The City of SAN DIEGO

Apply for a Permit Online

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

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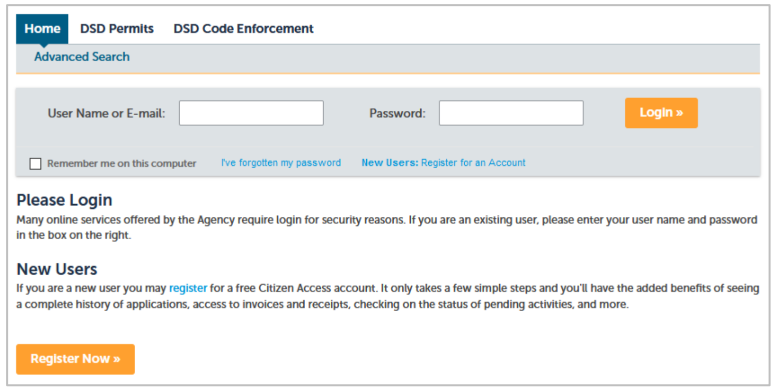
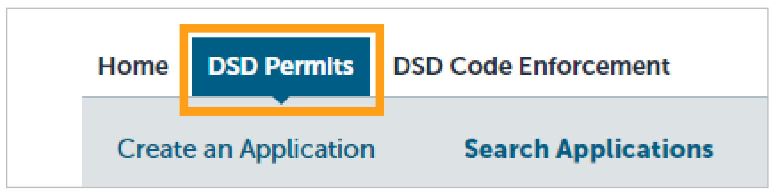
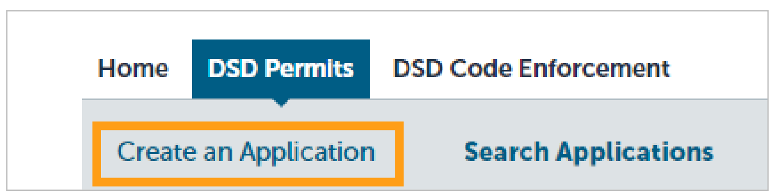
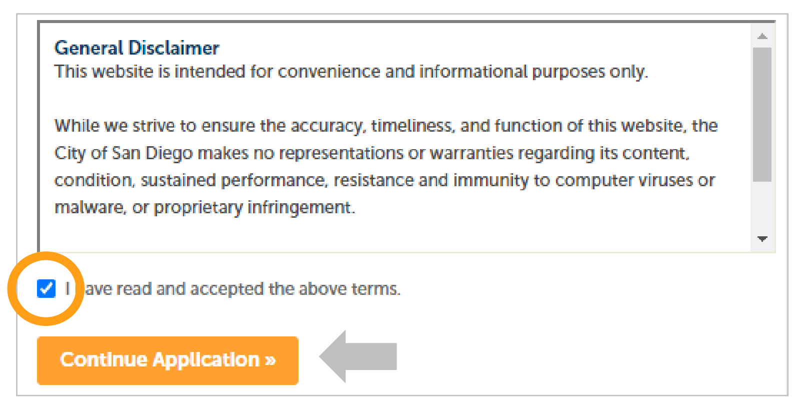
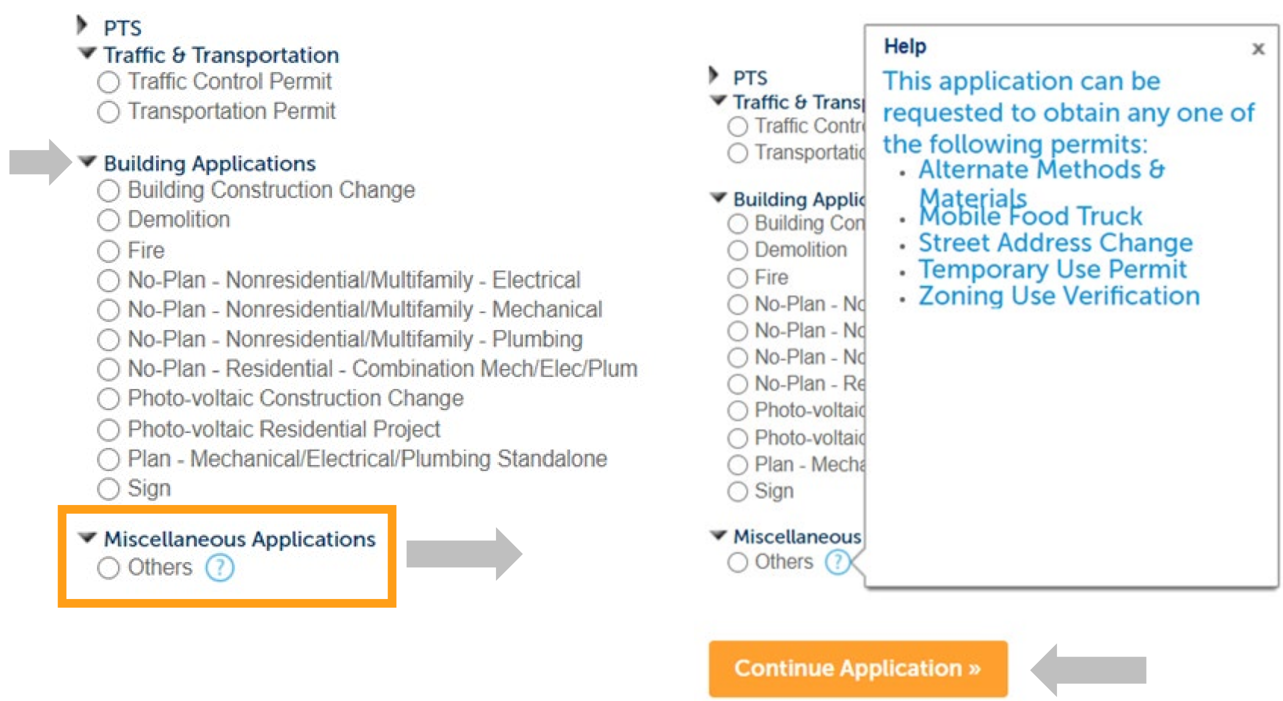
HOW TO SUBMIT AN APPLICATION

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 "DSD Permits"	
3	Select "Create an Application"	
4	Read and acknowledge the Disclaimer → Continue Application	

5

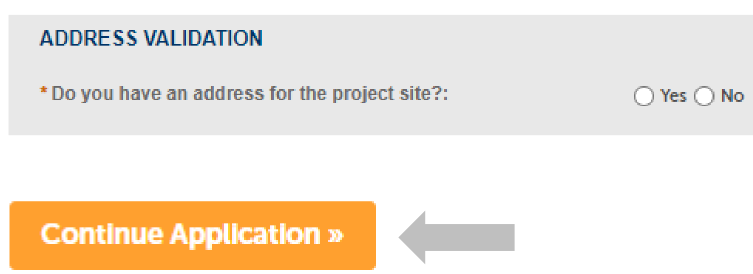
Select permit type you would like to apply for → Continue Application

Note: For PTS Permits, please refer to instruction in the OpenDSD User Guide to PTS Projects.



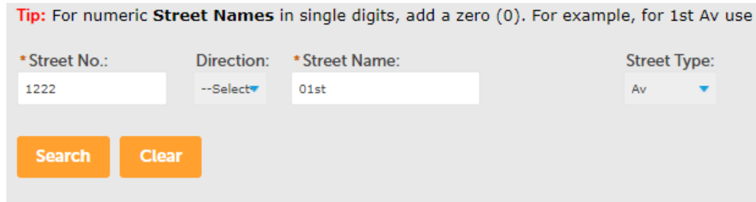
6

Indicate if there is an address for the Project Site → Click “Continue Application”



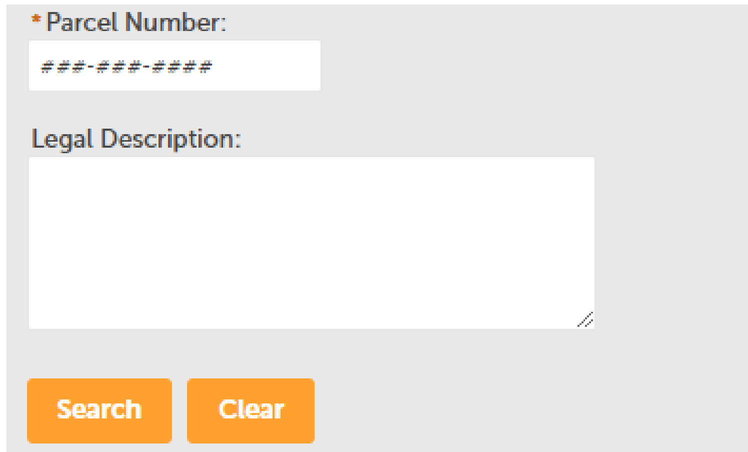
7

Enter Street No. and Street name only → Search



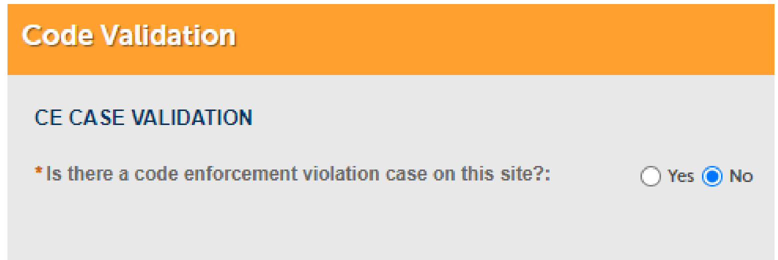
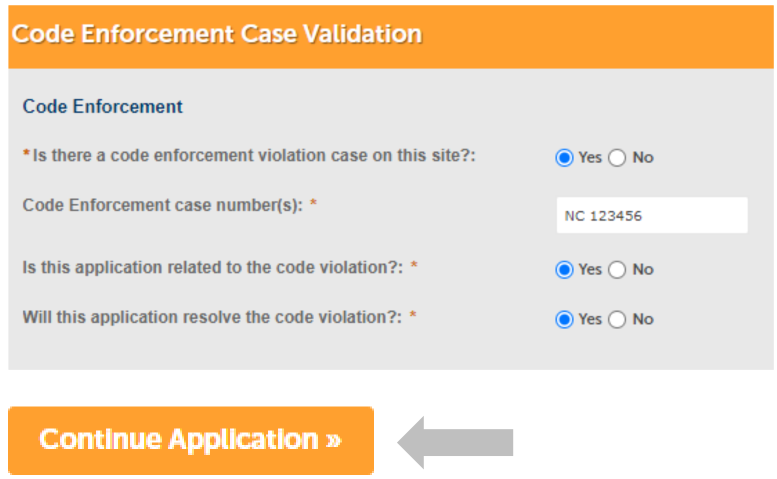
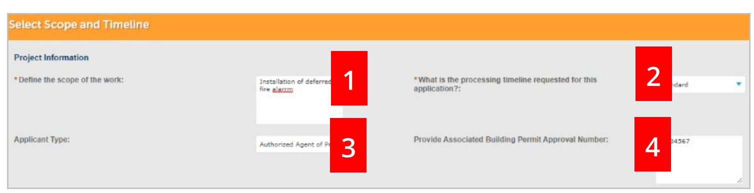
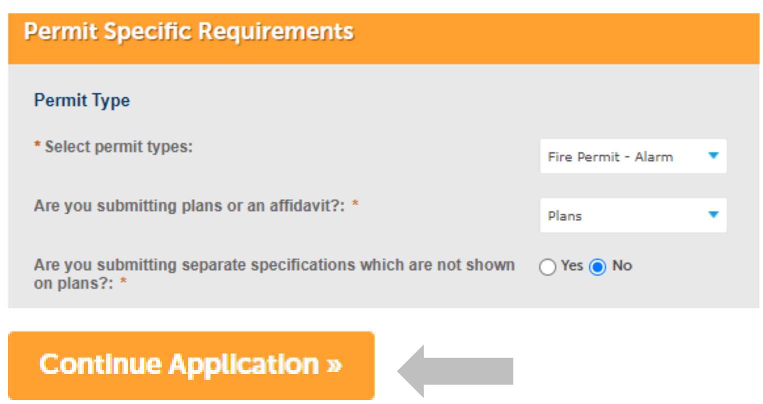
OR

Enter parcel number in ###-###-#### format → Search



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

Click “Continue Application”

8	Answer the Code enforcement Case question If no, continue application: If yes, answer the additional questions:	 
i	Jump to a permit type for the next step: • Fire Permit • Demo Permit • Sign Permit • Mechanical/Electrical/Plumbing Permit	
9	**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."	 

Click here to move on to step 10

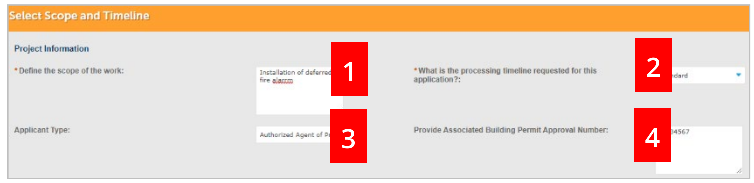
9

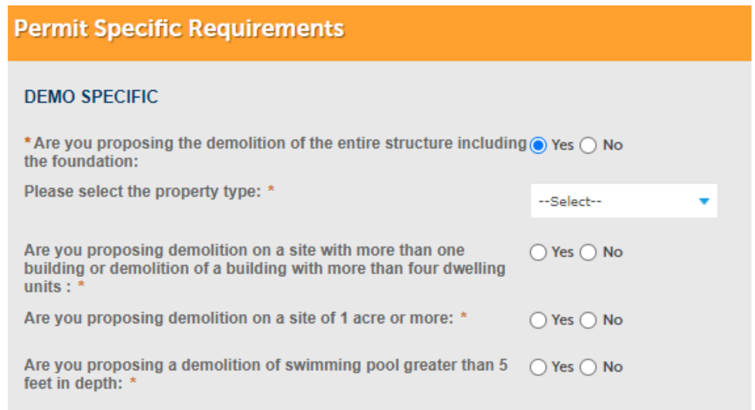
Demo Permit

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”





Click here to move on to step 10

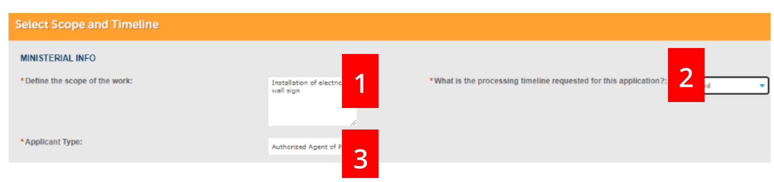
9

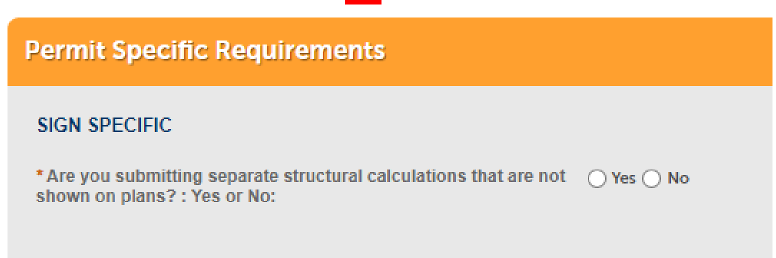
Sign Permit

Provide:

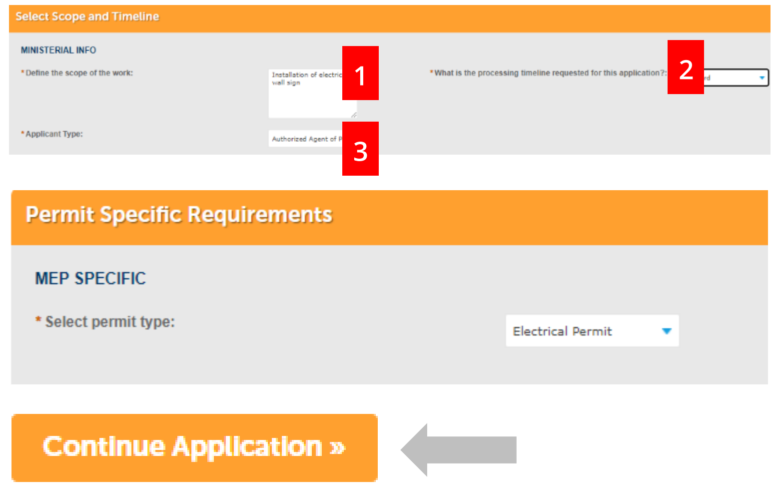
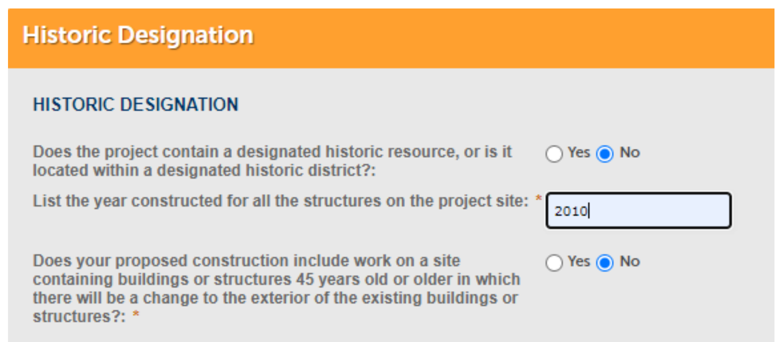
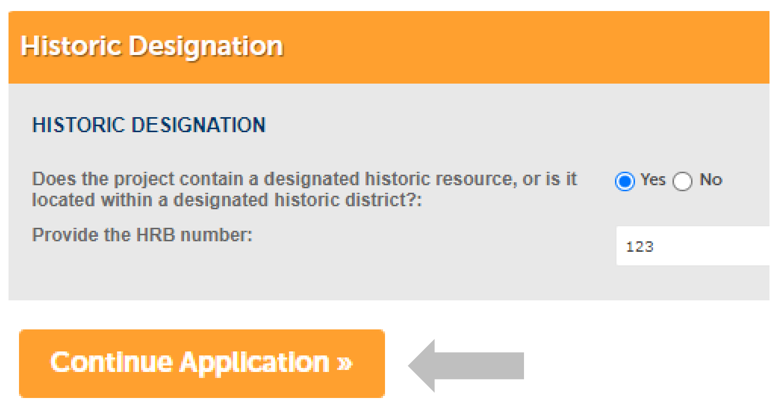
1. Scope
2. Processing timeline
3. Applicant type

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





Click here to move on to step 10

Step	Instructions	Screen
9	**Mechanical/Electrical/Plumbing Permit** Provide: 1. Scope 2. Processing timeline 3. Applicant type • Select the permit type • Click “Continue Application”	
10	Answer the Historic Designation question Y/N and provide the additional information If no: If yes, answer the additional questions.	

11

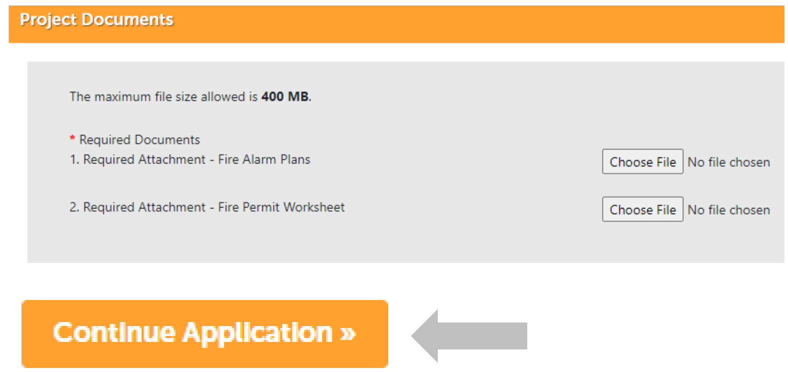
Upload Required Project Documents

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]

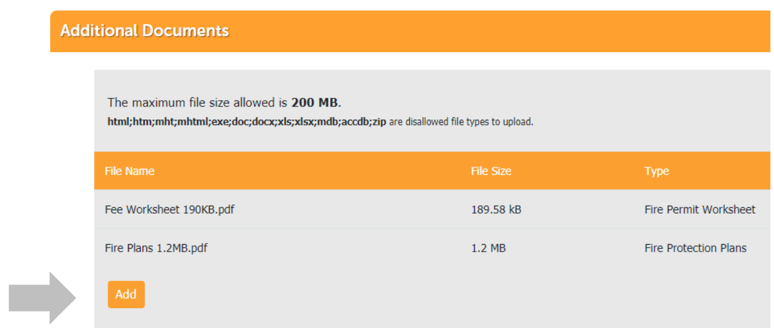


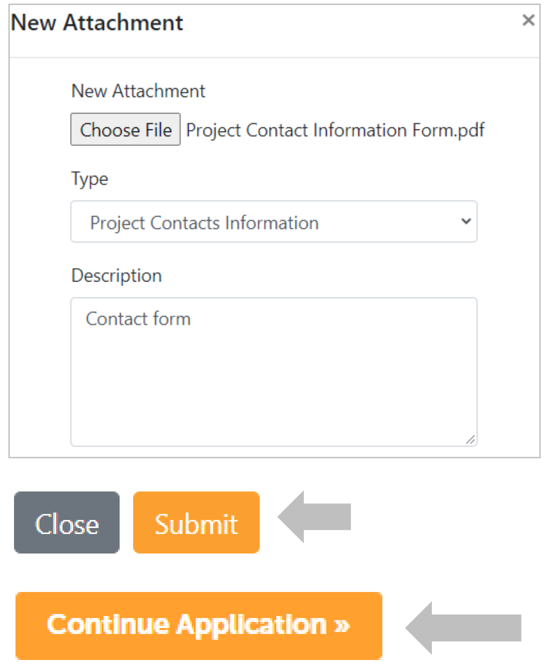
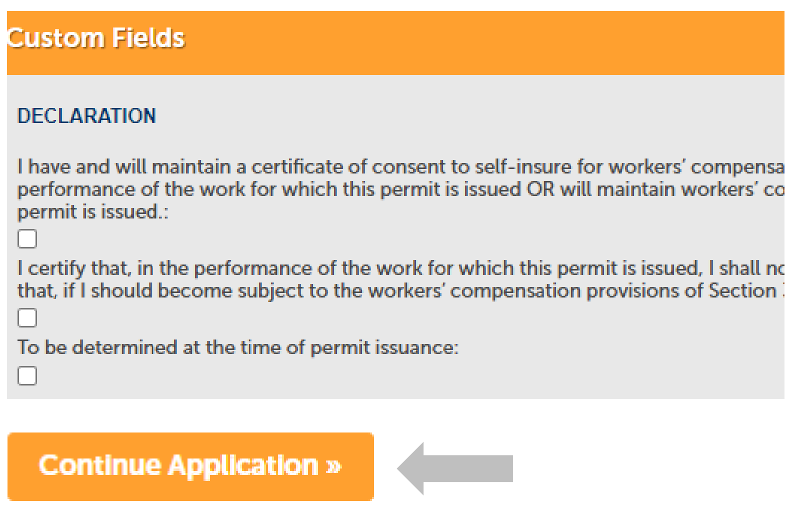
12

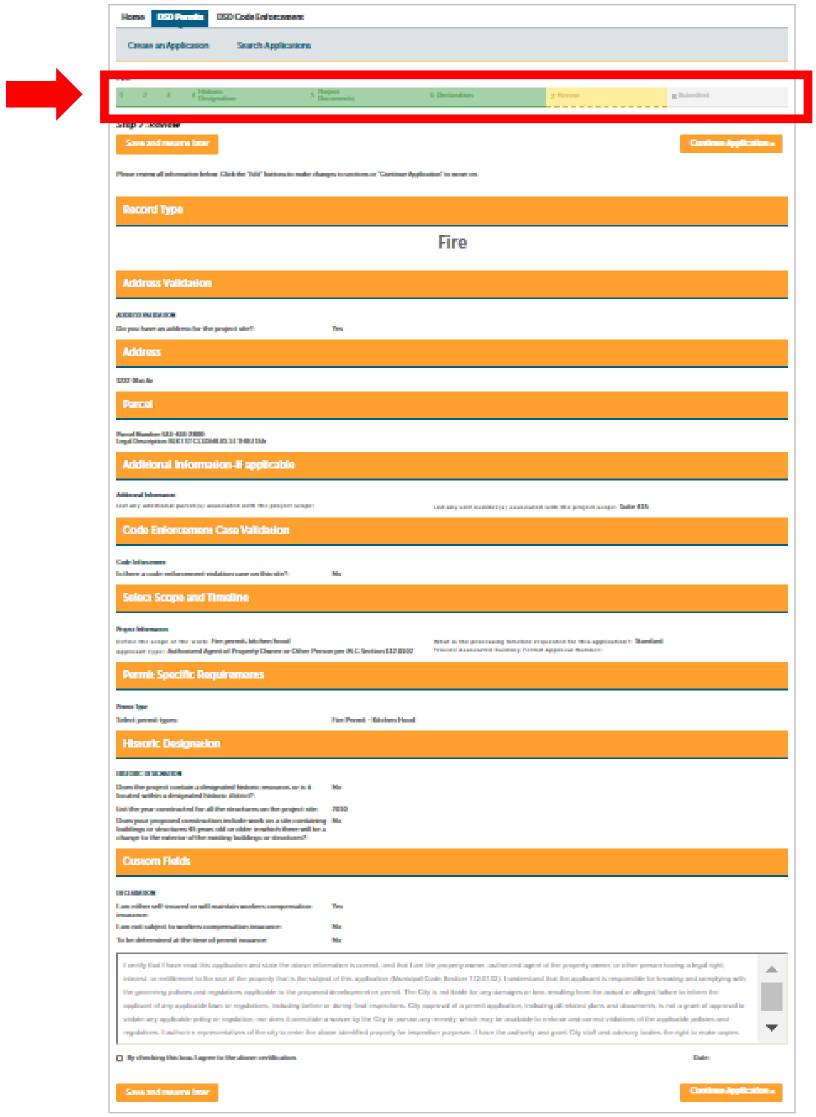
Upload any Additional Documents you wish to include with your submittal

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.)

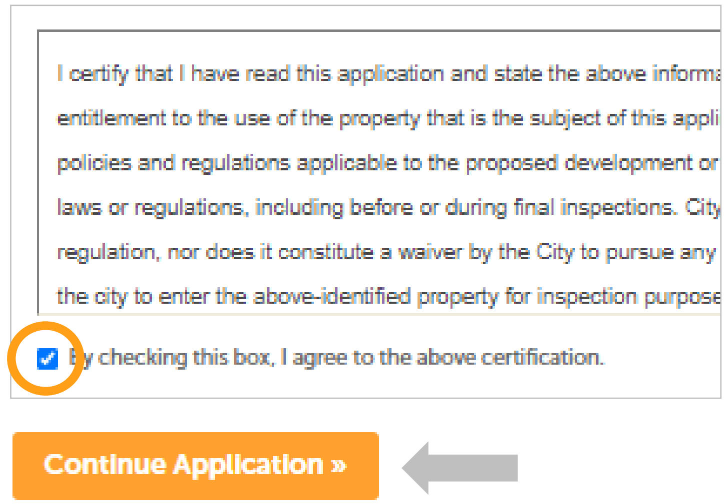
- Click Add



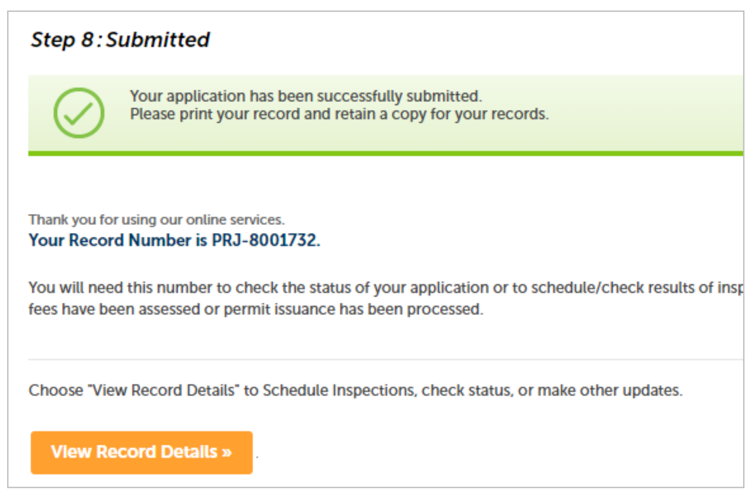
	• Select 'Choose File' and drag/drop or search your files to attach them • Click 'Type' drop-down and select file type • Provide a brief description of the document • Click the Submit button • Click Continue Application	
13	• Select the insurance declaration statement that applies to this project • Click Continue Application	

14	Review the Application and return to previous steps by clicking on green and yellow steps tabs	

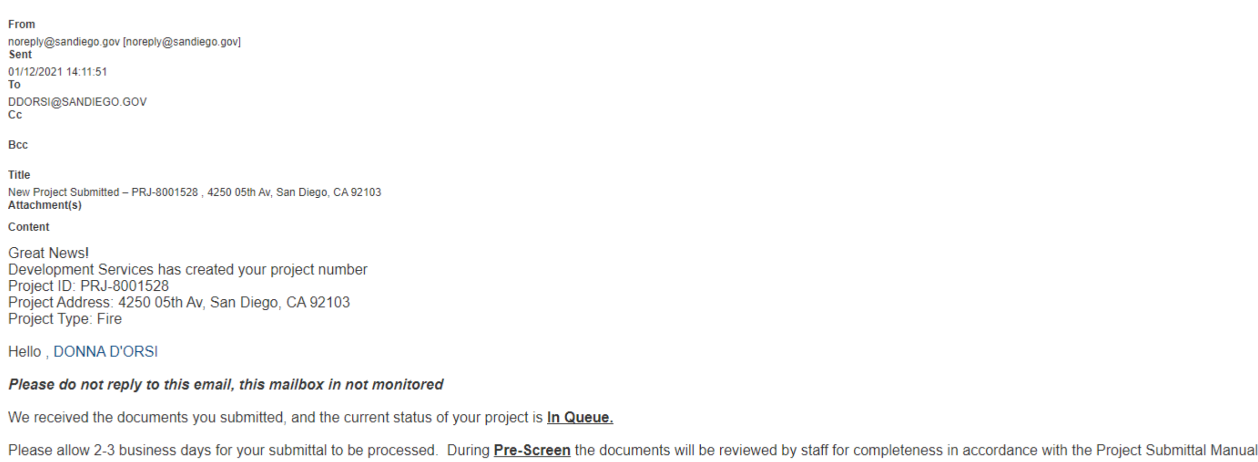
15 Acknowledge the final certification and → Continue Application



16 Your record number will be displayed.



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



From
noreply@sandiego.gov [noreply@sandiego.gov]
Sent
01/12/2021 14:11:51
To
DDORSI@SANDIEGO.GOV
Cc

Bcc

Title
New Project Submitted – PRJ-8001528 , 4250 05th Av, San Diego, CA 92103
Attachment(s)
Content

Great News!
Development Services has created your project number
Project ID: PRJ-8001528
Project Address: 4250 05th Av, San Diego, CA 92103
Project Type: Fire

Hello , DONNA D'ORSI

Please do not reply to this email, this mailbox in not monitored

We received the documents you submitted, and the current status of your project is **In Queue.**

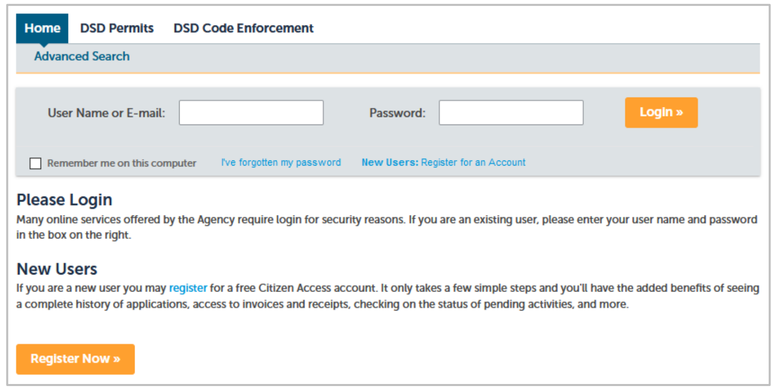
Please allow 2-3 business days for your submittal to be processed. During **Pre-Screen** the documents will be reviewed by staff for completeness in accordance with the Project Submittal Manual.

I RECEIVED AN "UPDATES REQUIRED" EMAIL. HOW DO I UPLOAD THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference

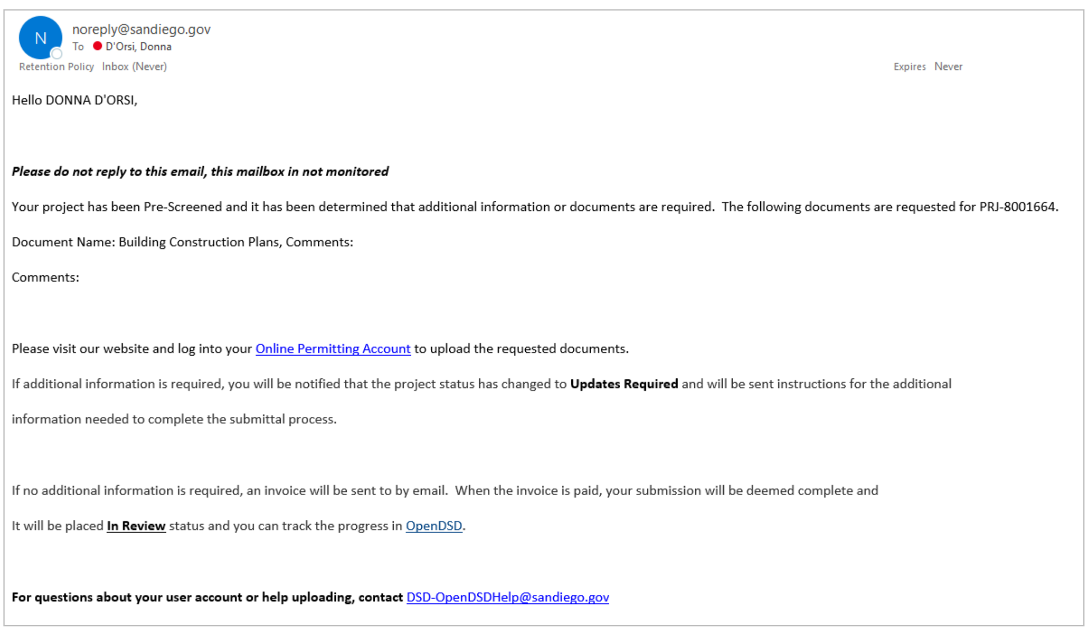
1

- Log into your [Online Permitting Account]()
- Enter your username and password.



2

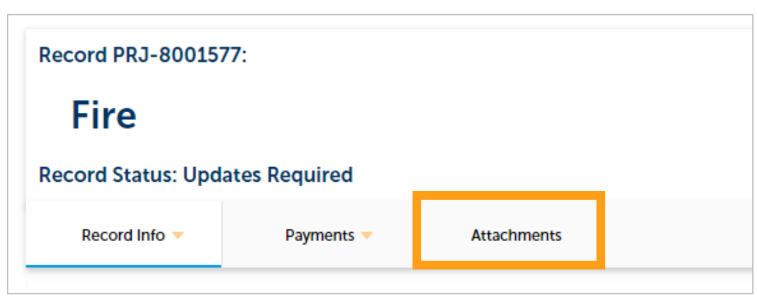
Open the 'Updates Required' email. Clicking on the link in the email will take you to your project record that needs updates



3

Your project information will load

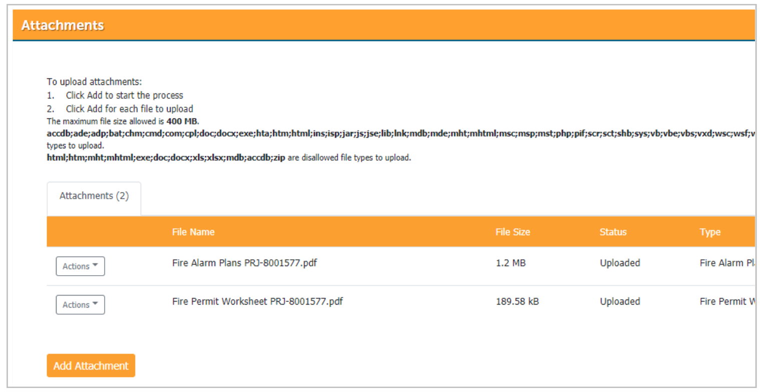
- Click the Attachments Tab



4

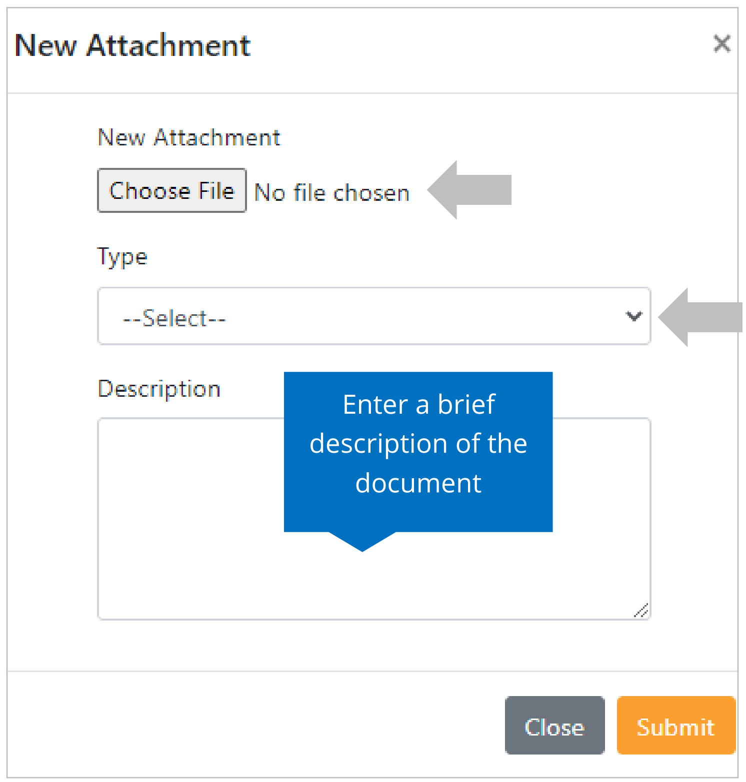
Previously attached documents will be displayed.

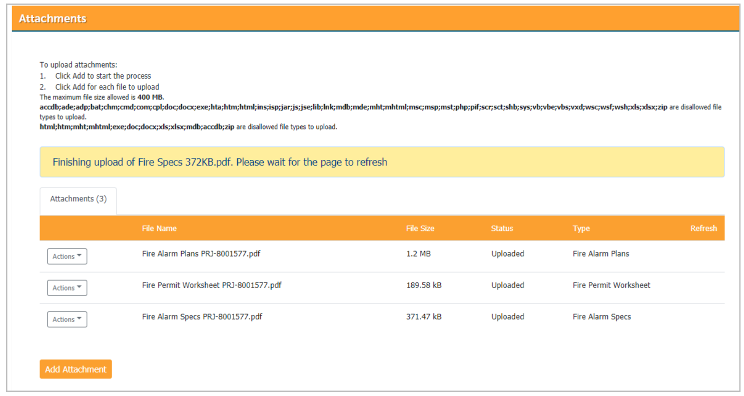
- Click 'Add Attachment'



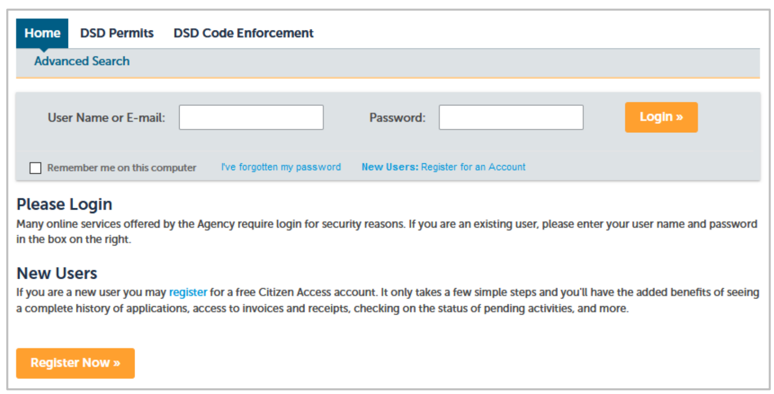
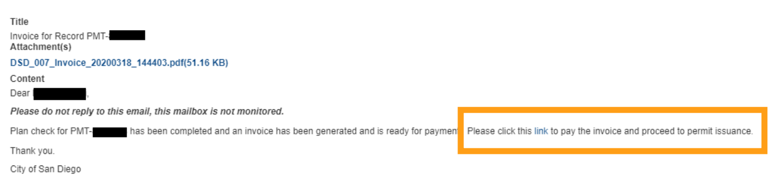
5

- 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



6	The documents will be validated by Scout and be uploaded to the project record (PRJ)	

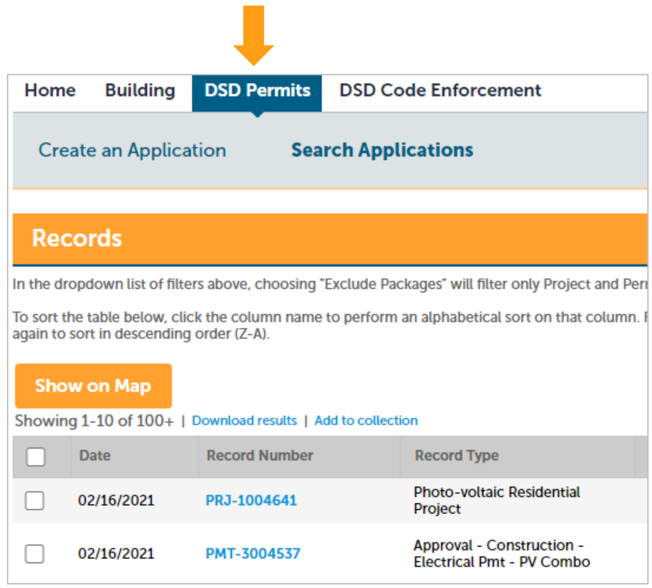
I RECEIVED A "REVIEW PENDING INVOICE PAYMENT" EMAIL. HOW DO I PAY?

Step	Action	Screen Reference
1	• Log into your [Online Permitting Account](#) • Enter your username and password.	
2	Open the 'Review Pending Invoice Payment' email • Click on the link provided	

3

Click on DSD Permits tab.

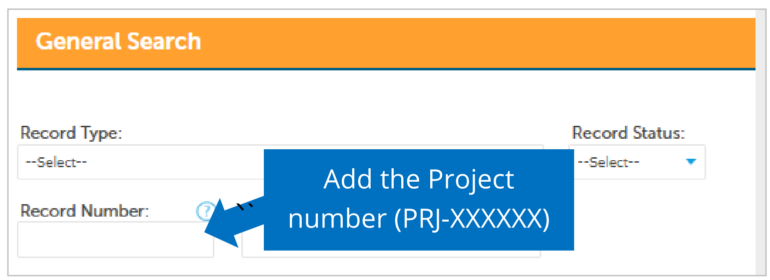
- Select the record listed in the email



OR

Scroll down to the search field for Records

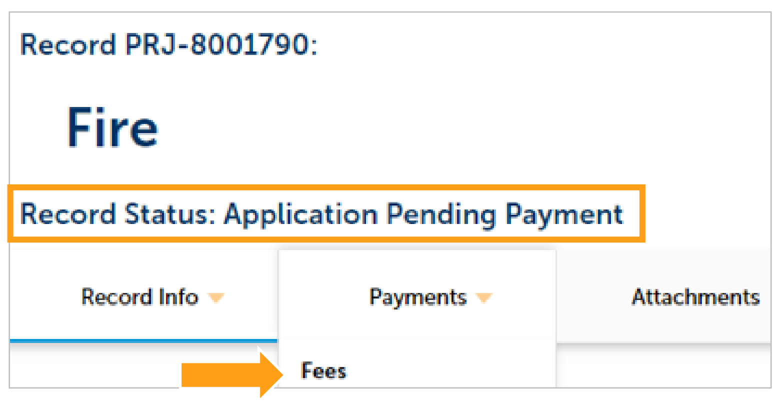
- Input the PRJ into the General Search in this format: **PRJ-1234567**



4

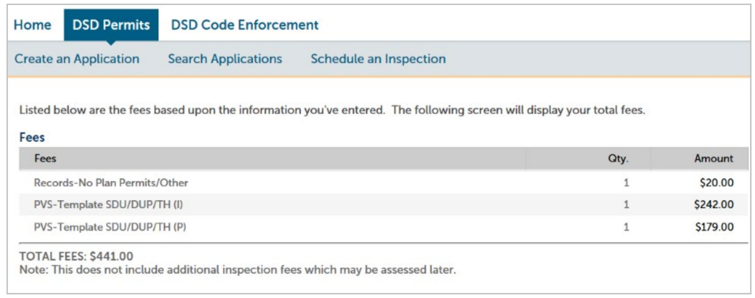
Verify that the record has the status: 'Application Pending Payment'

- Click on Payments
- Select Fees

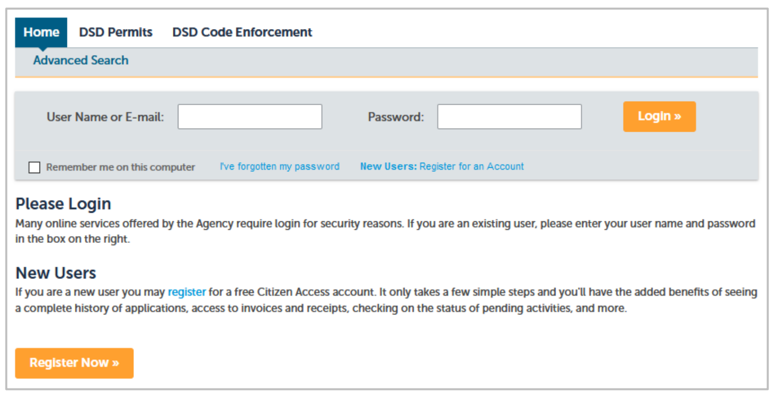
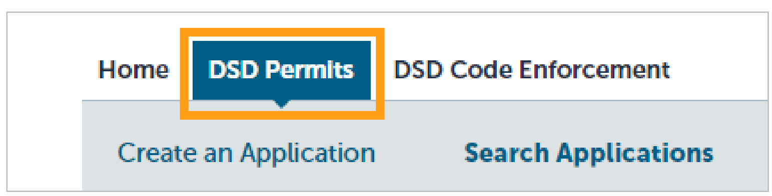
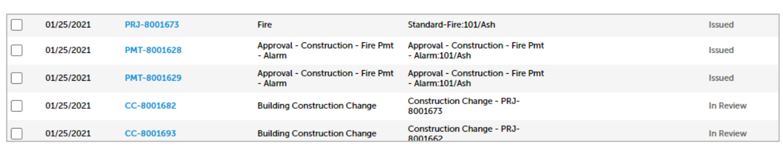


5

Click on "Pay Fees"

6	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?

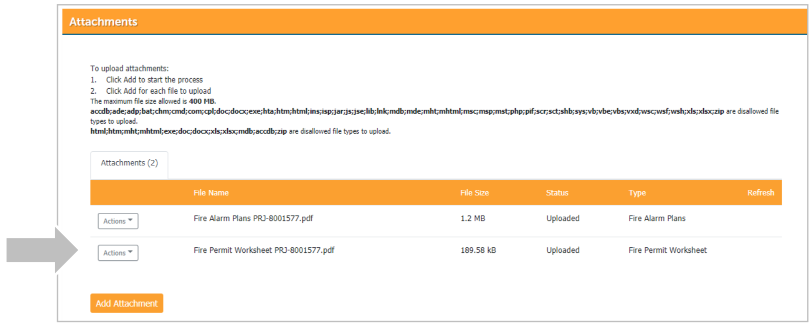
Step	Action	Screen Reference
1	• Log into your [online permitting account](#) • Enter your username and password* * If you are a new user, see the [tutorial](#) on how to register for an account	
2	Select "DSD Permits"	
3	Your records will be displayed • Select the PRJ you wish to see the Project Issues Report for	

4

Previously attached documents will be displayed.

You will see your Project Issues Report by discipline displayed.

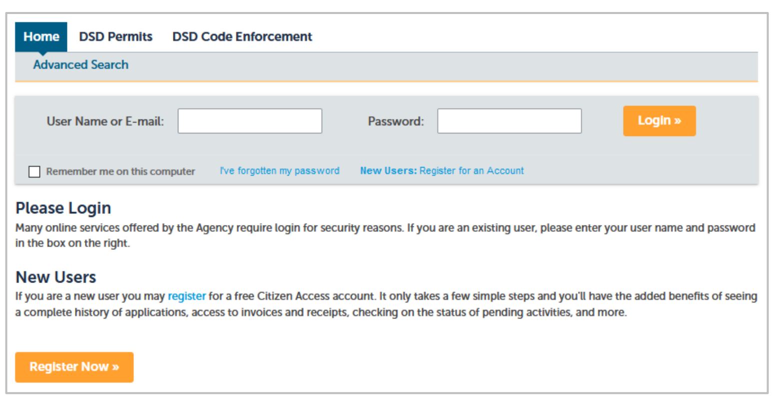
Click the Actions drop-down



5

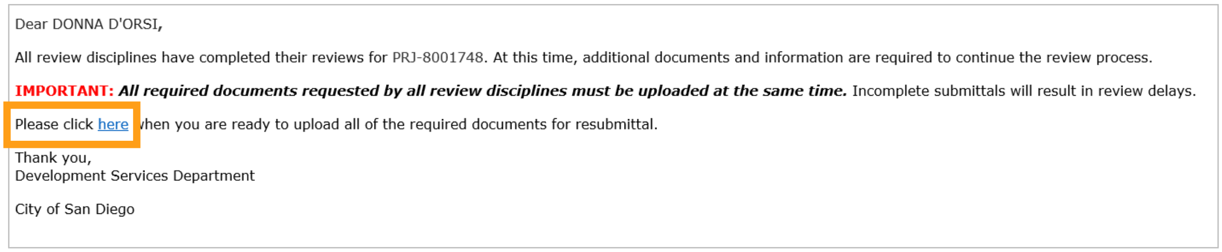
Click Download and the selected Project Issues Report will download

I RECEIVED A "READY FOR RESUBMITTAL" EMAIL. HOW DO I SUBMIT THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference
i	You will receive an email for Recheck Required if there are corrections to be made to the plans or if additional information is needed.	
1	• Log into your [Online Permitting Account](#) • Enter your username and password	

2

- Open the 'Ready for Resubmittal' email
- Click the link to upload the documents



Dear DONNA D'ORSI,

All review disciplines have completed their reviews for PRJ-8001748. At this time, additional documents and information are required to continue the review process.

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

Please click here when you are ready to upload all of the required documents for resubmittal.

Thank you,
Development Services Department

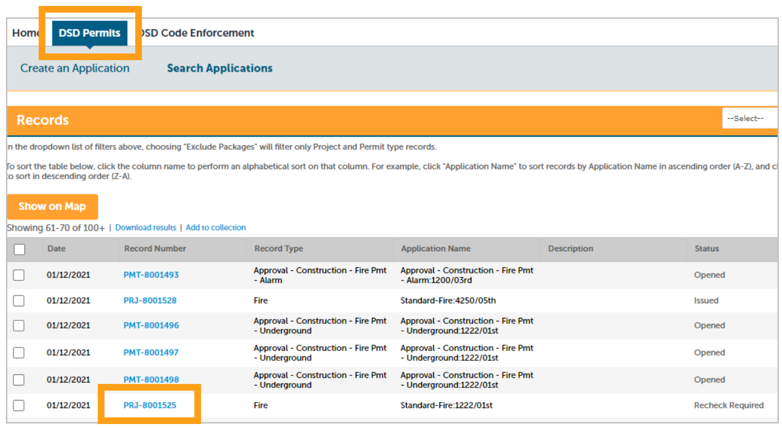
City of San Diego

3

- Select DSD Permits

Your records will display with the current statuses.

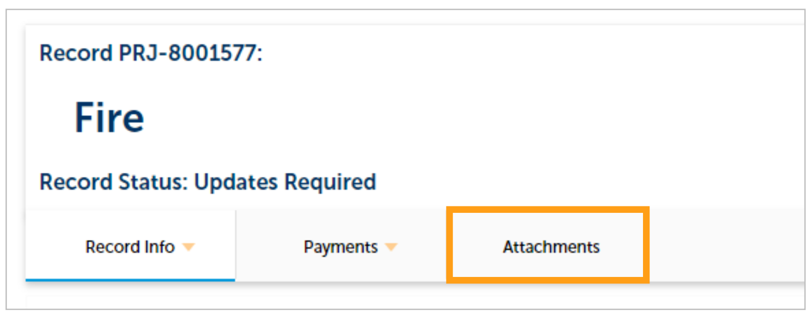
- Click on the blue PRJ link of the project



4

Your project information will load.

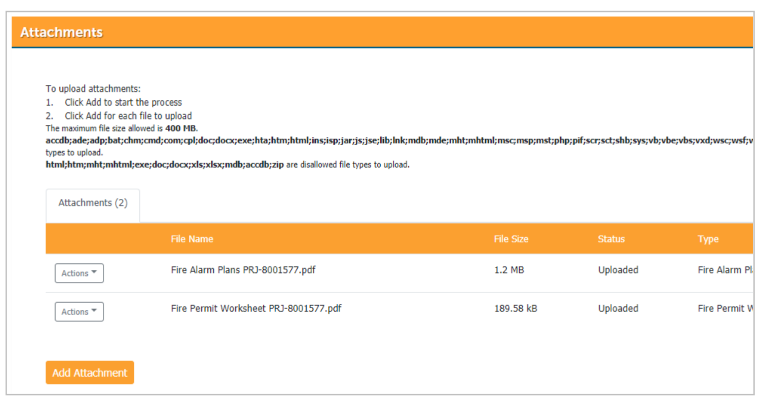
- Click the Attachments Tab



5

Previously attached documents will be displayed.

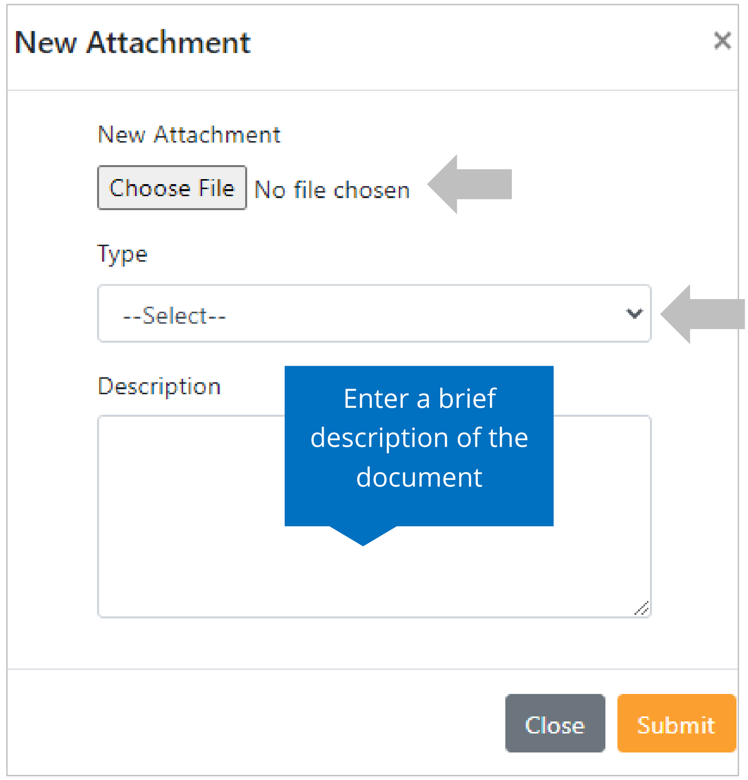
- Click on 'Add Attachment'



6

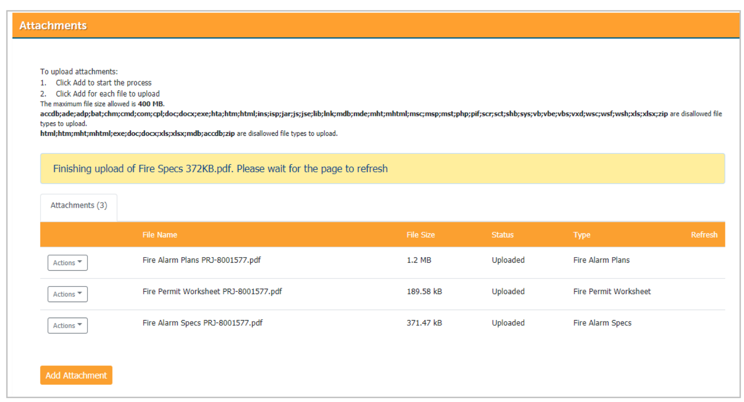
- Select 'Choose File' and drag/drop or search your files to attach them
- Click 'Type' drop-down and select file type
- Provide a brief description of the document
- Click the Submit button

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

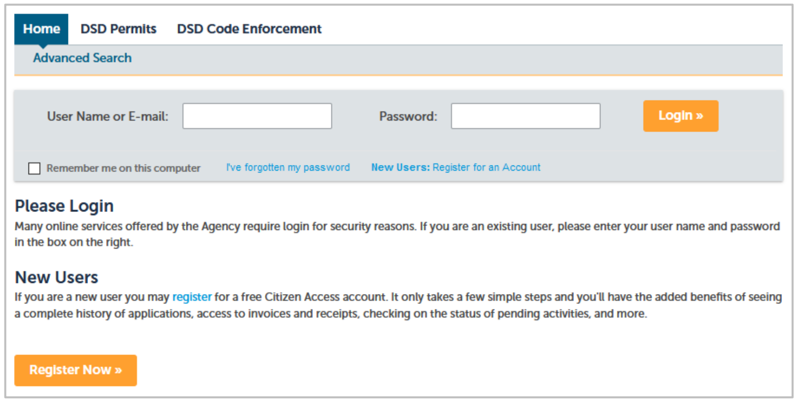
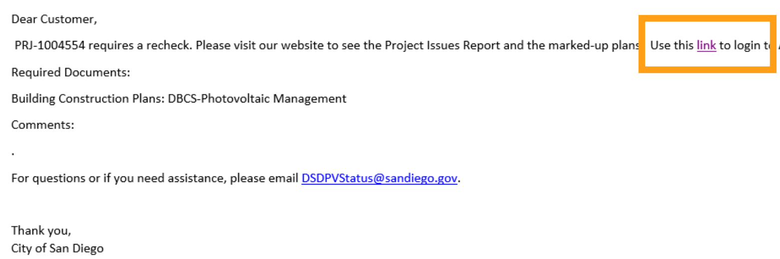
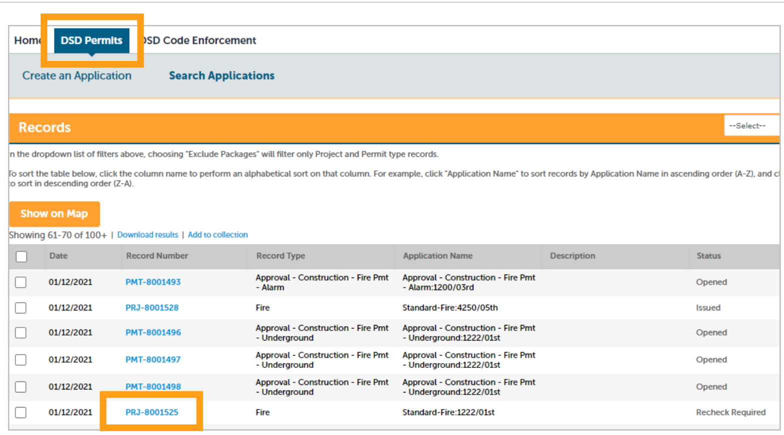


7

The documents will be validated by Scout and be uploaded to the project record (PRJ)



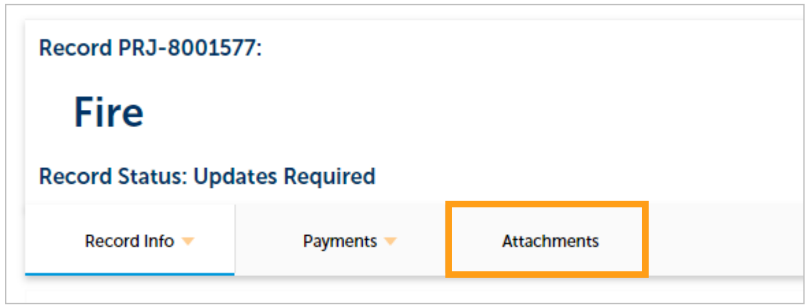
I RECEIVED A “ISSUANCE CHECKLIST REQUESTED” EMAIL. HOW DO I SUBMIT THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference
i	You will receive a Recheck Required email if there are corrections to be made to the plans or if additional information is needed.	
1	• Log into your [Online Permitting Account](#) • Enter your username and password	
2	• Open the “Issuance Checklist Required” email. • Click on the link to submit documents	
3	• Select DSD Permits Your records will display with the current statuses. • Click on the blue PRJ link of the project	

4

Your project information will load.

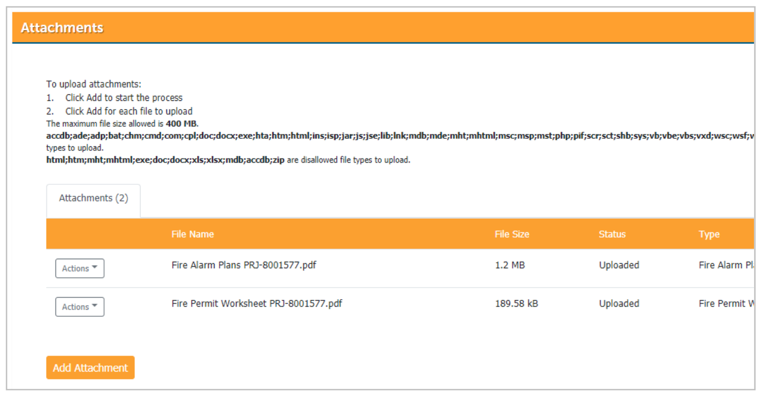
- Click the Attachments Tab



5

Previously attached documents will be displayed.

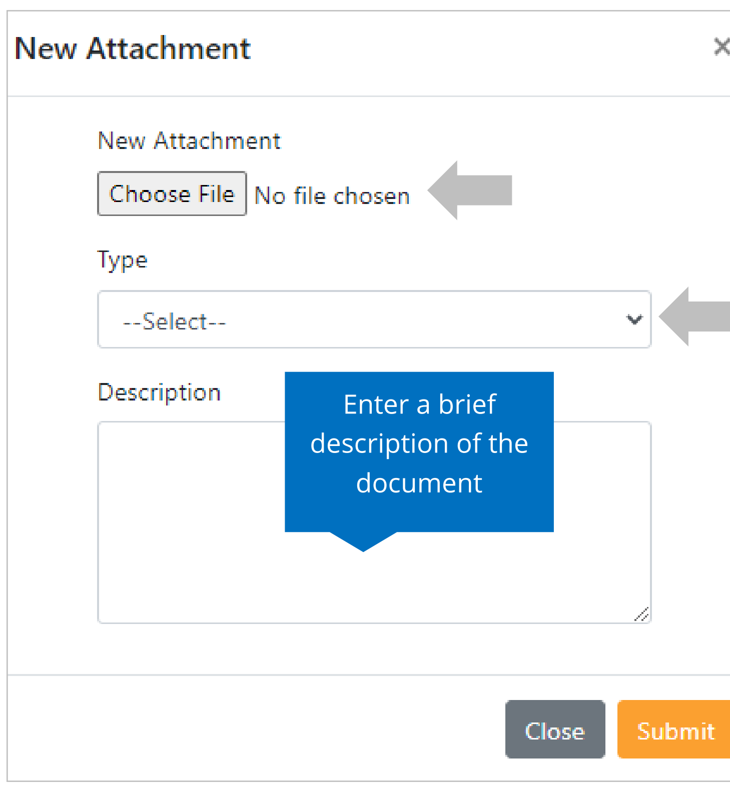
- Click “Add Attachment”



6

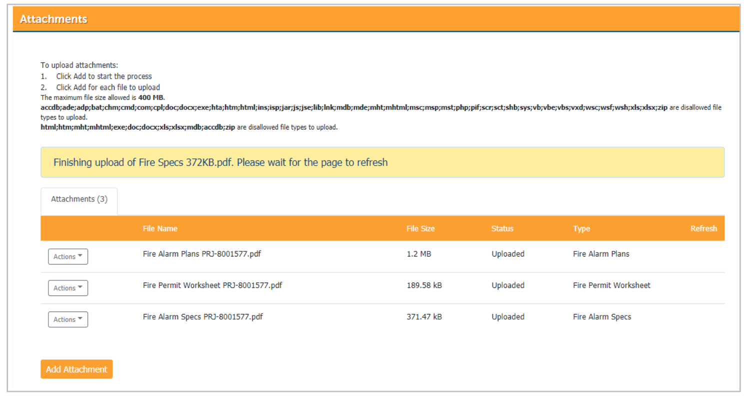
- Select ‘Choose File’ and drag/drop or search your files to attach them
- Click ‘Type’ drop-down and select file type
- Provide a brief description of the document
- Click the Submit button

Repeat until all requested documents have been uploaded

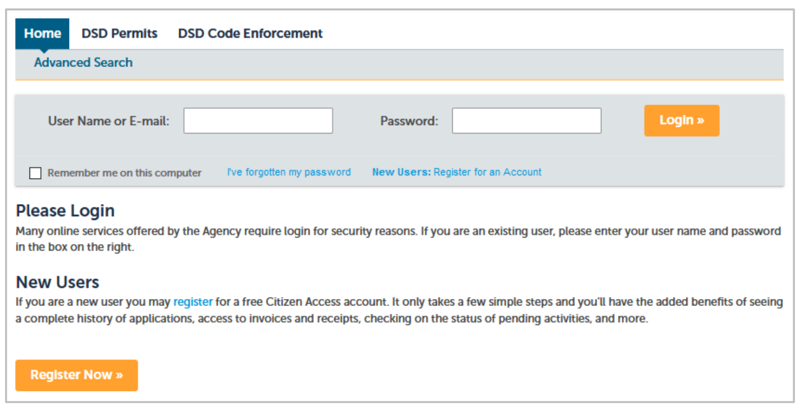
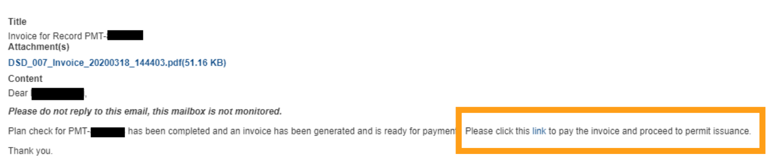


7

The documents will be validated by Scout and be uploaded to the project record (PRJ)



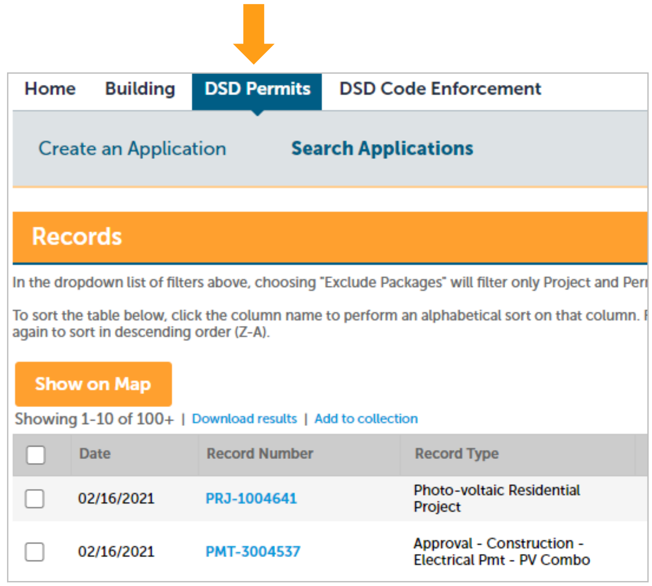
I RECEIVED A "REVIEW COMPLETE/PERMIT READY FOR PAYMENT" EMAIL. HOW DO I PAY MY INVOICE?

Step	Action	Screen Reference
1	• Log into your [Online Permitting Account] • Enter your username and password	
2	Open the 'Approved' email • Click on the link provided	

3

Click on DSD Permits tab.

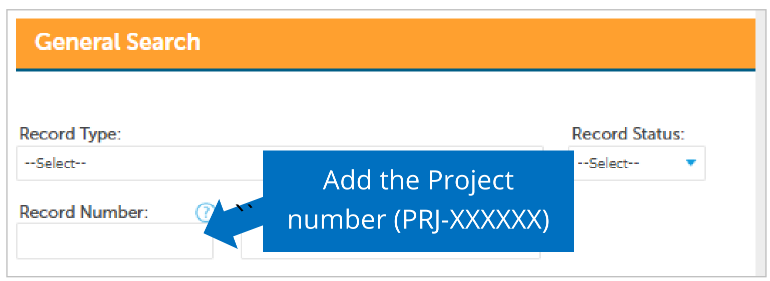
- Select the record listed in the email



OR

Scroll down to the search field for Records

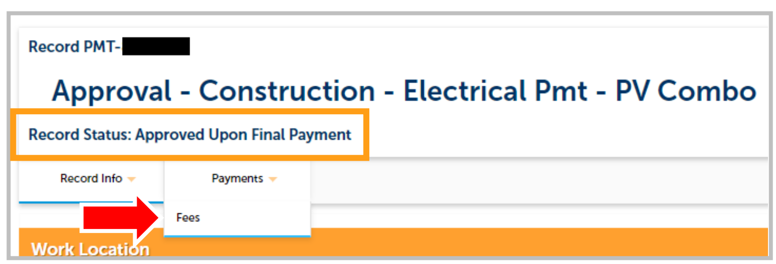
- Input the PRJ into the General Search in this format: **PRJ-1234567**



4

Verify that the record has the status: Approved Upon Final Payment.

- Approved upon final payments
- Then, select Fees



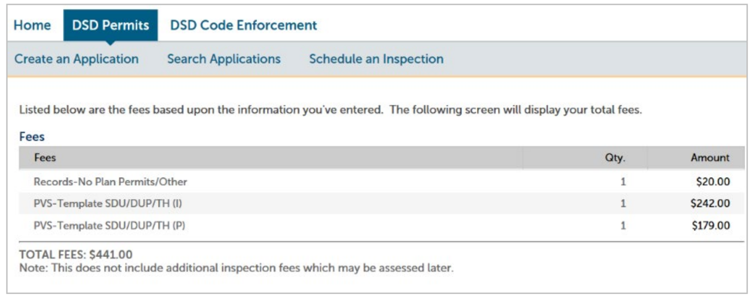
5

Click on "Pay Fees"

6

The following screen will load.

- Follow instructions to pay

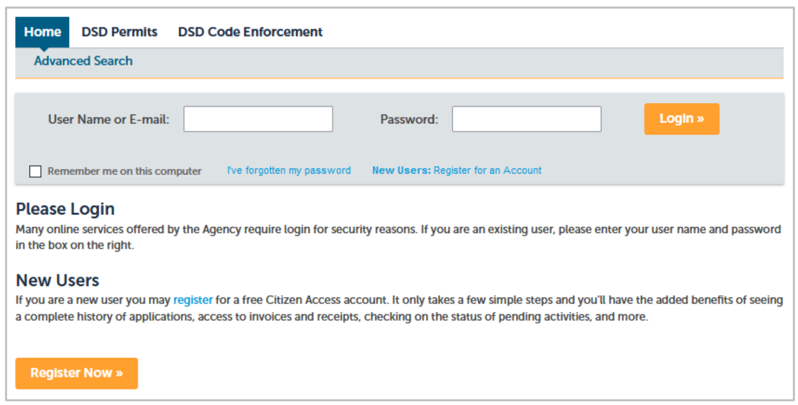


PERMIT STATUS IS "ISSUED." HOW DO I DOWNLOAD MY APPROVED PLANS?

Step	Action	Screen Reference

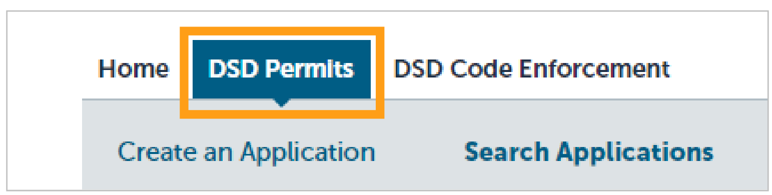
1

- Log into your [Online Permitting Account]()
- Enter your username and password



2

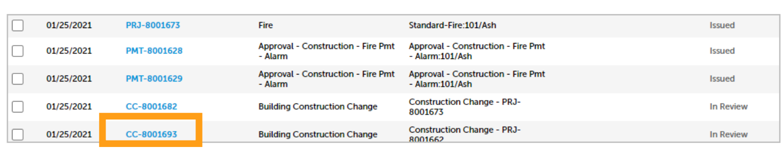
- Select "DSD Permits"



3

Your records will be displayed

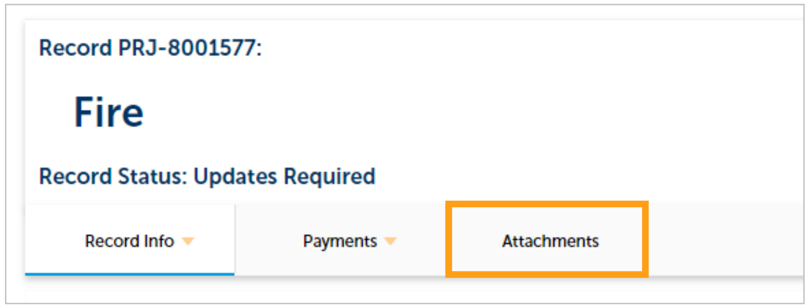
- Select the record you wish to print by clicking on the blue link



4

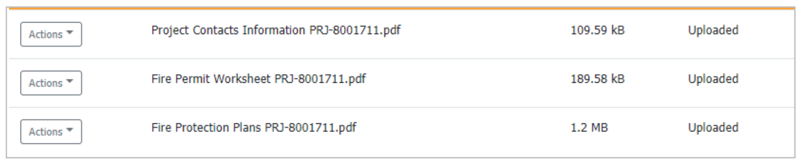
The record details will be displayed

- Click the Attachments Tab



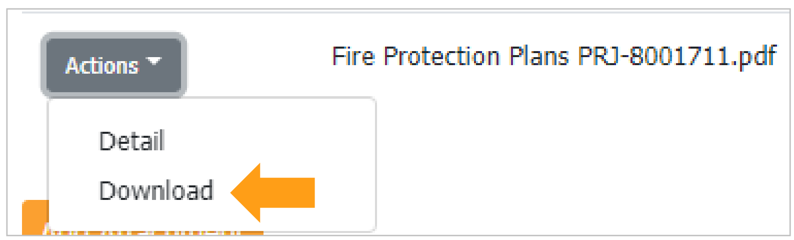
5

The attachments for this project will be displayed



6

Click on the Actions drop-down and click Download

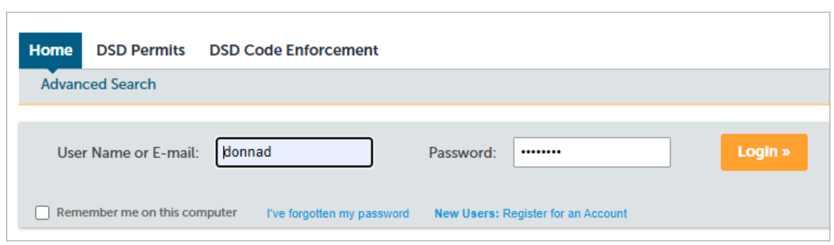


HOW DO I SCHEDULE INSPECTIONS?

Step	Action	Screen Reference

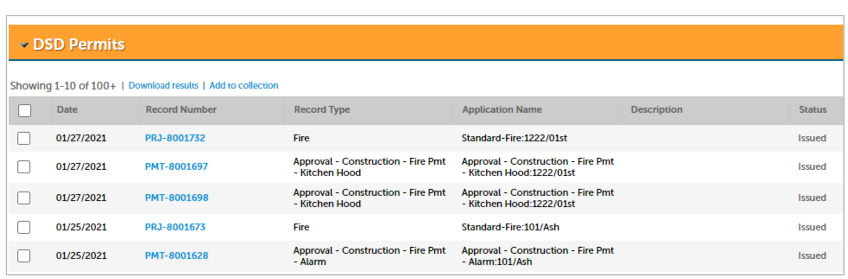
1

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



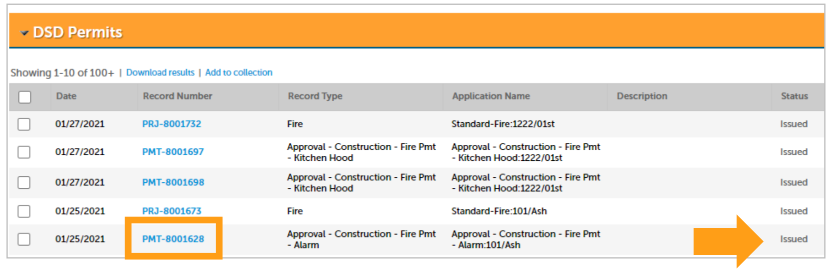
2

Click on 'My Records' and your records will be displayed



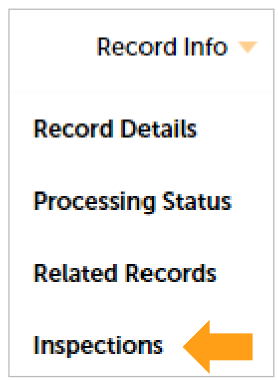
3 Click on the permit number for which you would like to schedule inspection.

The status must be 'Issued' to schedule an inspection.



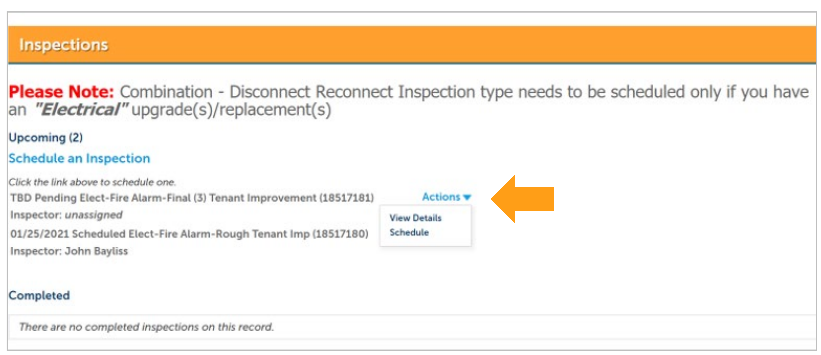
4 Click on 'Record Info' button for drop-down options

5 Click on Inspections

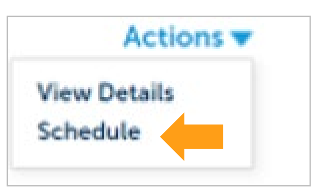


6 The inspections screen will appear showing Upcoming and Completed inspections.

Click on the 'Actions' link of the inspection you would like to schedule.

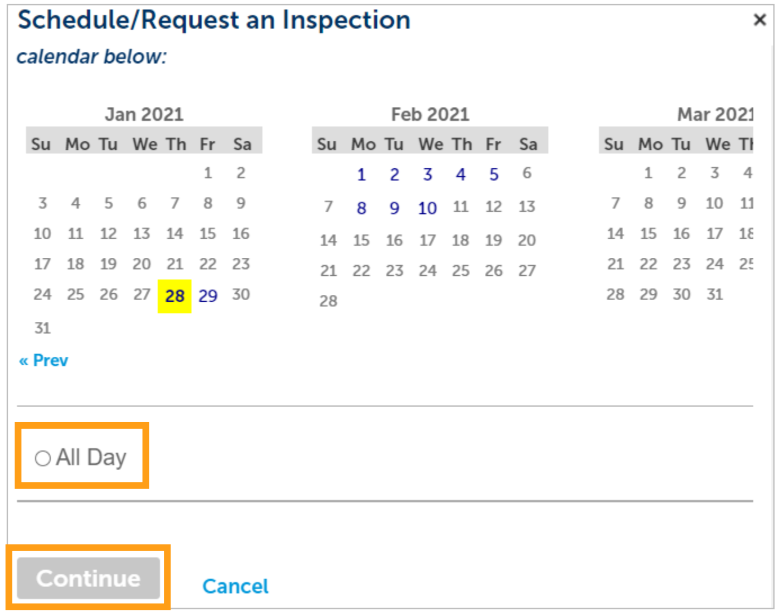


7 Click on the 'Schedule' link



8

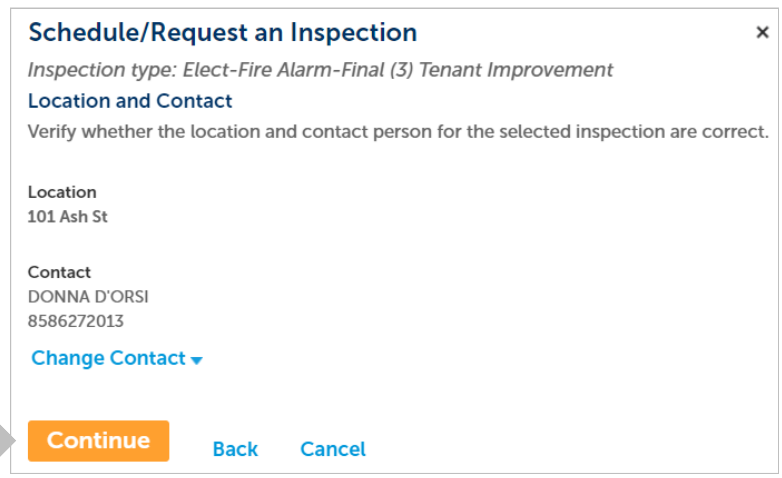
- Click on the date you would like the inspection. It must be a future date, not same day.
- Then, click on the “All Day” radio button and finally click ‘Continue’



9

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’

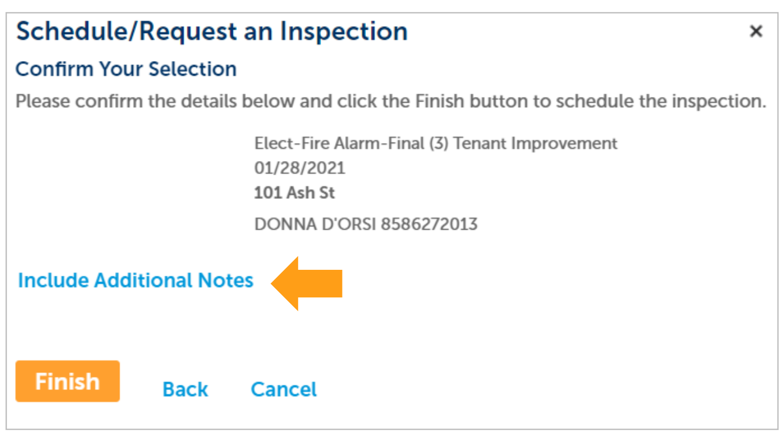


10

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.

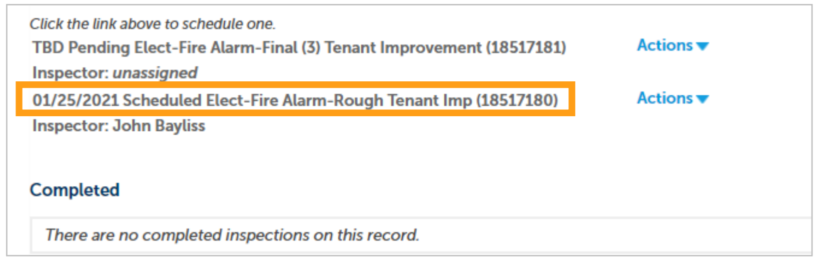
Include any additional notes for the inspector here.



11

- Click ‘Continue’

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

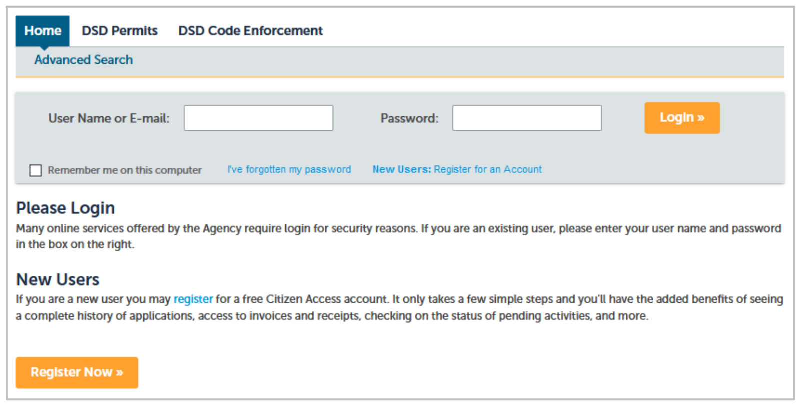


HOW TO SUBMIT A CONSTRUCTION CHANGE APPLICATION

Step	Action	Screen Reference

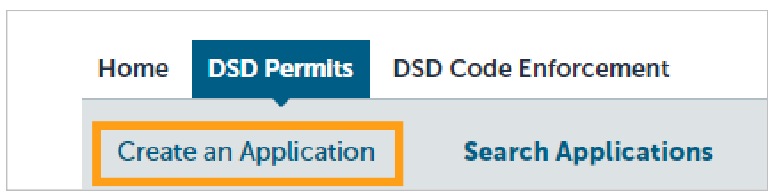
1

- To log into your [Online Permitting Account](), enter your username and password, and press the Login button.



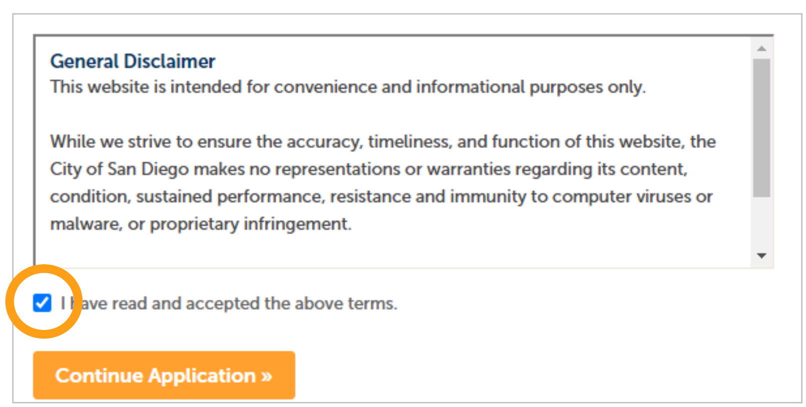
2

- Click on DSD Permits tab
- Click on “Create an Application”



3

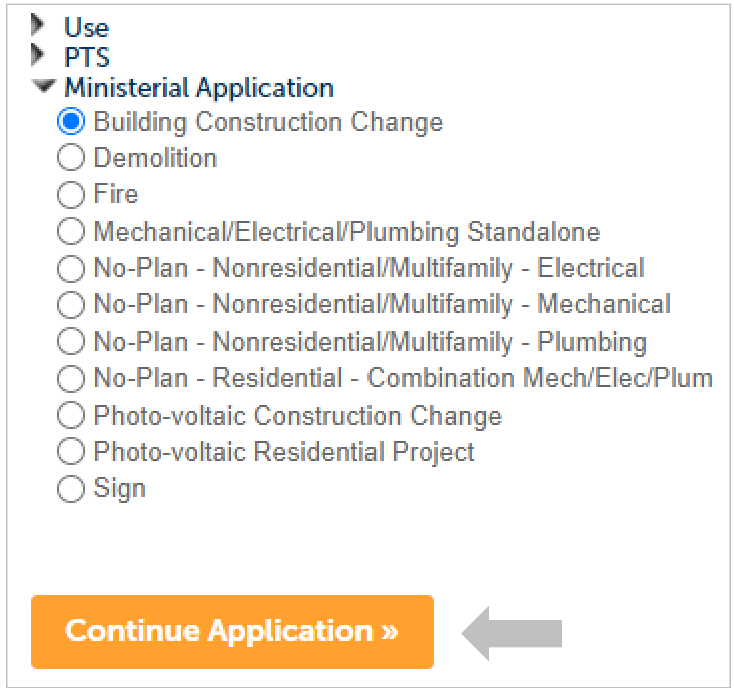
- Read the General Disclaime and then place a check mark confirming your acceptance.
- Then, click ‘Continue Application’



4

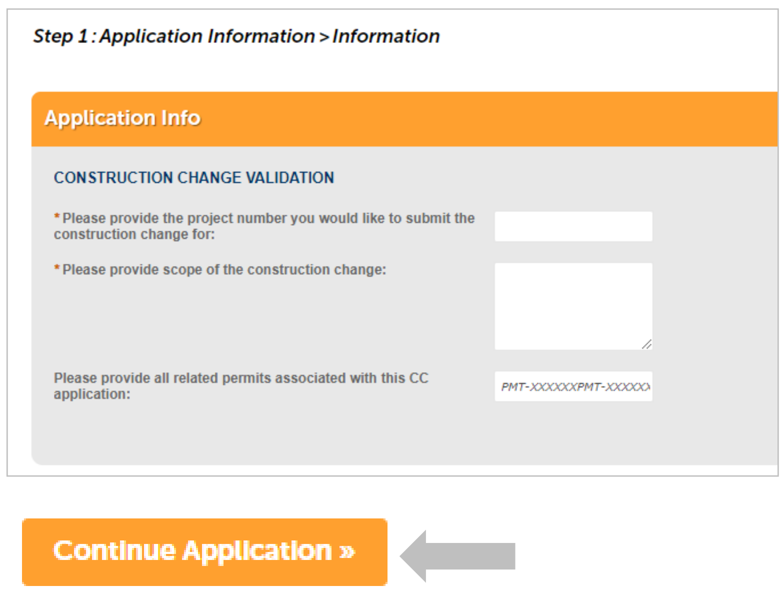
Select 'Building Construction Change'.

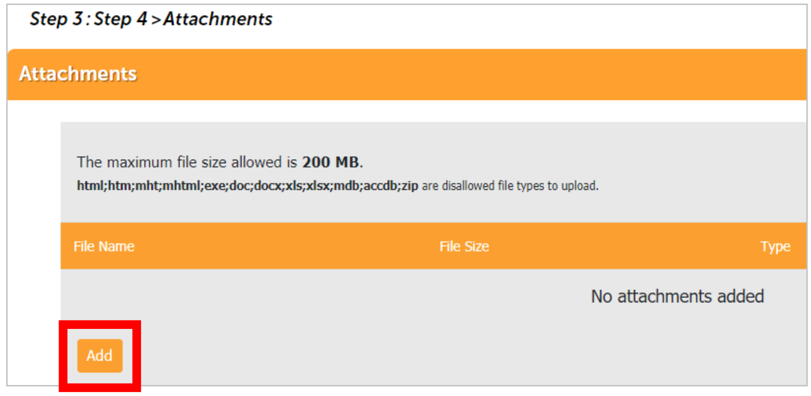
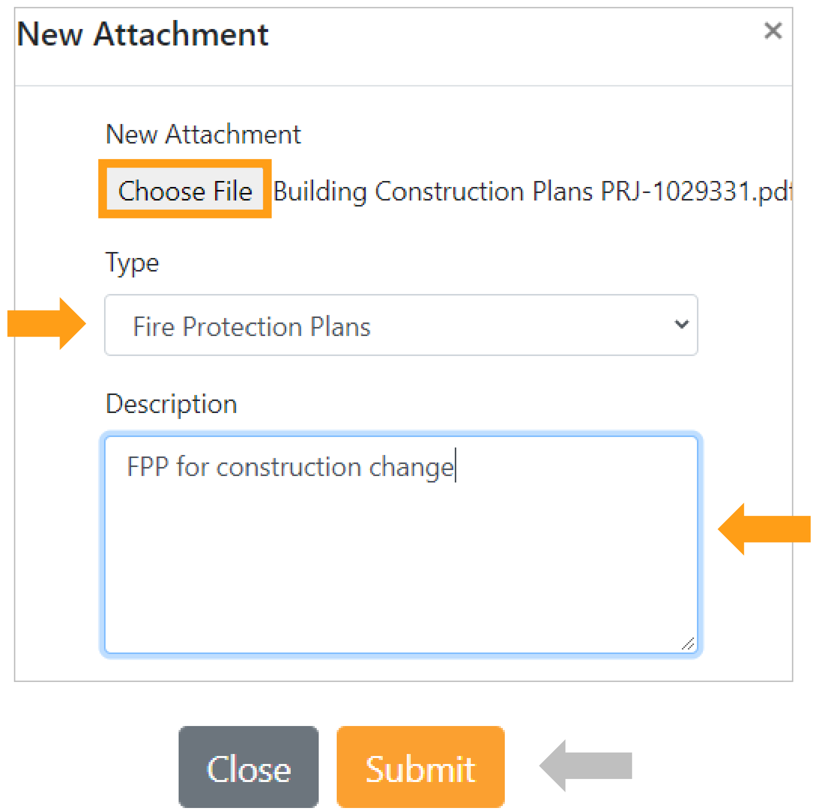
Use this record for construction changes to Accela projects, if your project was a PTS or Hybrid project, use the Hybrid system to apply for you construction change.

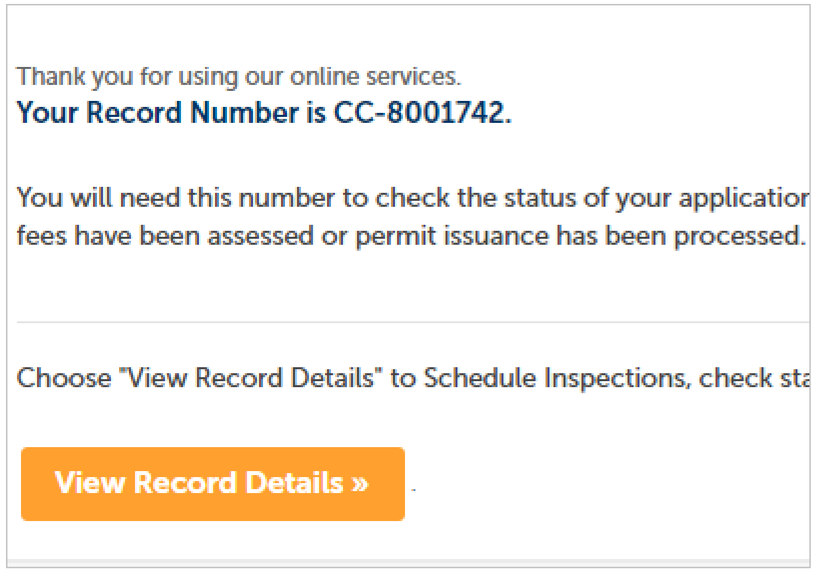


5

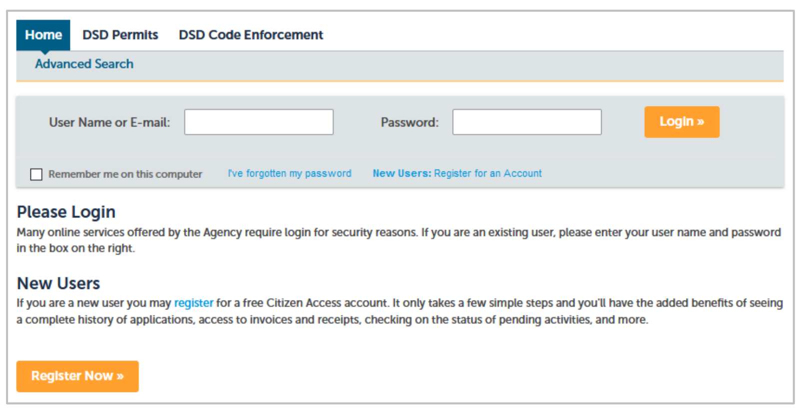
- Enter the PRJ # in the exact format PRJ-XXXXXXX
- Provide a narrative of the changes proposed.
- Enter the permits affected by this construction change application.



6	Click ‘Add’ to upload the documents that reflect the proposed changed.	
7	• 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’	

8	• 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?

Step	Action	Screen Reference
1	• Log into your [Online Permitting Account]() by entering your username and password and then clicking on the Login button.	

2

- Using the email information, search for and select the applicable permit record

Hello DONNA D'ORSI,

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

Pre-Screen for PRJ-8001760 has been completed, and an invoice with initial plan check fees has been generated, please pay the attached invoice so the project can be Deemed Complete.

Log into you Online Permitting Account, select the PRJ listed above and click the payment tab, outstanding fees will be shown here, follow the 'Pay Fees' link to pay.

Comments:

After we receive payment, your project will be Deemed Complete, and the status updated to **In Review.**

For questions about your user account or help uploading, contact DSD-OpenDSDHelp@sandiego.gov

Thank You,

City of San Diego

Development Services Department

3

Your record will be displayed

- Click 'Payments' Tab
- Click 'Fees' link

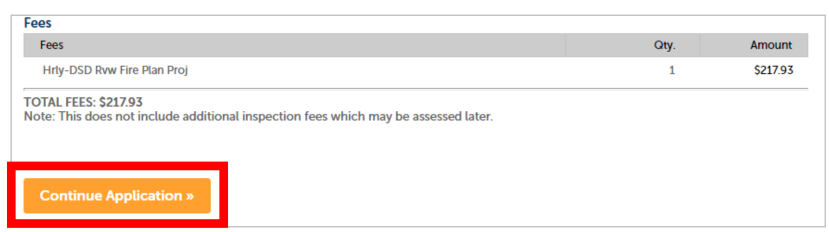
4

- Click on "Pay Fees"

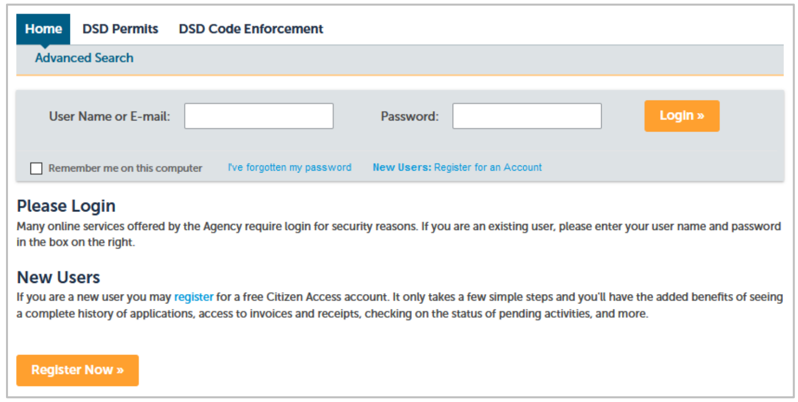
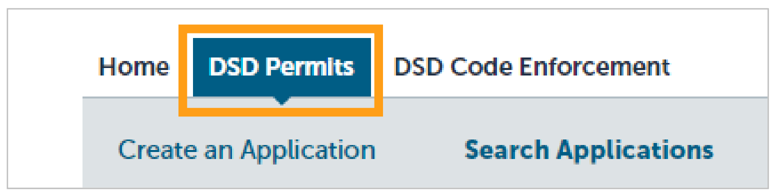
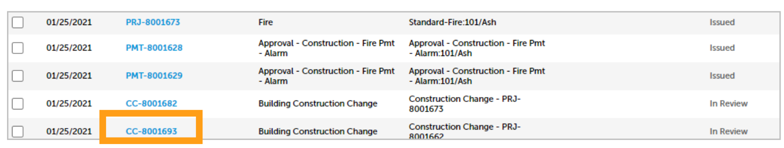
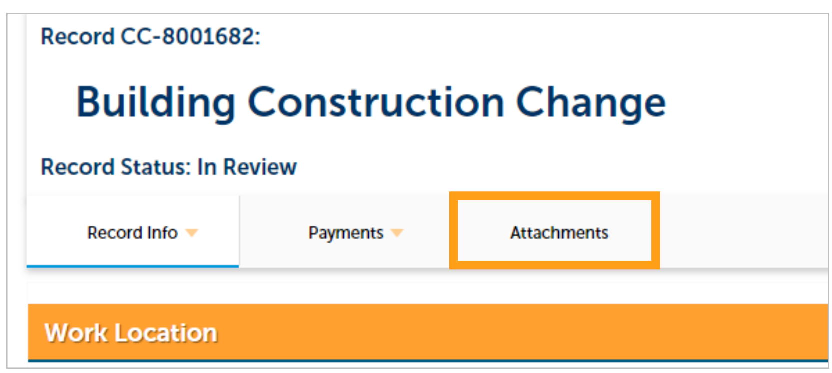
5

The following screen will load.

- Click 'Continue Application' and follow instructions to pay.

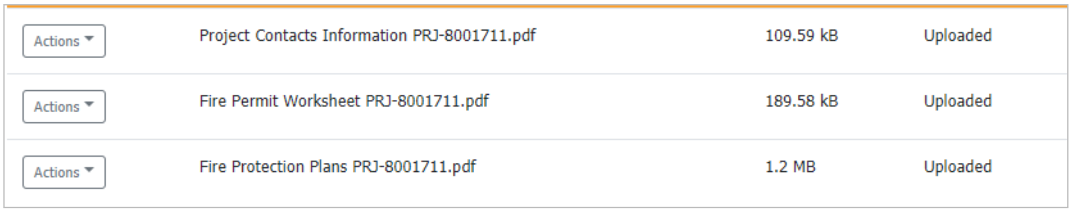


HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

Step	Action	Screen Reference
1	• Log into your [Online Permitting Account](#) by entering your username and password and then clicking on the Login button.	
2	Select "DSD Permits"	
3	Your records will be displayed • Select the record you wish to print by clicking on the blue link	
4	The record details will be displayed • Click the Attachments Tab	

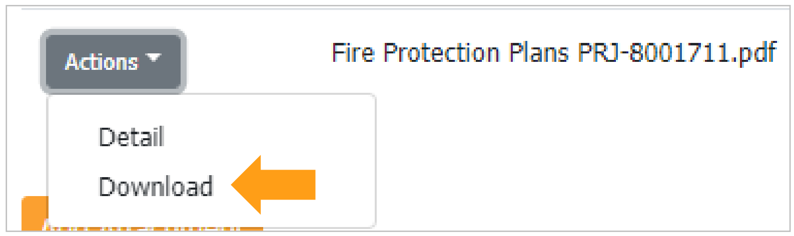
Step 5

The attachments for this project will be displayed

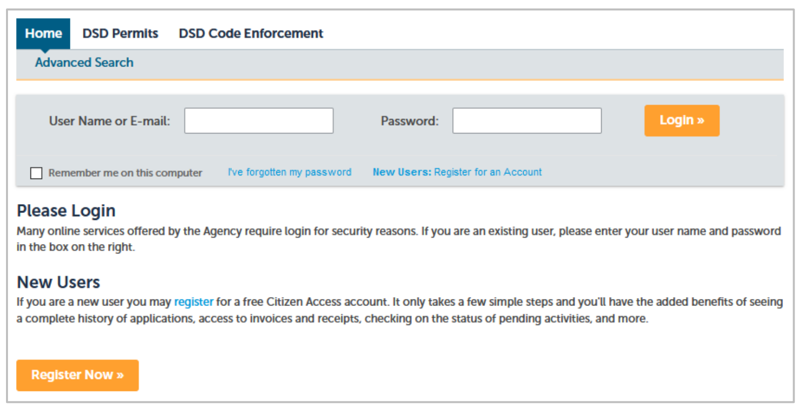
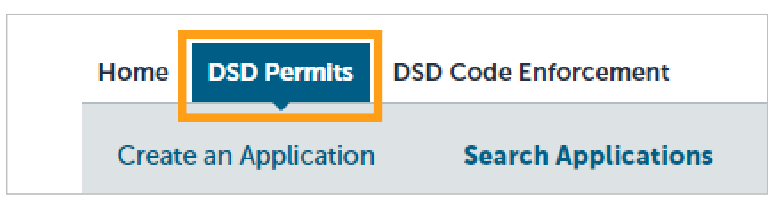
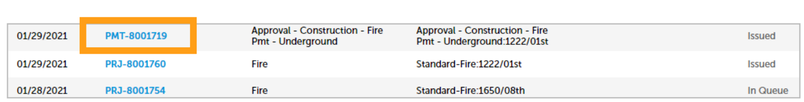


Step 6

- Click on the Action drop-down and click Download



HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?

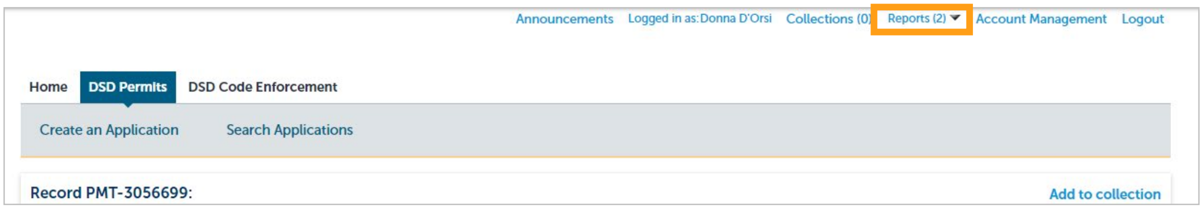
Step	Action	Screen Reference
1	**APPROVAL REPORT** • Log into your [Online Permitting Account] • Enter your username and password	
2	• Click on DSD Permits and your records will be displayed	
3	• Click on the PMT you wish to print the Approval Report for	

4

The selected record will be displayed

5

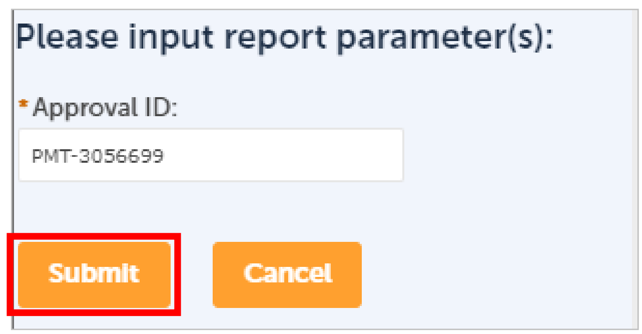
- Click on the Reports drop-down menu
- Select "Approval"



6

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

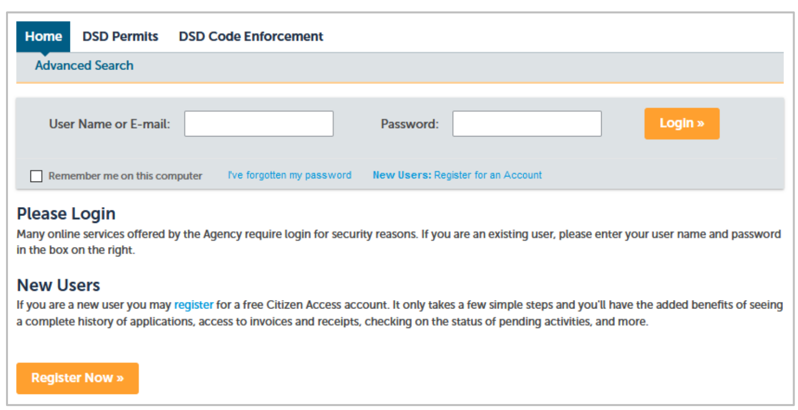
- Click on Submit



1

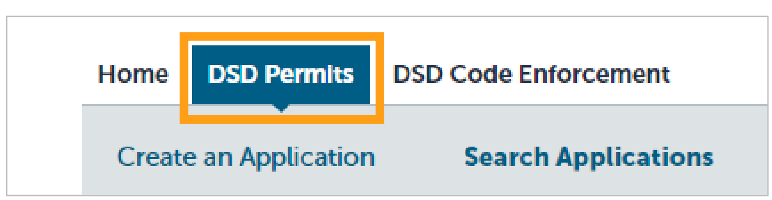
INVOICE REPORT

- Log into your [Online Permitting Account]()
- Enter your username and password



2

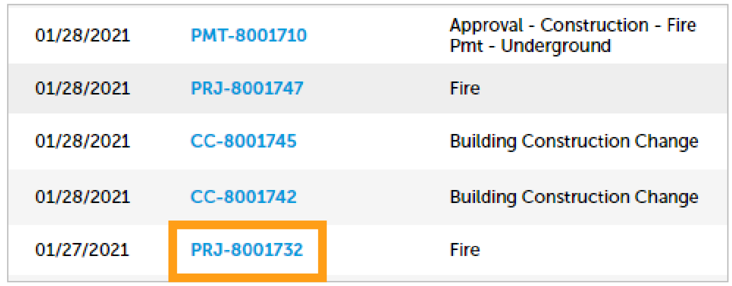
- Click on DSD Permits and your records will be displayed



3

Locate your record in the list displayed.

- Click on the blue link to select that record

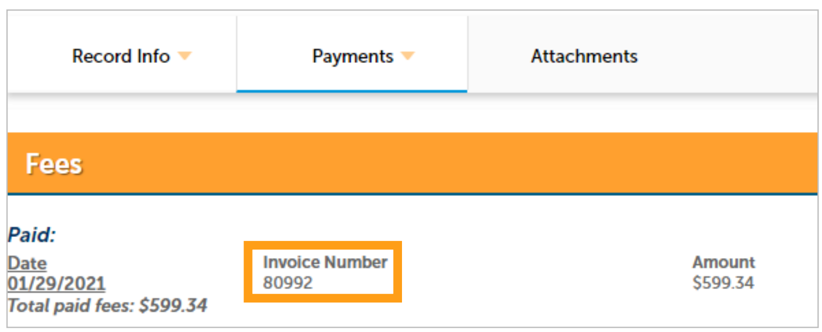


4

- To generate the Invoice report, click on Payments Tab and then on Fees

5

Make note of the invoice number



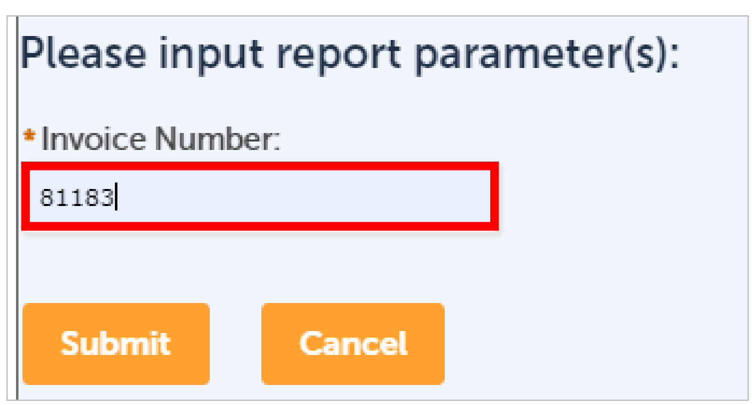
6

- Click on the Reports drop down
- Select Invoice

7

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 – 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

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

APPENDIX C – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

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.