Apply for a Permit Online
Overview

The Development Services Department's (DSD) online permitting system is a full cloud-based application that allows customers to apply for permits online and upload plans and documents for review 24/7.

Before you begin, please review the information about the permit submittal requirements at sandiego.gov/dsd.

When new permit applications are received, DSD will review the documents for completeness, assess required permit fees and assign the project to a reviewer. Reviewers will send out their cycle issues report as they complete each cycle, but resubmittal can only happen after all reviews have been complete. Applicants must address all cycle issues prior to resubmitting any new plans. You cannot resubmit to each specific discipline – resubmittals are for all disciplines at the same time.

- For help with user accounts or uploading documents, please call us at 619-446-5000.
- For project status or questions about your project, complete the Project Status Request form.
- For plan requirements and document issues, please click here.
- For help planning your project, consider booking a virtual counter appointment with DSD.

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**HOW TO SUBMIT AN APPLICATION**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>- Log into your online permitting account.</td>
<td><img src="image1" alt="Login Screen" /></td>
</tr>
<tr>
<td></td>
<td>- Enter your username and password.*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* If you are a new user, see the tutorial on how to register for an account.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Select “DSD Permits”</td>
<td><img src="image2" alt="DSD Permits Screen" /></td>
</tr>
<tr>
<td>3</td>
<td>Select “Create an Application”</td>
<td><img src="image3" alt="Create Application Screen" /></td>
</tr>
<tr>
<td>4</td>
<td>Read and acknowledge the Disclaimer → Continue Application</td>
<td><img src="image4" alt="Disclaimer Screen" /></td>
</tr>
</tbody>
</table>
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.

Indicate if there is an address for the Project Site → Click “Continue Application”
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”
Answer the Code enforcement Case question
If no, continue application:

If yes, answer the additional questions:

Jump to a permit type for the next step:
- Fire Permit
- Demo Permit
- Sign Permit
- Mechanical/Electrical/Plumbing Permit

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

- Select permit type and answer additional questions.
- When completed, click “Continue Application.”
Click here to move on to step 10

**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

**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
Mechanical/Electrical/Plumbing Permit
Provide:
1. Scope
2. Processing timeline
3. Applicant type

- Select the permit type
- Click “Continue Application”

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

If yes, answer the additional questions.
Upload Required Project Documents

Required documents will be listed

- Select ‘Choose File’ and drag/drop or search your files to attach them.
- You will not be able to continue if files have not been uploaded.

If you encounter Failed Scout Validation, use the Scout link and check your files.

Scout Validation Help

Upload any Additional Documents you wish to include with your submittal

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

- Click Add
Apply for a Permit Online

- 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

- Select the insurance declaration statement that applies to this project
- Click Continue Application

Custom Fields

DECLARATION

I have and will maintain a certificate of consent to self-insure for workers' compensation performance of the work for which this permit is issued OR will maintain workers’ compensation coverage through a third party insurer.

☐ I certify that, in the performance of the work for which this permit is issued, I shall not be subject to the workers’ compensation provisions of Section [insert relevant state or local code].

☐ To be determined at the time of permit issuance.
Review the Application and return to previous steps by clicking on green and yellow steps tabs.
Acknowledge the final certification and → Continue Application

I certify that I have read this application and state the above information entitlement to the use of the property that is the subject of this application policies and regulations applicable to the proposed development or laws or regulations, including before or during final inspections. City regulation, nor does it constitute a waiver by the City to enter the above-identified property for inspection purpose.

By checking this box, I agree to the above certification.

Continue Application »

Your record number will be displayed.

Step 8: 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-8001732.

You will need this number to check the status of your application or to schedule/check results of inspections have been assessed or permit issuance has been processed.

Choose “View Record Details” to Schedule Inspections, check status, or make other updates.

View Record Details »

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

From:
mindy@san diego.gov

Sent:
01/13/2021 14:11:31

To:
CCC00@SANIEDECO.SDCC

Cc:

Subject:
New Project Submitted – PRJ-8001528, 4256 9th Av, San Diego, CA 92103

Content:
Great News!
Development Services has created your project number
Project ID: PRJ-8001528
Project Address: 4256 9th Av, San Diego, CA 92103
Project Type: Fire

Hello, DONNA DORSI

Please do not reply to this email, this mailbox is 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?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your Online Permitting Account  
      • Enter your username and password. | ![Screenshot of the Online Permitting Account](image1.png) |
| 2    | Open the ‘Updates Required’ email. Clicking on the link in the email will take you to your project record that needs updates. | ![Email Screenshot](image2.png) |
| 3    | Your project information will load  
      • Click the Attachments Tab | ![Record PRJ-8001577: Fire](image3.png) |
Previously attached documents will be displayed.

- Click ‘Add Attachment’

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 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                   |     |
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

Verify that the record has the status: ‘Application Pending Payment’
- Click on Payments
- Select Fees

Click on “Pay Fees”
The following screen will load. Follow instructions to pay

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Log into your online permitting account  
      | Enter your username and password*  
      | *If you are a new user, see the tutorial on how to register for an account |
| 2    | Select “DSD Permits” |
| 3    | Your records will be displayed  
      | Select the PRJ you wish to see the Project Issues Report for |
Previously attached documents will be displayed. You will see your Project Issues Report by discipline displayed. Click the Actions drop-down.

Click Download and the selected Project Issues Report will download.

### I RECEIVED A “READY FOR RESUBMITTAL” EMAIL. HOW DO I SUBMIT THE REQUESTED DOCUMENTS?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You will receive an email for Recheck Required if there are corrections to be made to the plans or if additional information is needed.</td>
<td></td>
</tr>
</tbody>
</table>

- Log into your [Online Permitting Account](#)
- Enter your username and password
### Apply for a Permit Online

**Rev. 06/30/2021**

**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](#) to upload the documents. Then 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’

---

**Record PRJ-8001577:**

**Fire**

**Record Status: Updates Required**

<table>
<thead>
<tr>
<th>Attachments (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File Name</strong></td>
</tr>
<tr>
<td>Fire Permit Plan PRJ-8001577.pdf</td>
</tr>
<tr>
<td>Fire Permit information PRJ-8001577.pdf</td>
</tr>
</tbody>
</table>
• 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***

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?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You will receive a Recheck Required email if there are corrections to be made to the plans or if additional information is needed.</td>
<td><img src="image1.png" alt="Login Screen" /></td>
</tr>
<tr>
<td></td>
<td>• Log into your Online Permitting Account</td>
<td><img src="image2.png" alt="Online Permitting Account" /></td>
</tr>
<tr>
<td></td>
<td>• Enter your username and password</td>
<td><img src="image3.png" alt="Enter Login" /></td>
</tr>
<tr>
<td>2</td>
<td>• Open the “Issuance Checklist Required” email.</td>
<td><img src="image4.png" alt="Email Screenshot" /></td>
</tr>
<tr>
<td></td>
<td>• Click on the link to submit documents</td>
<td><img src="image5.png" alt="Email Link" /></td>
</tr>
<tr>
<td>3</td>
<td>• Select DSD Permits</td>
<td><img src="image6.png" alt="Permits Screenshot" /></td>
</tr>
<tr>
<td></td>
<td>Your records will display with the current statuses.</td>
<td><img src="image7.png" alt="Records Screenshot" /></td>
</tr>
<tr>
<td></td>
<td>• Click on the blue PRJ link of the project</td>
<td><img src="image8.png" alt="Project Link" /></td>
</tr>
</tbody>
</table>
Your project information will load.

- Click the Attachments Tab

Previously attached documents will be displayed.

- Click “Add Attachment”

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

Repeat until all requested documents have been uploaded
The documents will be validated by Scout and be uploaded to the project record (PRJ).

---

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | Log into your [Online Permitting Account](#)  
|      | Enter your username and password  
|      | ![Login Screen](#) | ![Login Screen](#) |
| 2    | Open the ‘Approved’ email  
|      | Click on the link provided  
|      | ![Email Approval](#) | ![Email Approval](#) |
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

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

- Approved upon final payments
- Then, select Fees

Click on “Pay Fees”
Apply for a Permit Online

The following screen will load.

- Follow instructions to pay

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [Online Permitting Account](#)  
      • Enter your username and password | ![Login Screen](#) |
| 2    | • Select “DSD Permits” | ![DSD Permits Screen](#) |
| 3    | Your records will be displayed  
      • Select the record you wish to print by clicking on the blue link | ![Record Selection Screen](#) |

---

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

The following screen will load. 

- Follow instructions to pay

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [Online Permitting Account](#)  
      • Enter your username and password | ![Login Screen](#) |
| 2    | • Select “DSD Permits” | ![DSD Permits Screen](#) |
| 3    | Your records will be displayed  
      • Select the record you wish to print by clicking on the blue link | ![Record Selection Screen](#) |
The record details will be displayed
- Click the Attachments Tab

The attachments for this project will be displayed

Click on the Actions drop-down and click Download

### HOW DO I SCHEDULE INSPECTIONS?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | 1. Log into your Online Permitting Account  
      2. Enter your username and password | ![Login Screen](image1.png) |
<p>| 2    | Click on 'My Records' and your records will be displayed | <img src="image2.png" alt="Records Screen" /> |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Click on the permit number for which you would like to schedule inspection. The status must be 'Issued' to schedule an inspection.</td>
</tr>
<tr>
<td>4</td>
<td>Click on ‘Record Info’ button for drop-down options</td>
</tr>
<tr>
<td>5</td>
<td>Click on Inspections</td>
</tr>
<tr>
<td>6</td>
<td>The inspections screen will appear showing Upcoming and Completed inspections. Click on the ‘Actions’ link of the inspection you would like to schedule.</td>
</tr>
<tr>
<td>7</td>
<td>Click on the ‘Schedule’ link</td>
</tr>
</tbody>
</table>
- Click on the date you would like the inspection. It must be a future date, not same day.
- Then, click on the “All Day” radio button and finally click ‘Continue’

The following screen will be displayed. If needed, click on ‘Change contact’ to enter a new person for the inspector to contact.

If no changes are needed, click on ‘Continue’

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.
### HOW TO SUBMIT A CONSTRUCTION CHANGE APPLICATION

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>To log into your <a href="#">Online Permitting Account</a>, enter your username and password, and press the Login button.</strong></td>
<td><img src="#" alt="Login" /></td>
</tr>
<tr>
<td>1</td>
<td><strong>Click on DSD Permits tab</strong> <strong>Click on “Create an Application”</strong></td>
<td><img src="#" alt="Create an Application" /></td>
</tr>
<tr>
<td>2</td>
<td><strong>Read the General Disclaimer and then place a check mark confirming your acceptance.</strong> <strong>Then, click ‘Continue Application’</strong></td>
<td><img src="#" alt="General Disclaimer" /></td>
</tr>
</tbody>
</table>
Select ‘Building Construction Change’.

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

- Enter the PRJ # in the exact format PRJ-XXXXXXXX
- Provide a narrative of the changes proposed.
- Enter the permits affected by this construction change application.
Click ‘Add’ to upload the documents that reflect the proposed changes.

6

- Click ‘Choose File’ and select from your computer.
- Provide the ‘Type’ of document that you are uploading.
- Provide a brief description of the document.
- Click ‘Submit’
- You will get the message displaying your CC number that was created.
- You will receive a confirmation email with the number as well.

---

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

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

[Online Permitting Account](#)
• Using the email information, search for and select the applicable permit record

Hello DONNA D'ORO,

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

Pre-Screen for PRI-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 your Online Permitting Account, select the PRI 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 SDS-Open4Help@sandiego.gov

Thank You,
City of San Diego
Development Services Department

Your record will be displayed
• Click ‘Payments’ Tab
• Click ‘Fees’ link

Record CC-8001682:

Building Construction Change

Record Status: Pending Invoice Payment

Click on “Pay Fees”

The following screen will load.
• Click ‘Continue Application’ and follow instructions to pay.
### HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Log into your <a href="#">Online Permitting Account</a> by entering your username and password and then clicking on the Login button.</td>
<td><img src="image" alt="Login Screen" /></td>
</tr>
<tr>
<td>2</td>
<td>Select “DSD Permits”</td>
<td><img src="image" alt="DSD Permits Screen" /></td>
</tr>
<tr>
<td>3</td>
<td>Your records will be displayed • Select the record you wish to print by clicking on the blue link</td>
<td><img src="image" alt="Record Details Screen" /></td>
</tr>
<tr>
<td>4</td>
<td>The record details will be displayed • Click the Attachments Tab</td>
<td><img src="image" alt="Attachments Tab" /></td>
</tr>
</tbody>
</table>
The attachments for this project will be displayed

<table>
<thead>
<tr>
<th>Actions</th>
<th>Project Contacts Information PRJ-8001711.pdf</th>
<th>109.39 KB</th>
<th>Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions</td>
<td>Fire Permit Worksheet PRJ-8001711.pdf</td>
<td>189.58 KB</td>
<td>Uploaded</td>
</tr>
<tr>
<td>Actions</td>
<td>Fire Protection Plans PRJ-8001711.pdf</td>
<td>1.2 MB</td>
<td>Uploaded</td>
</tr>
</tbody>
</table>

5

- Click on the Action drop-down and click Download

HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>APPROVAL REPORT</td>
<td><img src="image" alt="Approval Report Screen" /></td>
</tr>
<tr>
<td></td>
<td>• Log into your Online Permitting Account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Enter your username and password</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td><img src="image" alt="DSD Permits Screen" /></td>
</tr>
<tr>
<td></td>
<td>• Click on DSD Permits and your records will be displayed</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td><img src="image" alt="PMT Screen" /></td>
</tr>
<tr>
<td></td>
<td>• Click on the PMT you wish to print the Approval Report for</td>
<td></td>
</tr>
</tbody>
</table>
The selected record will be displayed

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 4 | Click on the Reports drop-down menu  
|   | Select “Approval” |
| 5 | A pop-up window will open. Make sure that the correct permit number appears, if not, enter the correct permit number.  
|   | Click on Submit |
| 6 | INVOICE REPORT  
|   | Log into your Online Permitting Account  
<p>|   | Enter your username and password |
| 1 | Click on DSD Permits and your records will be displayed |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **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

<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>
</tbody>
</table>
### Pre-Screen
- **Updates Required**
- **Resubmitted**
- **Route to EPR**
- **Documents Routed to EPR**
- **Pending Invoice Payment**

### Project Review
- **In Review**
- **Ready for Issuance**
- **Review Phase Complete**

### Issuance
- **In Progress**
- **Updates Required**
- **Resubmitted**
- **Approved Upon Final Payment**
- **Approved Upon Final Payment**

### Issuance Approved
- **Issuance Checklist Requested**
- **Issuance Checklist Submitted**
- **Approved Upon Final Payment**
- **Issued**
- **Closed (When all Permits are set to Closed)**

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### 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.