



# 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](http://sandiego.gov/dsd).

When new permit applications are received, DSD will review the documents for completeness, assess required permit fees and assign that 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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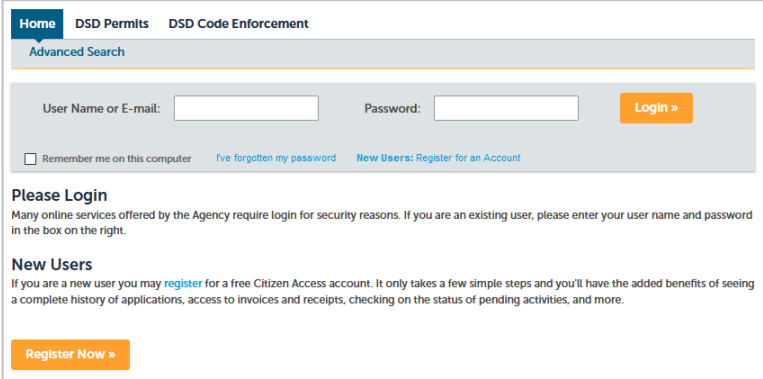
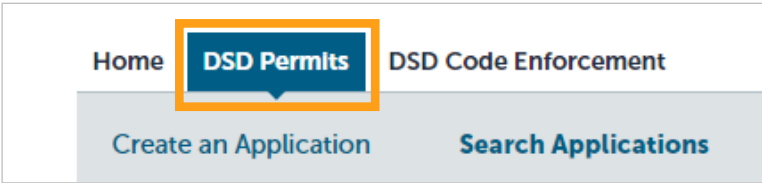
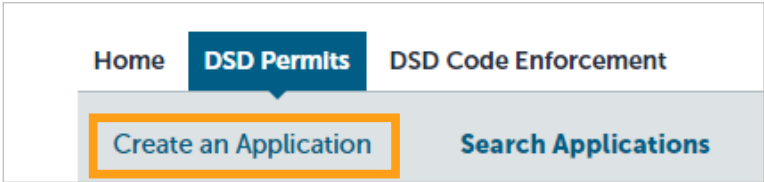
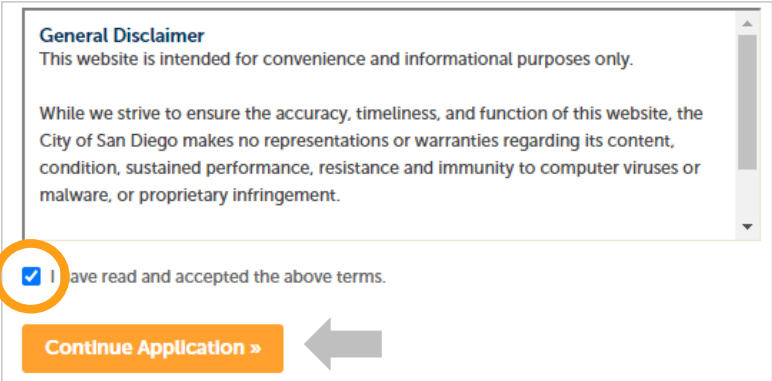
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[Appendix A – Status definitions](#)

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HOW TO SUBMIT AN APPLICATION

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <li>Log into your online permitting account.</li> <li>Enter your username and password.*</li> </ul> <p>* If you are a new user, see the <a href="#">tutorial</a> on how to register for an account.</p>	
2	<p>Select "DSD Permits"</p>	
3	<p>Select "Create an Application"</p>	
4	<p>Read and acknowledge the Disclaimer → Continue Application</p>	

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](#).

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PTS  
 Traffic & Transportation  
 Traffic Control Permit  
 Transportation Permit  
 Building Applications  
 Building Construction Change  
 Demolition  
 Fire  
 No-Plan - Nonresidential/Multifamily - Electrical  
 No-Plan - Nonresidential/Multifamily - Mechanical  
 No-Plan - Nonresidential/Multifamily - Plumbing  
 No-Plan - Residential - Combination Mech/Elec/Plum  
 Photo-voltaic Construction Change  
 Photo-voltaic Residential Project  
 Plan - Mechanical/Electrical/Plumbing Standalone  
 Sign  
 Miscellaneous Applications  
 Others ?

**Help** [x]

This application can be requested to obtain any one of the following permits:

- Alternate Methods & Materials
- Mobile Food Truck
- Street Address Change
- Temporary Use Permit
- Zoning Use Verification

**Continue Application »**

6

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

**ADDRESS VALIDATION**

\* Do you have an address for the project site?:  Yes  No

**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"

**Tip:** For numeric **Street Names** in single digits, add a zero (0). For example, for 1st Av use 01st

* Street No.:	Direction:	* Street Name:	Street Type:
<input type="text" value="1222"/>	--Select	<input type="text" value="01st"/>	Av

\* Parcel Number:

Legal Description:

Additional Information-If applicable

Additional Information

List any additional parcel(s) associated with the project scope:

List any unit number(s) associated with the project scope:



←

8

Answer the Code enforcement Case question

If no, continue application:

If yes, answer the additional questions:

**Code Validation**

**CE CASE VALIDATION**

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

**Code Enforcement 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 »** ←

i

Jump to a permit type for the next step:

- [Fire Permit](#)
- [Demo Permit](#)
- [Sign Permit](#)
- [Mechanical/Electrical/Plumbing Permit](#)

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**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."

Select Scope and Timeline

**Project Information**

\* Define the scope of the work:  **1**

\* What is the processing timeline requested for this application?:  **2**

Applicant Type:  **3**

Provide Associated Building Permit Approval Number:  **4**

**Permit Specific Requirements**

**Permit Type**

\* Select permit types:

Are you submitting plans or an affidavit?: \*

Are you submitting separate specifications which are not shown on plans?: \*  Yes  No

**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

### Permit Specific Requirements

#### DEMO SPECIFIC

\* Are you proposing the demolition of the entire structure including the foundation:  Yes  No

Please select the property type: \*

--Select--

Are you proposing demolition on a site with more than one building or demolition of a building with more than four dwelling units : \*

Yes  No

Are you proposing demolition on a site of 1 acre or more: \*

Yes  No

Are you proposing a demolition of swimming pool greater than 5 feet in depth: \*

Yes  No

**Continue Application »**



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- 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

### Permit Specific Requirements

#### SIGN SPECIFIC

\* Are you submitting separate structural calculations that are not shown on plans? : Yes or No:  Yes  No

**Continue Application »**



9

- Provide the permit specific requirements
- Click "Continue Application"



[Click here](#) to move on to step 10

9

### Mechanical/Electrical/Plumbing Permit

Provide:

1. Scope
2. Processing timeline
3. Applicant type

- Select the permit type
- Click "Continue Application"

Select Scope and Timeline

MINISTERIAL INFO

\* Define the scope of the work:  **1**

\* What is the processing timeline requested for this application?  **2**

\* Applicant Type:  **3**

Permit Specific Requirements

MEP SPECIFIC

\* Select permit type:

**Continue Application »** ←

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Answer the Historic Designation question Y/N and provide the additional information

If no:

If yes, answer the additional questions.

Historic Designation

HISTORIC DESIGNATION

Does the project contain a designated historic resource, or is it located within a designated historic district?  Yes  No

List the year constructed for all the structures on the project site: \*

Does your proposed construction include work on a site containing buildings or structures 45 years old or older in which there will be a change to the exterior of the existing buildings or structures?: \*  Yes  No

Historic Designation

HISTORIC DESIGNATION

Does the project contain a designated historic resource, or is it located within a designated historic district?:  Yes  No

Provide the HRB number:

**Continue Application »** ←



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### 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](#)

#### Project Documents

The maximum file size allowed is **400 MB**.

• Required Documents

1. Required Attachment - Fire Alarm Plans

Choose File No file chosen

2. Required Attachment - Fire Permit Worksheet

Choose File No file chosen

**Continue Application »**



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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

#### Additional Documents

The maximum file size allowed is **200 MB**.

html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload.

File Name	File Size	Type
Fee Worksheet 190KB.pdf	189.58 kB	Fire Permit Worksheet
Fire Plans 1.2MB.pdf	1.2 MB	Fire Protection Plans

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

Close Submit ←

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 performance of the work for which this permit is issued:

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 4620, if I should become subject to the workers' compensation provisions of Section 4620:

To be determined at the time of permit issuance:

Continue Application » ←

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



The screenshot shows the '6. Permit' step of the application process. The navigation tabs at the top are: Home, 1. Create an Application, 2. Review Application, 3. Submit Application, 4. Review Application, 5. Decision, 6. Permit (highlighted in yellow), 7. Renewal (highlighted in green), 8. Withdrawal. The main content area includes sections for Record Type (Fire), Address Validation, Code Enforcement Case Validation, and Permit Specific Requirements. The 'Permit Specific Requirements' section includes a 'Permit Type' dropdown menu and a 'Historic Designation' section with a 'YES OR NO' question: 'Does the project contain a designated historic resource, or is it located within a designated historic district?'. The answer is 'No'. Below this is a 'Custom Fields' section with a 'YES OR NO' question: 'I am either self-insured or will maintain workers compensation insurance?'. The answer is 'Yes'. At the bottom, there is a 'By clicking this box, I agree to the above certification.' checkbox and a 'Date:' field.

**15** Acknowledge the final certification and → Continue Application

I certify that I have read this application and state the above information is true and correct. I understand that the City has no obligation to issue a permit and that the City is not responsible for the accuracy of the information provided. I understand that the City is not responsible for the accuracy of the information provided. I understand that the City is not responsible for the accuracy of the information provided.

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

**Continue Application »** ←

**16** 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. Fees 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 »**

**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

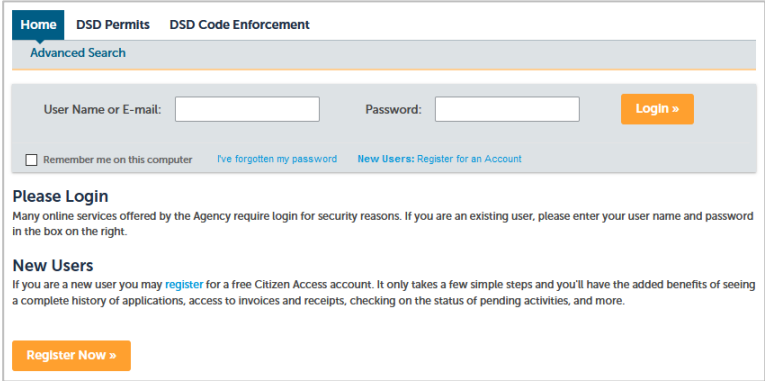
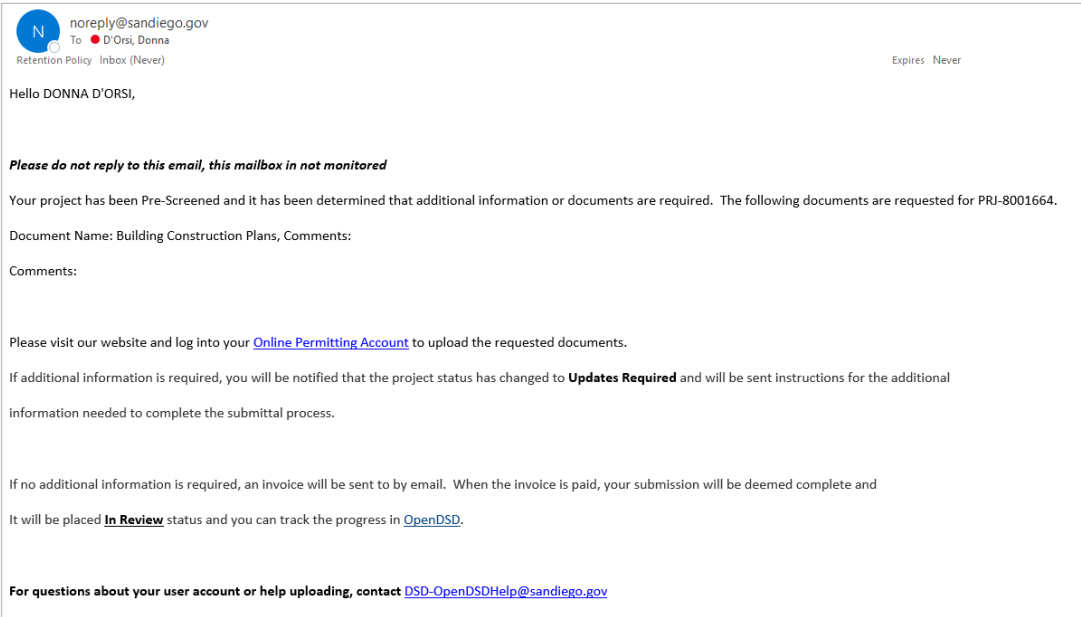
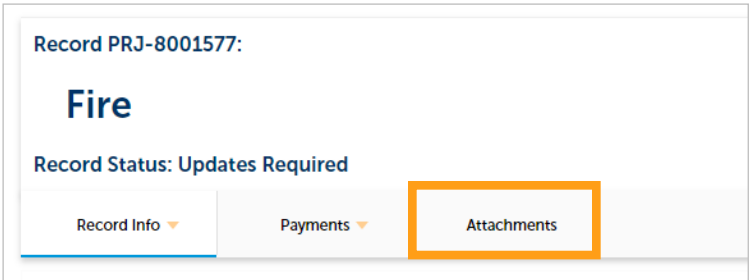
Hello , DONNA D'ORSI

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

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a></li> <li>Enter your username and password.</li> </ul>	
2	<p>Open the 'Updates Required' email. Clicking on the link in the email will take you to your project record that needs updates</p>	
3	<p>Your project information will load</p> <ul style="list-style-type: none"> <li>Click the Attachments Tab</li> </ul>	

4

Previously attached documents will be displayed.

- Click 'Add Attachment'

**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 400 MB.  
 acdb;ade;adp;bat;chm;cmd;com;cpb;doc;docx;exe;hta;htm;html;ins;isp;jar;js;json;lib;lnk;mdb;mdc;nhl;nhlml;msc;msp;msg;php;pdf;scr;scst;shb;sys;vb;vbe;vbs;vxd;vsc;wsv; types to upload.  
 htm;htm;nhl;nhlml;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload.

Attachments (2)

File Name	File Size	Status	Type
Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Pl
Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded	Fire Permit V

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

**New Attachment** [X]

New Attachment

Choose File No file chosen ←

Type  
 --Select-- ↓

Description  
 Enter a brief description of the document

Close Submit

6

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

**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 4000 MB  
 acdb;pdf;doc;docx;xls;xlsx;ppt;pptx;zip are disallowed file types to upload.  
 htm;html;htm;css;js;java;xml;json;txt;csv;rtf;doc;docx;xls;xlsx;ppt;pptx;zip are disallowed file types to upload.

Finishing upload of Fire Specs 372KB.pdf. Please wait for the page to refresh

Attachments (3)

File Name	File Size	Status	Type	Refresh
Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	Actions *
Fire Permit Worksheet PRJ-8001577.pdf	189.58 KB	Uploaded	Fire Permit Worksheet	Actions *
Fire Alarm Specs PRJ-8001577.pdf	371.47 KB	Uploaded	Fire Alarm Specs	Actions *

Add Attachment

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.

Home DSD Permits DSD Code Enforcement

Advanced Search

User Name or E-mail:  Password:  [Login >](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

**Please Login**  
 Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

**New Users**  
 If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now >](#)

2

Open the 'Review Pending Invoice Payment' email

- Click on the link provided

Title  
 Invoice for Record PMT: [REDACTED]

Attachment(s)  
 DSD\_007\_Invoice\_20200318\_144403.pdf(51.16 KB)

Content  
 Dear [REDACTED]

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

Plan check for PMT [REDACTED] has been completed and an invoice has been generated and is ready for payment. [Please click this link to pay the invoice and proceed to permit issuance.](#)

Thank you.  
 City of San Diego

Click on DSD Permits tab.

- Select the record listed in the email

3

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

4

Click on "Pay Fees"

5

Outstanding:			
Date	Invoice Number	Amount	
01/12/2018	617932	\$20.00	<a href="#">Pay Fees</a>
01/12/2018	617932	\$242.00	
01/12/2018	617932	\$179.00	
Total outstanding fees: \$441.00			



6

The following screen will load. Follow instructions to pay

Fees	Qty.	Amount
Records-No Plan Permits/Other	1	\$20.00
PVS-Template SDU/DUP/TH (I)	1	\$242.00
PVS-Template SDU/DUP/TH (P)	1	\$179.00
<b>TOTAL FEES: \$441.00</b>		

Note: This does not include additional inspection fees which may be assessed later.

I RECEIVED A "RECHECK REQUIRED" EMAIL FROM A REVIEW DISCIPLINE. HOW DO I LOOK FOR THE ISSUES REPORT?

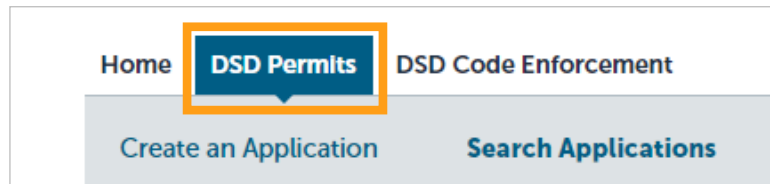
Step	Action	Screen Reference
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1

- 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"



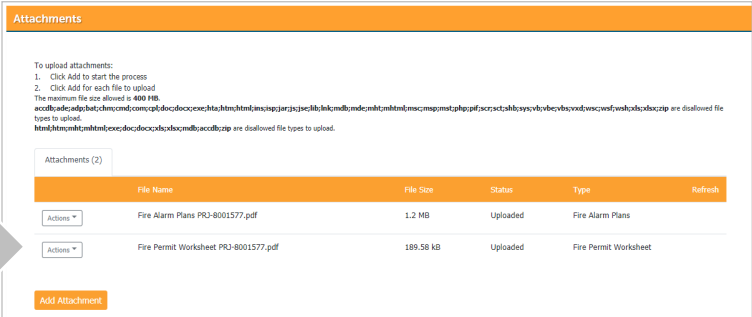
3

Your records will be displayed

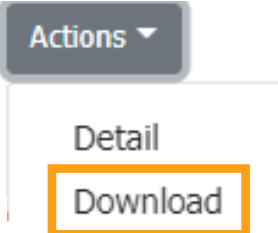
- Select the PRJ you wish to see the Project Issues Report for

<input type="checkbox"/>	01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash	Issued
<input type="checkbox"/>	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued
<input type="checkbox"/>	01/25/2021	PMT-8001629	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued
<input type="checkbox"/>	01/25/2021	CC-8001682	Building Construction Change	Construction Change - PRJ-8001673	In Review
<input type="checkbox"/>	01/25/2021	CC-8001693	Building Construction Change	Construction Change - PRJ-8001682	In Review

**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



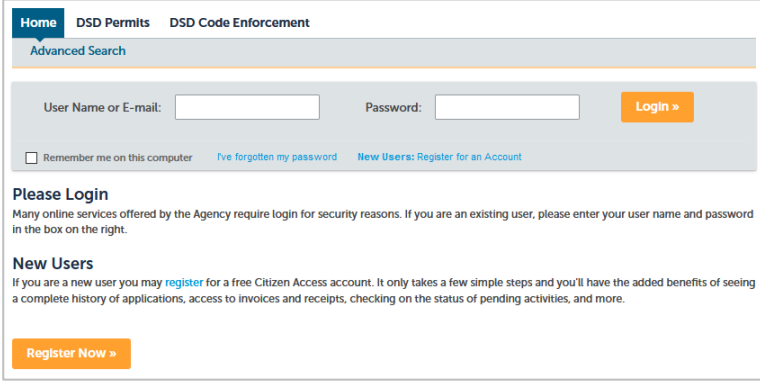
I RECEIVED A "READY FOR RESUBMITTAL" EMAIL. HOW DO I SUBMIT THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference
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**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

Date	Record Number	Record Type	Application Name	Description	Status
01/12/2021	PMT-8001493	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:1200/03rd		Opened
01/12/2021	PRJ-8001528	Fire	Standard-Fire:4250/05th		Issued
01/12/2021	PMT-8001496	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground:1222/01st		Opened
01/12/2021	PMT-8001497	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground:1222/01st		Opened
01/12/2021	PMT-8001498	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground:1222/01st		Opened
01/12/2021	PRJ-8001525	Fire	Standard-Fire:1222/01st		Recheck Required

4

Your project information will load.

- Click the Attachments Tab

5

Previously attached documents will be displayed.

- Click on 'Add Attachment'

File Name	File Size	Status	Type
Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans
Fire Permit Worksheet PRJ-8001577.pdf	189.58 KB	Uploaded	Fire Permit Worksheet



# I RECEIVED A "ISSUANCE CHECKLIST REQUESTED" EMAIL. HOW DO I SUBMIT THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference
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**i** You will receive a Recheck Required email if there are corrections to be made to the plans or if additional information is needed.

<b>1</b>	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a></li> <li>Enter your username and password</li> </ul>	
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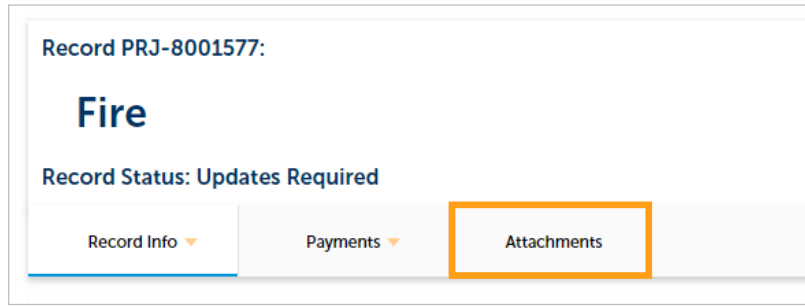
<b>2</b>	<ul style="list-style-type: none"> <li>Open the "Issuance Checklist Required" email.</li> <li>Click on the link to submit documents</li> </ul>	<p>Dear Customer,</p> <p>PRJ-1004554 requires a recheck. Please visit our website to see the Project Issues Report and the marked-up plans. <a href="#">Use this link to login to the system.</a></p> <p>Required Documents:</p> <p>Building Construction Plans: DBCS-Photovoltaic Management</p> <p>Comments:</p> <p>-</p> <p>For questions or if you need assistance, please email <a href="mailto:DSDPVStatus@sanidiego.gov">DSDPVStatus@sanidiego.gov</a>.</p> <p>Thank you, City of San Diego</p>
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<b>3</b>	<ul style="list-style-type: none"> <li>Select DSD Permits</li> </ul> <p>Your records will display with the current statuses.</p> <ul style="list-style-type: none"> <li>Click on the blue PRJ link of the project</li> </ul>	<table border="1"> <thead> <tr> <th>Date</th> <th>Record Number</th> <th>Record Type</th> <th>Application Name</th> <th>Description</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>01/12/2021</td> <td>PMT-8001493</td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm:1200/03rd</td> <td></td> <td>Opened</td> </tr> <tr> <td>01/12/2021</td> <td>PRJ-8001528</td> <td>Fire</td> <td>Standard-Fire:4250/05th</td> <td></td> <td>Issued</td> </tr> <tr> <td>01/12/2021</td> <td>PMT-8001496</td> <td>Approval - Construction - Fire Pmt - Underground</td> <td>Approval - Construction - Fire Pmt - Underground:1222/01st</td> <td></td> <td>Opened</td> </tr> <tr> <td>01/12/2021</td> <td>PMT-8001497</td> <td>Approval - Construction - Fire Pmt - Underground</td> <td>Approval - Construction - Fire Pmt - Underground:1222/01st</td> <td></td> <td>Opened</td> </tr> <tr> <td>01/12/2021</td> <td>PMT-8001498</td> <td>Approval - Construction - Fire Pmt - Underground</td> <td>Approval - Construction - Fire Pmt - Underground:1222/01st</td> <td></td> <td>Opened</td> </tr> <tr> <td>01/12/2021</td> <td>PRJ-8001525</td> <td>Fire</td> <td>Standard-Fire:1222/01st</td> <td></td> <td>Recheck Required</td> </tr> </tbody> </table>	Date	Record Number	Record Type	Application Name	Description	Status	01/12/2021	PMT-8001493	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:1200/03rd		Opened	01/12/2021	PRJ-8001528	Fire	Standard-Fire:4250/05th		Issued	01/12/2021	PMT-8001496	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground:1222/01st		Opened	01/12/2021	PMT-8001497	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground:1222/01st		Opened	01/12/2021	PMT-8001498	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground:1222/01st		Opened	01/12/2021	PRJ-8001525	Fire	Standard-Fire:1222/01st		Recheck Required
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01/12/2021	PRJ-8001525	Fire	Standard-Fire:1222/01st		Recheck Required																																							

4

Your project information will load.

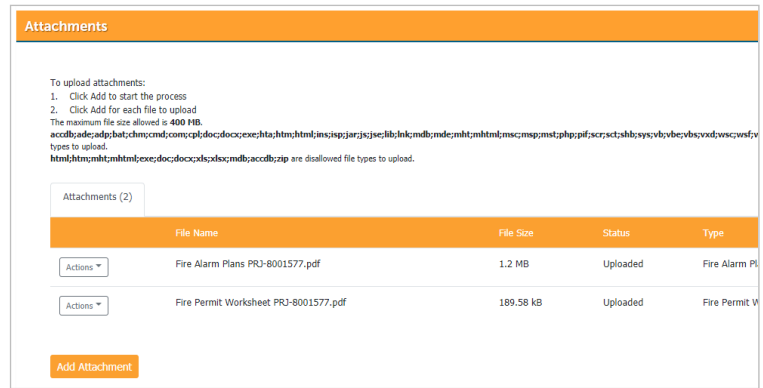
- Click the Attachments Tab



5

Previously attached documents will be displayed.

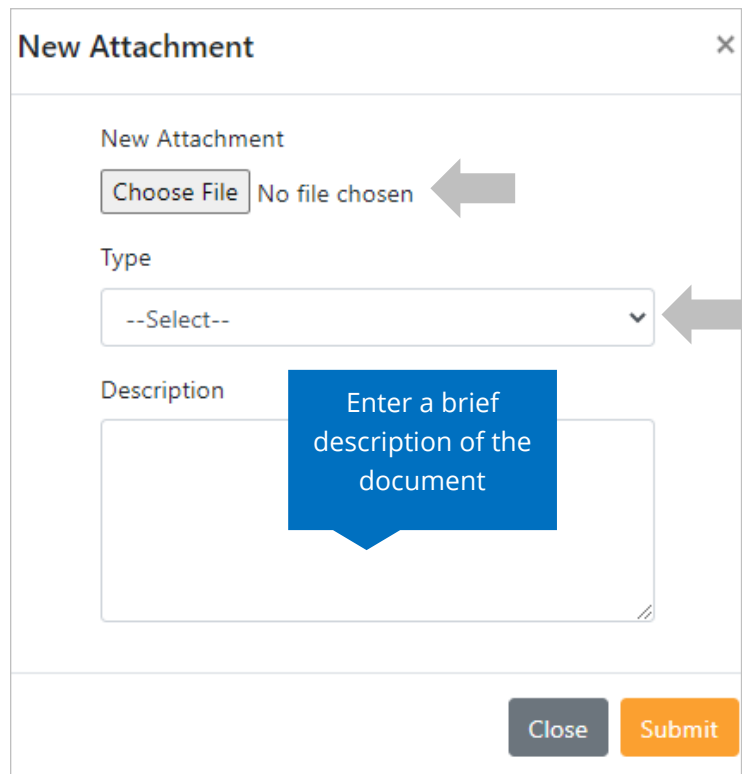
- Click "Add Attachment"



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 (PR)

**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 400 KB.  
 acc://adp/bat/zhm/cm/compl/ds/doc/cse/hta/htm/htm/ins/csp/par/jsp/jsp/lnk/ndb/nde/mht/mht/mms/cm/gmst/gpp/pdf/scr/stk/ahh/sy/s/vw/bv/bvsvd/bwsc/wf/wd/hy/c/b/c/cip are disallowed file types to upload.  
 hns/htm/mht/mht/mht/ese/doc/doc/c/b/c/b/c/m/b/cac/c/c/cip are disallowed file types to upload.

Finishing upload of Fire Specs 372KB.pdf. Please wait for the page to refresh

Attachments (3)

File Name	File Size	Status	Type	Refresh
Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	
Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded	Fire Permit Worksheet	
Fire Alarm Specs PRJ-8001577.pdf	371.47 kB	Uploaded	Fire Alarm Specs	

Add Attachment

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

Home DSD Permits DSD Code Enforcement

Advanced Search

User Name or E-mail:  Password:  Login »

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

**Please Login**  
 Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

**New Users**  
 If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »

2

- Open the 'Approved' email
- Click on the link provided

Title  
 Invoice for Record PMT: [REDACTED]  
 Attachment(s)  
 DSD\_007\_Invoice\_20200318\_144403.pdf(51.16 KB)  
 Content  
 Dear [REDACTED]

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

Plan check for PMT: [REDACTED] has been completed and an invoice has been generated and is ready for payment. Please click this link to pay the invoice and proceed to permit issuance.

Thank you.  
 City of San Diego

Click on DSD Permits tab.

- Select the record listed in the email

OR

3

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

4

Click on "Pay Fees"

5

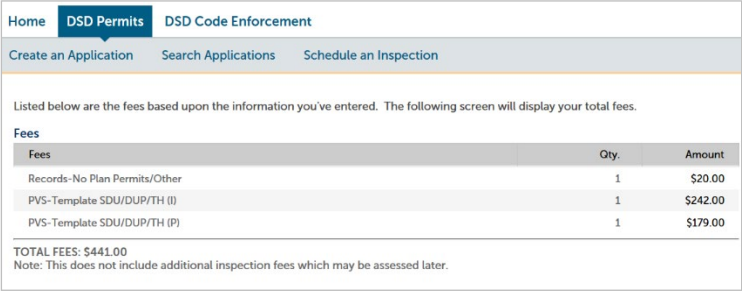
Date	Invoice Number	Amount
01/12/2018	617932	\$20.00
01/12/2018	617932	\$242.00
01/12/2018	617932	\$179.00

Total outstanding fees: \$441.00



**6** The following screen will load.

- Follow instructions to pay



The screenshot shows a navigation bar with 'Home', 'DSD Permits', and 'DSD Code Enforcement'. Below the navigation bar are links for 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. The main content area states: 'Listed below are the fees based upon the information you've entered. The following screen will display your total fees.'

Fees	Qty.	Amount
Records-No Plan Permits/Other	1	\$20.00
PVS-Template SDU/DUP/TH (I)	1	\$242.00
PVS-Template SDU/DUP/TH (P)	1	\$179.00

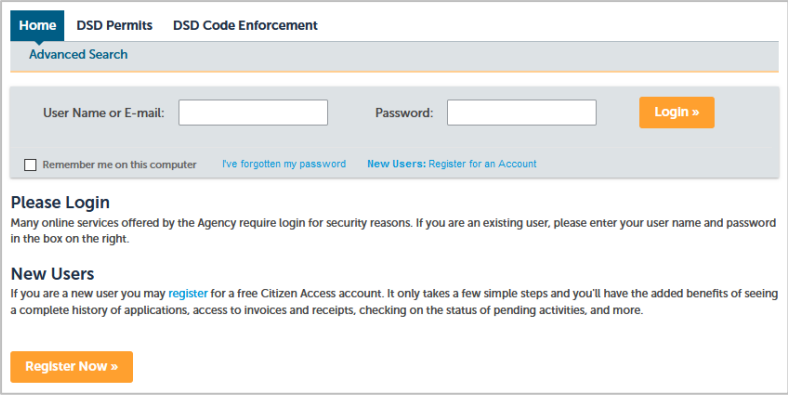
TOTAL FEES: \$441.00  
Note: This does not include additional inspection fees which may be assessed later.

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

Step	Action	Screen Reference
------	--------	------------------

**1**

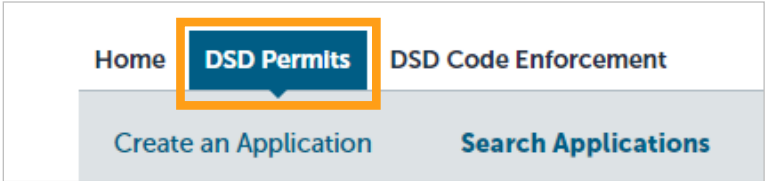
- Log into your [Online Permitting Account](#)
- Enter your username and password



The screenshot shows the 'Advanced Search' section of the website. It includes a 'User Name or E-mail' field, a 'Password' field, and a 'Login »' button. Below the login fields are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. A 'Please Login' message states: 'Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.' A 'New Users' section says: 'If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.' A 'Register Now »' button is also present.

**2**

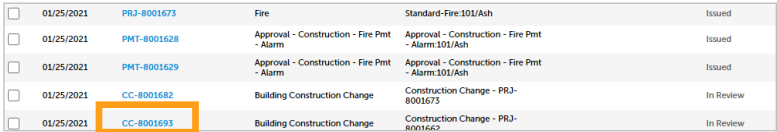
- Select "DSD Permits"



The screenshot shows the navigation bar with 'Home', 'DSD Permits', and 'DSD Code Enforcement'. The 'DSD Permits' link is highlighted with an orange box. Below the navigation bar are links for 'Create an Application' and 'Search Applications'.

**3** Your records will be displayed

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



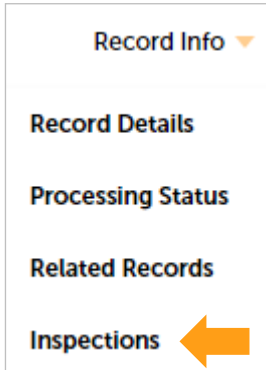
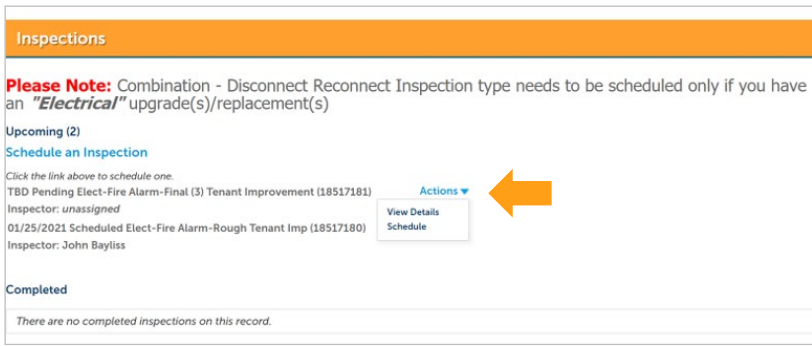
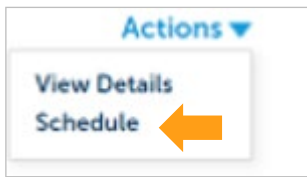


<input type="checkbox"/>	01/25/2021	<a href="#">PRJ-8001673</a>	Fire	Standard-Fire:101/Ash	Issued
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001628</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001629</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued
<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001682</a>	Building Construction Change	Construction Change - PRJ-8001673	In Review
<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001693</a>	Building Construction Change	Construction Change - PRJ-8001682	In Review

<b>4</b>	<p>The record details will be displayed</p> <ul style="list-style-type: none"> <li>Click the Attachments Tab</li> </ul>	
<b>5</b>	<p>The attachments for this project will be displayed</p>	
<b>6</b>	<p>Click on the Actions drop-down and click Download</p>	

**HOW DO I SCHEDULE INSPECTIONS?**

Step	Action	Screen Reference																																				
<b>1</b>	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a></li> <li>Enter your username and password</li> </ul>																																					
<b>2</b>	<p>Click on 'My Records' and your records will be displayed</p>	<table border="1"> <thead> <tr> <th>Date</th> <th>Record Number</th> <th>Record Type</th> <th>Application Name</th> <th>Description</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>01/27/2021</td> <td>PRJ-8001732</td> <td>Fire</td> <td>Standard-Fire:1222/01st</td> <td></td> <td>Issued</td> </tr> <tr> <td>01/27/2021</td> <td>PMT-8001697</td> <td>Approval - Construction - Fire Pmt - Kitchen Hood</td> <td>Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st</td> <td></td> <td>Issued</td> </tr> <tr> <td>01/27/2021</td> <td>PMT-8001698</td> <td>Approval - Construction - Fire Pmt - Kitchen Hood</td> <td>Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st</td> <td></td> <td>Issued</td> </tr> <tr> <td>01/25/2021</td> <td>PRJ-8001673</td> <td>Fire</td> <td>Standard-Fire:101/Ash</td> <td></td> <td>Issued</td> </tr> <tr> <td>01/25/2021</td> <td>PMT-8001628</td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td> <td></td> <td>Issued</td> </tr> </tbody> </table>	Date	Record Number	Record Type	Application Name	Description	Status	01/27/2021	PRJ-8001732	Fire	Standard-Fire:1222/01st		Issued	01/27/2021	PMT-8001697	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	01/27/2021	PMT-8001698	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash		Issued	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash		Issued
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01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash		Issued																																	

<p><b>3</b></p>	<p>Click on the permit number for which you would like to schedule inspection. The status must be 'Issued' to schedule an inspection.</p>	 <p><b>DSD Permits</b></p> <p>Showing 1 - 10 of 100+   <a href="#">Download results</a>   <a href="#">Add to collection</a></p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Date</th> <th>Record Number</th> <th>Record Type</th> <th>Application Name</th> <th>Description</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>01/27/2021</td> <td><a href="#">PRJ-8001732</a></td> <td>Fire</td> <td>Standard-Fire:1222/01st</td> <td></td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/27/2021</td> <td><a href="#">PMT-8001697</a></td> <td>Approval - Construction - Fire Pmt - Kitchen Hood</td> <td>Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st</td> <td></td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/27/2021</td> <td><a href="#">PMT-8001698</a></td> <td>Approval - Construction - Fire Pmt - Kitchen Hood</td> <td>Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st</td> <td></td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">PRJ-8001673</a></td> <td>Fire</td> <td>Standard-Fire:101/Ash</td> <td></td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">PMT-8001628</a></td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td> <td></td> <td>Issued</td> </tr> </tbody> </table>	<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	Description	Status	<input type="checkbox"/>	01/27/2021	<a href="#">PRJ-8001732</a>	Fire	Standard-Fire:1222/01st		Issued	<input type="checkbox"/>	01/27/2021	<a href="#">PMT-8001697</a>	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	<input type="checkbox"/>	01/27/2021	<a href="#">PMT-8001698</a>	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	<input type="checkbox"/>	01/25/2021	<a href="#">PRJ-8001673</a>	Fire	Standard-Fire:101/Ash		Issued	<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001628</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash		Issued
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<p><b>4</b></p>	<p>Click on 'Record Info' button for drop-down options</p>	 <p><b>Record PMT-8001628:</b></p> <h2>Approval - Construction - Fire Pmt - Alarm</h2> <p><b>Record Status:</b> Issued <b>Expiration Date:</b> 01/25/2021</p> <p><b>Record Info</b> ▾   <b>Payments</b> ▾   <b>Conditions</b> 1   <b>Attachments</b></p>																																										
<p><b>5</b></p>	<p>Click on Inspections</p>	 <p><b>Record Info</b> ▾</p> <p><b>Record Details</b></p> <p><b>Processing Status</b></p> <p><b>Related Records</b></p> <p><b>Inspections</b> ←</p>																																										
<p><b>6</b></p>	<p>The inspections screen will appear showing Upcoming and Completed inspections. Click on the 'Actions' link of the inspection you would like to schedule.</p>	 <p><b>Inspections</b></p> <p><b>Please Note:</b> Combination - Disconnect Reconnect Inspection type needs to be scheduled only if you have an <b>"Electrical"</b> upgrade(s)/replacement(s)</p> <p><b>Upcoming (2)</b> <a href="#">Schedule an Inspection</a></p> <p>Click the link above to schedule one.</p> <p>TBD Pending Elect-Fire Alarm-Final (3) Tenant Improvement (18517181) Inspector: <i>unassigned</i> <b>Actions</b> ▾</p> <p>01/25/2021 Scheduled Elect-Fire Alarm-Rough Tenant Imp (18517180) Inspector: John Bayliss <b>View Details</b> <b>Schedule</b></p> <p><b>Completed</b></p> <p><i>There are no completed inspections on this record.</i></p>																																										
<p><b>7</b></p>	<p>Click on the 'Schedule' link</p>	 <p><b>Actions</b> ▾</p> <p><b>View Details</b></p> <p><b>Schedule</b> ←</p>																																										

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'

### Schedule/Request an Inspection ✕

*calendar below:*

Jan 2021							Feb 2021							Mar 2021				
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
					1	2		1	2	3	4	5	6		1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25
24	25	26	27	28	29	30	28							28	29	30	31	
31																		

[« Prev](#)

---

All Day

Continue

Cancel

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'



### Schedule/Request an Inspection ✕

*Inspection type: Elect-Fire Alarm-Final (3) Tenant Improvement*

**Location and Contact**  
Verify whether the location and contact person for the selected inspection are correct.

**Location**  
101 Ash St

**Contact**  
DONNA D'ORSI  
8586272013

Change Contact ▾

Continue

Back
Cancel

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.**



### Schedule/Request an Inspection ✕

**Confirm Your Selection**  
Please confirm the details below and click the Finish button to schedule the inspection.

Elect-Fire Alarm-Final (3) Tenant Improvement

01/28/2021

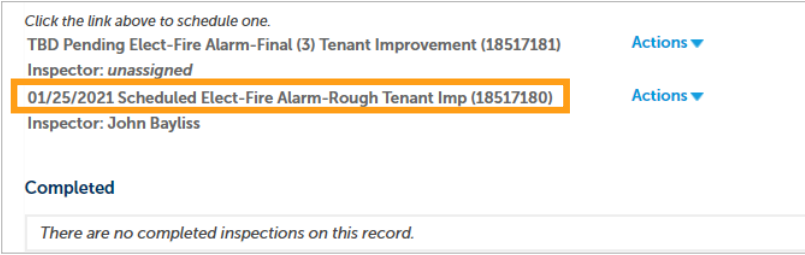
101 Ash St

DONNA D'ORSI 8586272013

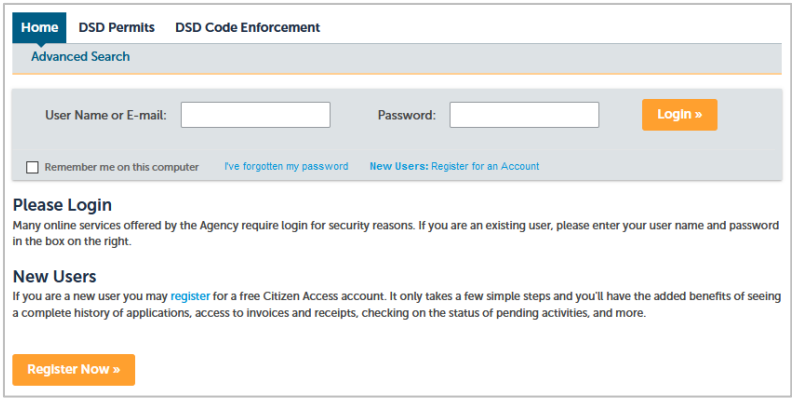
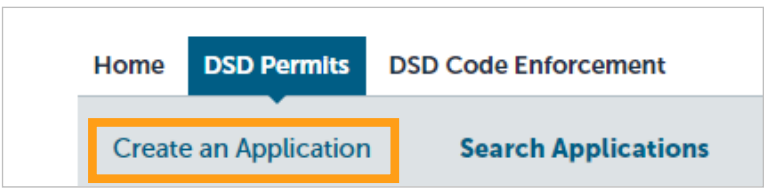
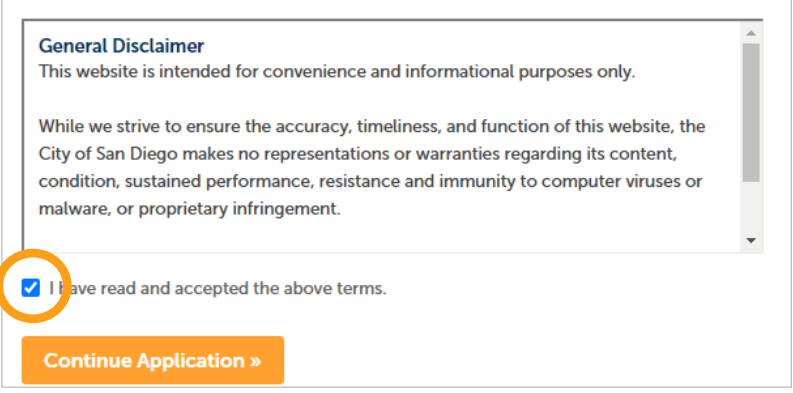
Include Additional Notes

Finish

Back
Cancel

<p><b>11</b></p> <ul style="list-style-type: none"> <li>Click 'Continue'</li> </ul> <p>You will be returned to the Inspections screen where you can confirm that the inspection was properly scheduled.</p>	
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**HOW TO SUBMIT A CONSTRUCTION CHANGE APPLICATION**

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <li>To log into your <a href="#">Online Permitting Account</a>, enter your username and password, and press the Login button.</li> </ul>	
2	<ul style="list-style-type: none"> <li>Click on DSD Permits tab</li> <li>Click on "Create an Application"</li> </ul>	
3	<ul style="list-style-type: none"> <li>Read the General Disclaimers and then place a check mark confirming your acceptance.</li> <li>Then, click 'Continue Application'</li> </ul>	

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.

Use  
 PTS  
 Ministerial Application

- Building Construction Change
- Demolition
- Fire
- Mechanical/Electrical/Plumbing Standalone
- No-Plan - Nonresidential/Multifamily - Electrical
- No-Plan - Nonresidential/Multifamily - Mechanical
- No-Plan - Nonresidential/Multifamily - Plumbing
- No-Plan - Residential - Combination Mech/Elec/Plum
- Photo-voltaic Construction Change
- Photo-voltaic Residential Project
- Sign

**Continue Application »** ←

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.

**Step 1: Application Information > Information**

**Application Info**

**CONSTRUCTION CHANGE VALIDATION**

\* Please provide the project number you would like to submit the construction change for:

\* Please provide scope of the construction change:

Please provide all related permits associated with this CC application:

**Continue Application »** ←

6

Click 'Add' to upload the documents that reflect the proposed changed.

*Step 3 : Step 4 > Attachments*

**Attachments**

The maximum file size allowed is **200 MB**.  
 html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload.

File Name	File Size	Type
No attachments added		

**Add**

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'

**New Attachment** ✕

New Attachment  
**Choose File** Building Construction Plans PRJ-1029331.pdf

Type  
 Fire Protection Plans ▾

Description  
 FPP for construction change

**Close** **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.

Thank you for using our online services.  
**Your Record Number is CC-8001742.**

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

Choose "View Record Details" to Schedule Inspections, check sta

**View Record Details »**

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.



- 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 is 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@san Diego.gov](mailto:DSD-OpenDSDHelp@san Diego.gov)

Thank You,

City of San Diego

Development Services Department

2

Your record will be displayed

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

3

Record CC-8001682:

## Building Construction Change

Record Status: Pending Invoice Payment

Record Info ▾ Payments ▾ Attachments

Fees

- Click on "Pay Fees"

4

**Outstanding:**

Date	Invoice Number	Amount	
01/12/2018	617932	\$20.00	<a href="#">Pay Fees</a>
01/12/2018	617932	\$242.00	
01/12/2018	617932	\$179.00	
Total outstanding fees: \$441.00			

The following screen will load.

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

5

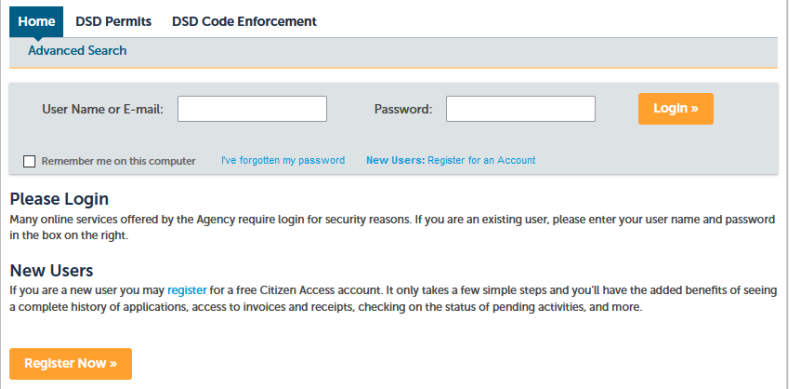
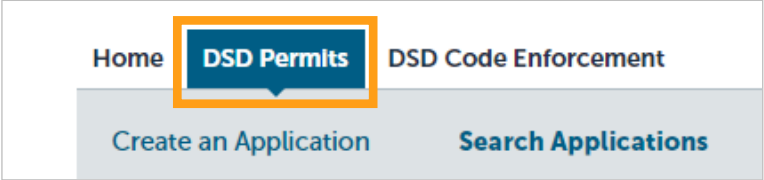
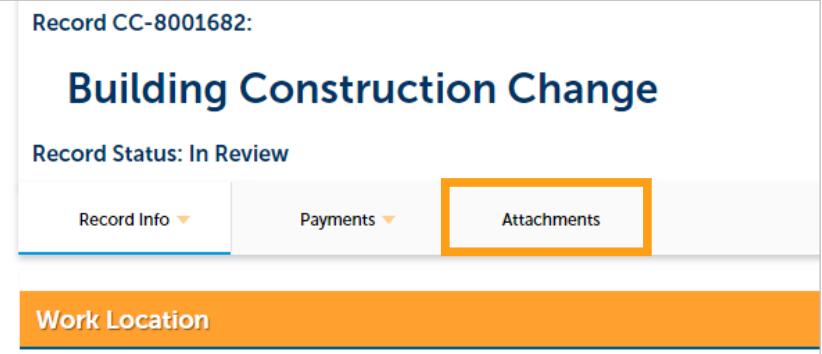
**Fees**

Fees	Qty.	Amount
Hrly-DSD Rww Fire Plan Proj	1	\$217.93

TOTAL FEES: \$217.93  
 Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?


Step	Action	Screen Reference																														
1	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a> by entering your username and password and then clicking on the Login button.</li> </ul>																															
2	<p>Select "DSD Permits"</p>																															
3	<p>Your records will be displayed</p> <ul style="list-style-type: none"> <li>Select the record you wish to print by clicking on the blue link</li> </ul>	<table border="1" data-bbox="688 1104 1458 1234"> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">PRJ-8001673</a></td> <td>Fire</td> <td>Standard-Fire:101/Ash</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">PMT-8001628</a></td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">PMT-8001629</a></td> <td>Approval - Construction - Fire Pmt - Alarm</td> <td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td> <td>Issued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">CC-8001682</a></td> <td>Building Construction Change</td> <td>Construction Change - PRJ-8001673</td> <td>In Review</td> </tr> <tr> <td><input type="checkbox"/></td> <td>01/25/2021</td> <td><a href="#">CC-8001693</a></td> <td>Building Construction Change</td> <td>Construction Change - PRJ-8001662</td> <td>In Review</td> </tr> </table>	<input type="checkbox"/>	01/25/2021	<a href="#">PRJ-8001673</a>	Fire	Standard-Fire:101/Ash	Issued	<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001628</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued	<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001629</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued	<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001682</a>	Building Construction Change	Construction Change - PRJ-8001673	In Review	<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001693</a>	Building Construction Change	Construction Change - PRJ-8001662	In Review
<input type="checkbox"/>	01/25/2021	<a href="#">PRJ-8001673</a>	Fire	Standard-Fire:101/Ash	Issued																											
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001628</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued																											
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001629</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued																											
<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001682</a>	Building Construction Change	Construction Change - PRJ-8001673	In Review																											
<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001693</a>	Building Construction Change	Construction Change - PRJ-8001662	In Review																											
4	<p>The record details will be displayed</p> <ul style="list-style-type: none"> <li>Click the Attachments Tab</li> </ul>																															

**5** The attachments for this project will be displayed

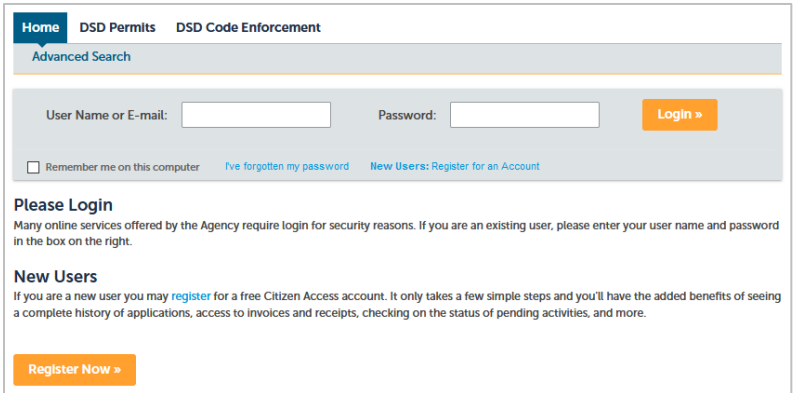
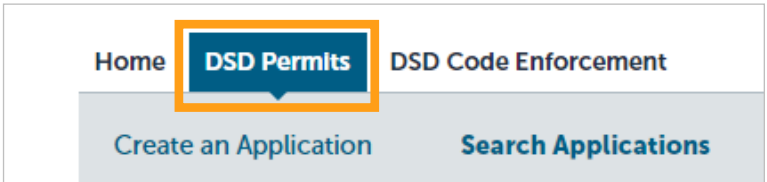
Actions ▾	Project Contacts Information PRJ-8001711.pdf	109.59 kB	Uploaded
Actions ▾	Fire Permit Worksheet PRJ-8001711.pdf	189.58 kB	Uploaded
Actions ▾	Fire Protection Plans PRJ-8001711.pdf	1.2 MB	Uploaded

**6**

- Click on the Action drop-down and click Download



**HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?**

Step	Action	Screen Reference															
<b>1</b>	<p><b>APPROVAL REPORT</b></p> <ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a></li> <li>Enter your username and password</li> </ul>																
<b>2</b>	<ul style="list-style-type: none"> <li>Click on DSD Permits and your records will be displayed</li> </ul>																
<b>3</b>	<ul style="list-style-type: none"> <li>Click on the PMT you wish to print the Approval Report for</li> </ul>	<table border="1"> <tr> <td>01/29/2021</td> <td><b>PMT-8001719</b></td> <td>Approval - Construction - Fire Pmt - Underground</td> <td>Approval - Construction - Fire Pmt - Underground.1222/01st</td> <td>Issued</td> </tr> <tr> <td>01/29/2021</td> <td>PRJ-8001760</td> <td>Fire</td> <td>Standard-Fire.1222/01st</td> <td>Issued</td> </tr> <tr> <td>01/28/2021</td> <td>PRJ-8001754</td> <td>Fire</td> <td>Standard-Fire.1650/08th</td> <td>In Queue</td> </tr> </table>	01/29/2021	<b>PMT-8001719</b>	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st	Issued	01/29/2021	PRJ-8001760	Fire	Standard-Fire.1222/01st	Issued	01/28/2021	PRJ-8001754	Fire	Standard-Fire.1650/08th	In Queue
01/29/2021	<b>PMT-8001719</b>	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st	Issued													
01/29/2021	PRJ-8001760	Fire	Standard-Fire.1222/01st	Issued													
01/28/2021	PRJ-8001754	Fire	Standard-Fire.1650/08th	In Queue													

4 The selected record will be displayed

Record PMT-8001719:

### Approval - Construction - Fire Pmt - Underground

Record Status: Issued  
Expiration Date: 01/29/2021

Record Info ▾ Payments ▾ Attachments

5

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

Announcements Logged in as: Donna D'Orsi Collections (0) **Reports (2)** Account Management Logout

Home **DSD Permits** DSD Code Enforcement

Create an Application Search Applications

Record PMT-3056699: [Add to collection](#)

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

### Please input report parameter(s):

\* Approval ID:

PMT-3056699

**Submit** **Cancel**

1 **INVOICE REPORT**

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

Home DSD Permits DSD Code Enforcement

Advanced Search

User Name or E-mail:  Password:  **Login »**

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

**Please Login**  
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

**New Users**  
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

**Register Now »**

2

- Click on DSD Permits and your records will be displayed

Home **DSD Permits** DSD Code Enforcement

Create an Application Search Applications

**3** Locate your record in the list displayed.

- Click on the blue link to select that record

01/28/2021	<a href="#">PMT-8001710</a>	Approval - Construction - Fire Pmt - Underground
01/28/2021	<a href="#">PRJ-8001747</a>	Fire
01/28/2021	<a href="#">CC-8001745</a>	Building Construction Change
01/28/2021	<a href="#">CC-8001742</a>	Building Construction Change
01/27/2021	<a href="#">PRJ-8001732</a>	Fire

**4**

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

Record PMT-8001719:

## Approval - Construction - Fire Pm

Record Status: Issued  
Expiration Date: 01/29/2021

Record Info ▾
Payments ▾
Attachments

Fees
←

**5** Make note of the invoice number

Record Info ▾
Payments ▾
Attachments

Fees

**Paid:**

<u>Date</u>	<u>Invoice Number</u>	<u>Amount</u>
01/29/2021	80992	\$599.34

Total paid fees: \$599.34

**6**

- Click on the Reports drop down
- Select Invoice

Announcements
Logged in as: Donna D'Orsi
Collections (0)
Reports (2) ▾
Account Management
Logout

**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.

Please input report parameter(s):

\* Invoice Number:

81183|

Submit

Cancel

## 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.