that start with the characters which they have typed. An example of that would be when users type in the base road name Fir, [OpenDSD](#) search returns all the street names that start with those three characters; Fir Street, W Fir Street, Firenze Lane, Fireside Avenue, etc.

For Base Road Names that contain three characters or more, type in the first three characters of the Base Road Name.

The screenshot shows the 'Address Search' tab selected. The 'Street Number' field contains '4500'. The 'Base Road Name' field contains 'fir'. Below this, an example address '7325 W. Santa Fe St.' is shown, with '7325' labeled as 'Street #' and 'W. Santa Fe St.' as 'Base Road Name'. A dropdown menu below the 'Base Road Name' field shows 'FIR ST' selected. To the right, a 'Select a Road' modal window is open, displaying a list of streets with 'Select' buttons next to each: FIR ST, W FIR ST, FIRE STATION 33 DY, FIRENZE LN, FIRESIDE AV, FIRESIDE CT, FIRESTONE ST, FIRETHORN ST, FIREWAY DR, and FIRWOOD RW.

- For base road names which are shorter than three characters, [OpenDSD](#) provides an exact match of base road name. Examples of base road names that are shorter than three characters are My Way and Al Court.

The screenshot shows the 'Address Search' tab selected. The 'Street Number' field contains '4'. The 'Base Road Name' field contains 'my'. Below this, an example address '7325 W. Santa Fe St.' is shown, with '7325' labeled as 'Street #' and 'W. Santa Fe St.' as 'Base Road Name'. A dropdown menu below the 'Base Road Name' field shows 'MY WY' selected. At the bottom, a 'Road Name' label is visible next to the dropdown.

▶ For base street names that start with Avenida, Caminata, Caminito and Camino, [OpenDSD](#) users should specify more characters in addition to Avenida, Caminata, Caminito and Camino since there are many street names in City of San Diego which start with these specific names.

💡 For Base Road Names that contain Avenida, Caminata, Caminito and Camino type in the second Base Road Name in addition to Avenida, Caminata, Caminito and Camino.

ID Search Address Search

Street Number

Base Road Name

7325 W. Santa Fe St.
Street # Base Road Name

- ▶ When searching, [OpenDSD](#) users retrieve all the information on both sides of the block, after which they can sort by the address they are searching for if desired.

Street Number

Base Road Name

7325 W. Santa Fe St.

Street #
Base Road Name

Sort By

- Street Address
- Approval ID
- Project ID
- Street Address

Approval ID	Approval Type	Approval Status	Street Address	Project ID	Title	Change in DU
1204664	Elec.-UG Program-City only	Issued	4820 EL CAJON BL	344292	ELECTRICAL	
709777	Fire Permit	Completed	4820 EL CAJON BL	200391	Allison McCoskey Escrow	
1204665	Elec.-UG Program-City only	Issued	4828 EL CAJON BL	344292	ELECTRICAL	
1137814	Plumbing Permit	Created	4828 EL CAJON BL	288371	Leo's Tire Shop, Garage & TI	
653365	Electrical Permit	Completed	4828 EL CAJON BL	181266	electrical permit	
1137815	Electrical Permit	Created	4828 EL CAJON BL	288371	Leo's Tire Shop, Garage & TI	
1137812	Building Permit	Created	4828 EL CAJON BL	288371	Leo's Tire Shop, Garage & TI	0
1137813	Mechanical Permit	Created	4828 EL CAJON BL	288371	Leo's Tire Shop, Garage & TI	

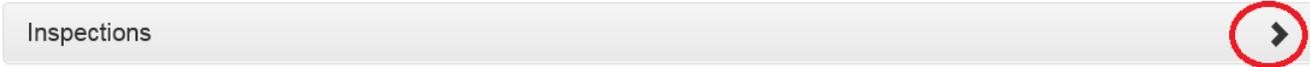
Schedule/Cancel Inspections Online

► Schedule/cancel inspections online can be accessed from the “Approval” view. If the approval has inspections available, there will be a link to do so.

Here is how OpenDSD can be accessed:

1. Bring up the approval (permit) in OpenDSD. This can be done three ways:
 - a. Navigate through the City/Department website to the [OpenDSD](#) page and use the Approval Search box – or –
 - b. From Google, type “[OpenDSD](#)” (all one word) and choose the first link. Then use the Approval Search box – or –
 - c. Use the URL: <http://opendsd.sandiego.gov/web/Approvals/Details/1237064> (replace 1237064 with the approval number)

2. Open the “Inspections” tab by clicking the “>” angle bracket to the right of “Inspections”.



3. Click the “Schedule Online” link for the inspection you wish to schedule.

2326089	2	Foundation	Completed	Stanfill, Monte (858)627-2027 Mstanfill@sandiego.gov	12/30/2014	12/30/2014	Partial Pass	Combination
Inspections Data Table Footings [Pass]								
Stormwater Const BMPs [Pass]:								
2562712	2	Foundation	Available	Call (858) 581-7111 to schedule this inspection				Combination
[Schedule Online]								

4. The "Inspection Contact" phone number needs to match the inspection contact in our records in PTS for the specific project.

Approval

Approval Id	1237064
Approval Type	Combination Building Permit
Job Location	1514 PACIFIC BEACH DR
Approval Scope	New detached townhome 3 story with attached garage. 3 bedrooms and 3 bathroom.

Schedule This Inspection

Inspection Date:

01/02/2015



Inspection Contact Phone Number (must match our records):

Comments for Inspector:

(Contact information, gate codes, etc..)

Schedule Inspection

Back

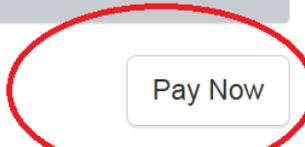
Online Payments

Here is how an invoice in OpenDSD can be accessed:

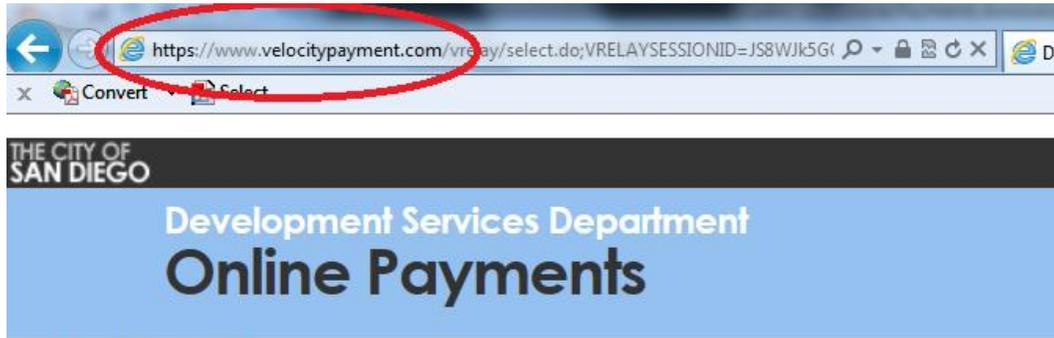
1. Bring up the Invoice in OpenDSD. This can be done three ways:
 - a. Navigate through the City/Department website to the [OpenDSD](#) page and use the Invoice Search box – or –
 - b. From Google, type “[OpenDSD](#)” (all one word) and choose the first link. Then use the Invoice Search box – or –
 - c. Use the URL: <http://opendsd.sandiego.gov/web/Invoices/Details/592737> (replace 592737 with the invoice number)

2. Immediately below the Invoice total is the “Pay Now” button, if the invoice is payable (not paid or cancelled). Follow steps for pay online.

Mechanical Permit [1412133] Pending Invoice Payment		Approval Subtotal \$241.00
Condensing Unit for FAU/Furnac	1 Each	\$72.00
Furnace (FAU)	1 Each	\$60.00
Issuance NoPlans/Other	1 Each	\$39.00
Records-No Plan Permits/Other	1 Each	\$20.00
Travel-Doc-Replac/Remod/Add	1 Floors	\$50.00
Invoice Total		\$241.00



- The payment processor's website has detailed instructions on how to pull appropriate numbers off your checks, etc....



Online Payments

Enter Payment Information

YOUR BUSINESS NAME HERE YOUR STREET ADDRESS YOUR CITY, STATE AND ZIP		EXPLANATION	AMOUNT	1001
PAY AMOUNT OF				00-6789-0000
DATE	TO THE ORDER OF	DESCRIPTION	CHECK NUMBER	CHECK AMOUNT
				\$
FINANCIAL INSTITUTION YOUR CITY, STATE 52345				
⑆00100⑆ ⑆000067894⑆ 12345678⑆				

Check Number Routing Number Account Number

Required fields are highlighted with an asterisk.

Payment information:

Amount:* \$ 241.00 ?
Invoice Number:* 592737 ?

Please enter the following information about your Bank account:

Company Name:* ?
Routing Transit Number:* ?
Account Number:* ?
Confirm Account Number:* ?
 Employer Identification Number (EIN): (e.g. 00-0000000) ?

- Once successfully paid the payment processor, PTS and DSD services are released.

Deposit Accounts

Generate a deposit account invoice:

1. Bring up the Project in OpenDSD. This can be done three ways:
 - a. Navigate through the City/Department website to the [OpenDSD](#) page and use the Approval Search box to search by Project – or –
 - b. From Google, type “[OpenDSD](#)” (all one word) and choose the first link. Then use the Approval Search box to search by Project – or –
 - c. Use the URL: <http://opendsd.sandiego.gov/web/Projects/Details/297495> (replace 297495 with the Project number)

property (7000 & 7002) and build a 3 story SDO. 7004 Bay Ave SDO to remain. Also permit unpermitted addition at the rear of the unit (extended the bathroom) in the RM-1-1, N-App-2, CHLOZ, PIOZ-Coastal Impact, RTPOZ, TAOZ, Geo Haz 52, Code Case NC# 202689

Administrative Hold	
DSD Contact	Daly, Tim (619)446-5356 TPDaly@sandiego.gov
Application Expiration	04/01/2023
Deposit Account Number	24003285 Add a deposit in the amount of: <input type="text"/> +

2. Enter a deposit amount in the field and click the “+” icon. The system will generate a payable invoice.
3. Follow steps for pay online, section “[Online Payments.](#)”