

## DSD ONLINE PERMITS

# Apply for a Ministerial Permit

- » [Guide to Apply for a Building Construction Permit](#)
- » [Guide to Apply for a Standalone Permit](#)
- » [Guide to Apply for an Engineering Permit](#)



## **DSD ONLINE PERMITS**

# Apply for a Building Construction Permit



## 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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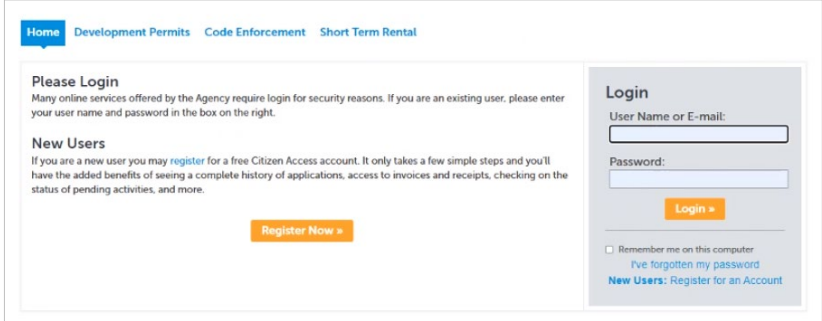
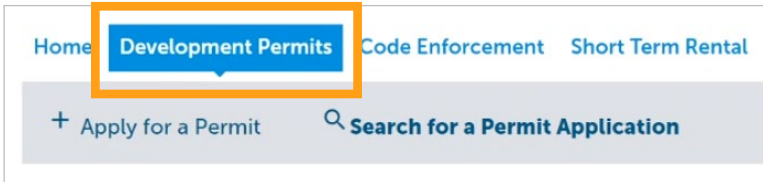
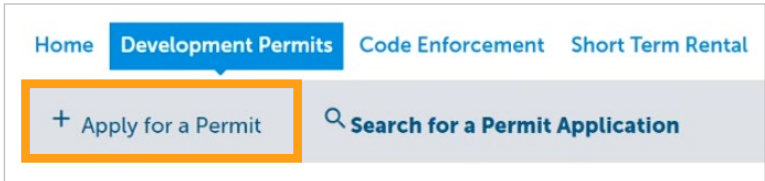
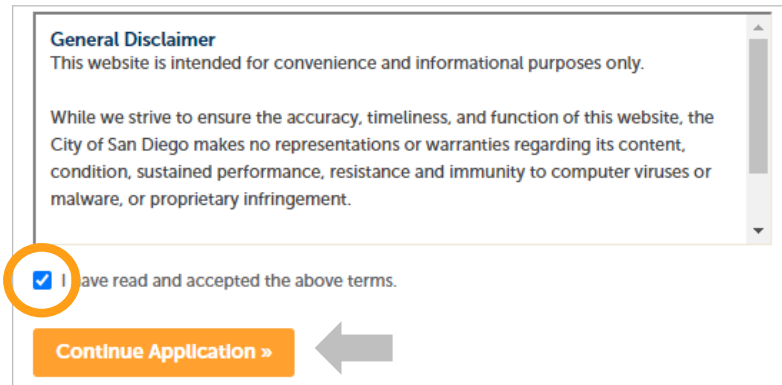
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## HOW TO SUBMIT AN APPLICATION

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	<ul style="list-style-type: none"> <li>Select "Development Permits"</li> </ul>	
3	<ul style="list-style-type: none"> <li>Select "Apply for a Permit"</li> </ul>	
4	<ul style="list-style-type: none"> <li>Read and acknowledge the disclaimer</li> <li>Click "Continue Application"</li> </ul>	

## Select a Record Type

- Select the permit type you would like to apply for and click "Continue Application"

**Note:** For PTS Permits, please refer to instructions in the [OpenDSD User Guide to PTS Projects](#).

### Select a Record Type

#### ► Building Applications

- ☐ Approval - Process - Agreement
- ☐ Building Construction
- ☐ Building Construction - CIP or Public Project
- ☐ Building Construction - Master Plan Accessory Structure
- ☐ Building Construction - Master Plan MDU
- ☐ Building Construction - Master Plan SDU
- ☐ Building Construction - Special Programs
- ☐ Building Construction Change
- ☐ Deferred Fire Submittal
- ☐ Deferred Submittal
- ☐ Demolition
- ☐ Fire
- ☐ Fire Construction Change
- ☐ Photovoltaic
- ☐ Photo-voltaic Construction Change
- ☐ Photo-voltaic Residential Project
- ☐ Plan - Mechanical/Electrical/Plumbing Standalone
- ☐ Sign

#### ► Simple No Plan Permits

- ☐ No-Plan - Nonresidential/Multifamily - Electrical
- ☐ No-Plan - Nonresidential/Multifamily - Mechanical

- ☐ No-Plan - Nonresidential/Multifamily - Plumbing
- ☐ No-Plan - Residential - Combination Mech/Elec/Plum

#### ► PTS

- ☐ PTS Electronic Submittal

#### ► Grading, Right of Way, Mapping Applications

- ☐ Deferred As Graded
- ☐ Engineering Construction Change
- ☐ Grading, ROW, Mapping - Associated Submittal
- ☐ Grading, ROW, Mapping - Standalone
- ☐ Right of Way - Dry Utilities
- ☐ Right of Way - Minor - Rapid Review

#### ► Discretionary Applications

- ☐ Discretionary Project

#### ► Traffic & Transportation

- ☐ Traffic Control Permit
- ☐ Transportation Permit

#### ► Agreement

- ☐ Approval - Process - Agreement

#### ► Miscellaneous Applications

- ☐ Others

Continue Application



Jump to a permit type for the next step:

- [Building Construction – General Permit](#)
- [Building Construction – CIP and Public Project Permit](#)
- [Master Plan Accessory Structure Permit](#)
- [Master Plan MDU and Master Plan SDU Permit](#)

## Building Construction – General Permit

- Select "Building Construction"
- Indicate if there is an address for the Project Site
- Click "Continue Application"

#### ► Building Applications

- ☐ Approval - Process - Agreement
- ☒ Building Construction
- ☐ Building Construction - CIP or Public Project



#### ADDRESS VALIDATION

\*Do you have an address for the project site?:

☐ Yes ☐ No

Continue Application »



### Address or Parcel Entry

- Enter Street No. and Street name only (the system will populate the parcel info)
- Click "Search"

**OR**

- Enter parcel number in ###-###-#### format (the system will populate the address info if it exists)
- Click "Search"

- 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
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

\* Parcel Number:

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

Legal Description:

<small>Additional Information</small>	
<small>List any additional parcel(s) associated with the project scope:</small>	<small>List any unit number(s) associated with the project scope:</small>
<input type="text"/>	<input type="text" value="Suite 415"/>





### Code Validation

Answer the Code enforcement Case question:

- If “no,” continue application:

#### Code Enforcement

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

5c

- If “yes,” answer the additional questions:

#### Code Enforcement

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

Code Enforcement case number(s): \*

NC 123456

Is this application related to the code violation?: \* ☒ Yes ☐ No

Will this application resolve the code violation?: \* ☒ Yes ☐ No

**Continue Application »**

### Project Scope and Timeline

Provide the following:

4. Scope
5. Processing timeline
6. Applicant type
7. Associated building permit approval numbers (this is necessary for Deferred Submittals)

5d

- When complete, click “Continue Application”

**Project Information**

\*Define the scope of the work:

Scope of the project: **1**

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

\*Applicant Type:

Authorized Agent of the: **3**

Provide associated prior Discretionary Approval Number(s) if applicable: **4**

Save and resume later

**Continue Application**



### Permit Specific Requirements

- Answer the No-Plan Permit question

If not a No-Plan Permit, select:

- "Building Permit" for commercial use of >3 unit residential use
- OR**
- "Combination Building Permit" for single family dwelling or duplex

- Click "Continue Application"

#### PERMIT SPECIFIC REQUIREMENTS

\* Is this application for a No-Plan Permit per Information Bulletin 203: ☐ Yes ☒ No

Is this application for Final Only or Completion of Work: \* ☐ Yes ☒ No

\* Select the applicable Permit Type:

--Select--  
--Select--  
Building Permit  
Combination Building Permit

**Continue Application »**

If you respond "Yes" to a No-Plan permit, you will be directed to the required documents page (see below)

- Go to [step 6](#) for full document upload instructions

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

\* Required Documents

1. Required Attachment - No-Plan Building Permit Supplemental Applications (DS-6005)

No file chosen

### Related Permits

- Select the permits you want associated with the Building Permit application, or select "No additional permits."
- Click "Continue Application"

#### PERMITS

No additional permits:

☐

Electrical Permit:

☒

Fire Permit - Alarm:

☐

Fire Permit - Underground:

☐

Mechanical Permit:

☒

Plumbing Permit:

☒

Fire Permit - Suppression:

☐

Fire Permit - Kitchen Hood:

☐

**Save and resume later**

**Continue Application**

## Application Specific Requirements

Indicate the submittal type requested and answer additional related questions:

### Active Project Management

**APPLICATION REQUIREMENTS**

\* Are you requesting Active Project Management: ☐ Yes ☒ No

Are you submitting a Permit Now Project per IB-195: \* ☒ Yes ☐ No

Did you receive approval previously from a DSD staff for Active Project Management for this application: \* ☒ Yes ☐ No

Provide the DSD Staff Name: \*

DSD Staff Member

### Rapid Review submittal

**APPLICATION REQUIREMENTS**

Are you requesting Active Project Management: ☐ Yes ☒ No

\* Select Submittal Type: Rapid Review

Accessory structures for single-dwelling units (carports, patio covers, fences, and retaining walls) using City of San Diego standard designs contained in Information Bulletins: Retaining walls (one wall type, maximum 6 feet in height), Awnings (up to two types), Deck/stair repairs, Equipment platforms, Roof-mounted equipment: \* ☐ Yes ☒ No

Accessory Dwelling Unit, Junior Accessory Dwelling Unit, or Tiny Home: \* ☐ Yes ☒ No

Pool or Spa per approved Master Plan, up to 6 feet in depth: \* ☐ Yes ☒ No

### General submittal

(Select Building or Combination permit)

**APPLICATION REQUIREMENTS**

\* Are you requesting Active Project Management: ☐ Yes ☒ No

\* Select Submittal Type: General

### Wireless Communication Facility (WCF) submittals

**APPLICATION REQUIREMENTS**

Are you requesting Active Project Management: ☐ Yes ☒ No

\* Select Submittal Type: Wireless Communication

Are you submitting a Wireless Communication Facilities project per IB-536: ☐ Yes ☒ No

Do you request processing under the Spectrum Act per FCC Report and Order 14-153: ☒ Yes ☐ No

## Submittal Specific Requirements

- Answer questions to determine required documents
- Click "Continue Application"

### SUBMITTAL REQUIREMENTS

\* Is there a Discretionary Permit currently in the process associated with this project: ☐ Yes ☒ No

\* Will the project include new plumbing fixture(s) or, in the case of commercial construction, is the project removing plumbing fixtures: ☐ Yes ☒ No

\* Does the project include Structural Calculations: ☐ Yes ☒ No

\* Does the project include separate Truss Calculations that are not included in the plans: ☐ Yes ☒ No

\* Does the project include a Geotechnical Investigation Report: ☐ Yes ☒ No

\* Is the project proposing residential development of 10 or more dwelling units or a condominium conversion development of two or more dwelling units, except as provided in Section 142.1303: ☐ Yes ☒ No

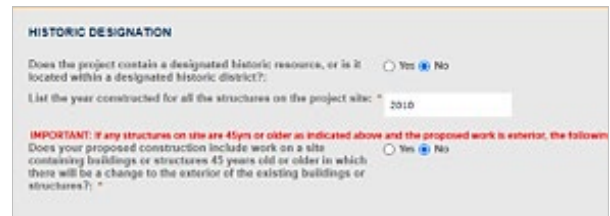
\* Is the project only for residential use: ☐ Yes ☒ No

\* Does the project include any storage racks over 6 feet in height: ☐ Yes ☒ No

\* Is the project for a childcare center: ☐ Yes ☒ No

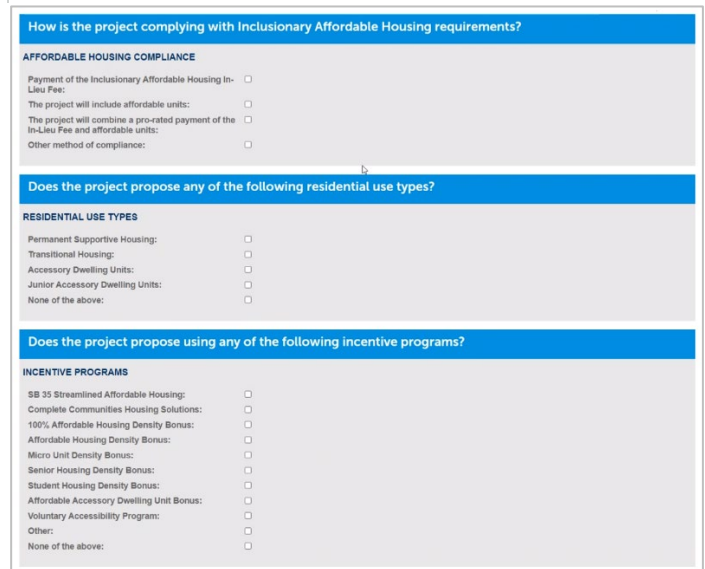
### Historic Designation

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



### Affordable Housing Requirements

- Indicate how the project complies with affordable housing requirements
- Click "Continue Application"




Go to [step 6](#) to upload documents and complete application

## Building Construction – CIP or Public Project Permit

### Select a Record Type

- Select “Business Construction – CIP or Public Project”
- Click “Continue Application”

Use this application when submitting for Capital Improvement Program Projects or projects at City-owned facilities.

**Note:** For PTS Permits, please refer to instruction in the [OpenDSD User Guide to PTS Projects](#).

#### ► Building Applications

- ☐ Approval - Process - Agreement
- ☐ Building Construction
- ☒ Building Construction - CIP or Public Project
- ☐ Building Construction - Master Plan Accessory Structure
- ☐ Building Construction - Master Plan MDU
- ☐ Building Construction - Master Plan SDU
- ☐ Building Construction - Special Programs
- ☐ Building Construction Change
- ☐ Deferred Fire Submittal
- ☐ Deferred Submittal
- ☐ Demolition
- ☐ Fire
- ☐ Fire Construction Change
- ☐ Photovoltaic
- ☐ Photo-voltaic Construction Change
- ☐ Photo-voltaic Residential Project
- ☐ Plan - Mechanical/Electrical/Plumbing Standalone
- ☐ Sign

#### ► Simple No Plan Permits

- ☐ No-Plan - Nonresidential/Multifamily - Electrical
- ☐ No-Plan - Nonresidential/Multifamily - Mechanical

**Continue Application**

### CIP Classification

Answer the CIP classification question.

If the answer to the classification question is “No,” you will need to submit to a different permit type.

#### CIP CLASSIFICATION

\* Are you submitting a Public Project on behalf of a City Department:

☒ Yes ☐ No

### Address Validation

- 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 »**



### Address or Parcel Entry

- Enter Street No. and Street name only
- Click "Search" (the system will populate the parcel info)

**OR**

- Enter parcel number in ###-###-#### format
- Click "Search" (the system will populate the address info if it exists)

- 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:
1222	--Select--	01st	Av

**Search** **Clear**

\*Parcel Number:

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

Legal Description:

**Search** **Clear**

**Additional Information**

Listing

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

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

Suite: 415

**Continue Application »**

### Project Scope and Timeline

Provide the following:

1. Scope
  2. Processing timeline
  3. Applicant type
  4. Associated building permit approval numbers (this is necessary for Deferred Submittals)
- When complete, click "Continue Application"

**Project Information**

\*Define the scope of the work:

Scope of the project: 1

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

\*Applicant Type:

Authorized Agent of project: 3

Provide associated prior Discretionary Approval Number(s) if applicable: 4

**Save and resume later** **Continue Application**

### Permit Specific Requirements

- Answer the No-Plan Permit question

If not a No-Plan Permit, select:

- Building Permit for commercial use of >3 unit residential use

**OR**

- Combination Building Permit for single family dwelling or duplex

- Click "Continue Application"

#### PERMIT SPECIFIC REQUIREMENTS

\* Is this application for a No-Plan Permit per Information Bulletin 203: ☐ Yes ☒ No

\* Select the applicable Permit Type:

--Select--  
--Select--  
Building Permit  
Combination Building Permit

**Continue Application »**

If you respond "Yes" to a No-Plan permit, you will be directed to the required documents page (see below)

- Go to [step 6](#) for full document upload instructions

The maximum file size allowed is 200 MB.

\* Required Documents

1. Required Attachment - No-Plan Building Permit Supplemental Applications (DS-6005)

No file chosen

### Related Permits

- Select the permits you want associated with the Building Permit application, or select "No additional permits."
- Click "Continue Application"

#### PERMITS

No additional permits: ☐  
Electrical Permit: ☒  
Fire Permit - Alarm: ☐  
Fire Permit - Underground: ☐

Mechanical Permit: ☒  
Plumbing Permit: ☒  
Fire Permit - Suppression: ☐  
Fire Permit - Kitchen Hood: ☐

**Save and resume later**

**Continue Application**

### Historic Designation

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

#### 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: 2018

**IMPORTANT: If any structures on site are 45 years or older as indicated above and the proposed work is exterior, the following:**  
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

### Submittal Specific Requirements

- Answer questions to determine required documents
- Click "Continue Application"

#### SUBMITTAL REQUIREMENTS

- \* Is there a Discretionary Permit currently in the process associated with this project: ☐ Yes ☐ No
- \* Will the project include new plumbing fixture(s) or, in the case of commercial construction, is the project removing plumbing fixtures: ☐ Yes ☐ No
- \* Does the project include Structural Calculations: ☐ Yes ☐ No
- \* Does the project include separate Truss Calculations that are not included in the plans: ☐ Yes ☐ No
- \* Does the project include a Geotechnical Investigation Report: ☐ Yes ☐ No
- \* Is the project proposing residential development of 10 or more dwelling units or a condominium conversion development of two or more dwelling units, except as provided in Section 142.1303: ☐ Yes ☐ No
- \* Is the project only for residential use: ☐ Yes ☐ No
- \* Does the project include any storage racks over 6 feet in height: ☐ Yes ☐ No
- \* Is the project for a childcare center: ☐ Yes ☐ No

5h



Go to [step 6](#) to upload documents and complete application

### Master Plan Accessory Structure Permit

#### Select a Record Type

- Select "Building Construction – Master Plan Accessory Structure"

Use this application to **establish a design** for an accessory structure to be used for future construction projects; for example, a swimming pool.

However, **do not use this record to submit to construct** a swimming pool; for that, use Building Construction and select either a Building Permit or Combination permit.

#### Building Applications

- ☐ Approval - Process - Agreement
- ☐ Building Construction
- ☐ Building Construction - CIP or Public Project
- ☒ Building Construction - Master Plan Accessory Structure
- ☐ Building Construction - Master Plan MDU
- ☐ Building Construction - Master Plan SDU
- ☐ Building Construction - Special Programs
- ☐ Building Construction Change
- ☐ Deferred Fire Submittal
- ☐ Deferred Submittal
- ☐ Demolition
- ☐ Fire
- ☐ Fire Construction Change
- ☐ Photovoltaic
- ☐ Photo-voltaic Construction Change
- ☐ Photo-voltaic Residential Project
- ☐ Plan - Mechanical/Electrical/Plumbing Standalone
- ☐ Sign

#### Simple No Plan Permits

- ☐ No-Plan - Nonresidential/Multifamily - Electrical
- ☐ No-Plan - Nonresidential/Multifamily - Mechanical

Continue Application

5a

### Project Scope and Timeline

Provide the following:

1. Scope
  2. Processing timeline
  3. Applicant type
- When complete, click "Continue Application"

Project Information

\* Define the scope of the work:

To establish a MP swimming pool

1

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

2

Standard

\* Applicant Type:

Authorized Agent of

3

Save and resume later

Continue Application



5b



### Submittal Requirements

5c

- Indicate if the design includes structural calculations
- Click "Continue Application"

#### SUBMITTAL REQUIREMENTS

\* Does the project include Structural Calculations:

☐ Yes ☐ No

**i**

Go to [step 6](#) to upload documents and complete application

### Master Plan MDU and SDU Permit

#### Select a Record Type

- Select "Building Construction – Master Plan MDU" or "Building Construction – Master Plan SDU"

5a

Use this record to **establish a design** and to submit phases for a Master Plan Multi Dwelling Unit or a Master Plan Single Dwelling

#### ► Building Applications

- ☐ Approval - Process - Agreement
- ☐ Building Construction
- ☐ Building Construction - CIP or Public Project
- ☐ Building Construction - Master Plan Accessory Structure
- ☒ Building Construction - Master Plan MDU
- ☐ Building Construction - Master Plan SDU
- ☐ Building Construction - Special Programs
- ☐ Building Construction Change
- ☐ Deferred Fire Submittal
- ☐ Deferred Submittal
- ☐ Demolition
- ☐ Fire
- ☐ Fire Construction Change
- ☐ Photovoltaic
- ☐ Photo-voltaic Construction Change
- ☐ Photo-voltaic Residential Project
- ☐ Plan - Mechanical/Electrical/Plumbing Standalone
- ☐ Sign

#### ► Simple No Plan Permits

- ☐ No-Plan - Nonresidential/Multifamily - Electrical
- ☐ No-Plan - Nonresidential/Multifamily - Mechanical

**Continue Application**

#### Occupancy Classification

Answer the questions regarding occupancy and process

5b

- Click "Continue Application"

#### OCCUPANCY CLASSIFICATION

\* Select Occupancy Classification for this application:

Multiple Dwelling Unit R2

\* Select the process requested for this application as defined in the IB 114:

One - Step

5c

### Address Validation

Answer the address validation question.  
You must have an address or assessor's parcel number to continue the application.

- Click "Continue Application"

**ADDRESS VALIDATION**

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

Do you have an Assessor's Parcel Number(s)? : \* ☐ Yes ☐ No

5d

### Address or Parcel Entry

- Enter Street No. and Street name only
- Click "Search" (the system will populate the parcel info)

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

\* Street No.:  Direction: --Select\* Street Name:  Street Type:

**OR**

- Enter parcel number in ###-###-#### format
- Click "Search" (the system will populate the address info, if it exists)

\* Parcel Number:

Legal Description:

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

**Additional Information**

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

List any unit number(s) associated with the project scope: Suite 415

- Click "Continue Application"




- For **Master Plan MDUs**, go to [step 6](#) to upload documents and complete application
- For **Master Plan SDUs**, continue with the following steps

## Project Scope and Timeline

Provide the following:

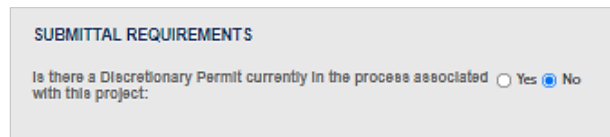
1. Scope
2. Processing timeline
3. Applicant type
4. Associated discretionary permit, if any
  - When complete, click "Continue Application"



The screenshot shows the 'Project Information' form. Step 1 points to the 'Define the scope of the work' field. Step 2 points to the 'What is the processing timeline requested for this application?' dropdown menu. Step 3 points to the 'Applicant Type' dropdown menu. Step 4 points to the 'Provide associated prior Discretionary Approval Number(s)' field. Below the form are two buttons: 'Save and resume later' and 'Continue Application'. A large grey arrow points upwards towards the 'Continue Application' button.

## Submittal Requirements

- Indicate whether an associated discretionary permit is currently in process
- Click "Continue Application"



The screenshot shows the 'SUBMITTAL REQUIREMENTS' section. It contains a question: 'Is there a Discretionary Permit currently in the process associated with this project?' with radio buttons for 'Yes' and 'No'. The 'No' button is selected.

*i*

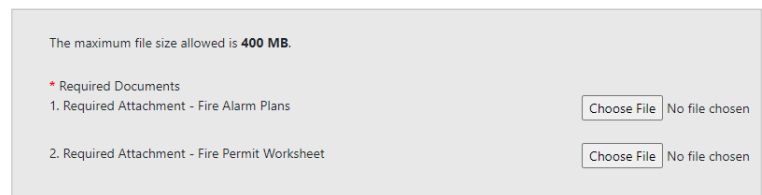
Go to [step 6](#) to upload documents and complete application

## Required Documents

### 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.



The screenshot shows the 'Upload Required Project Documents' section. It states 'The maximum file size allowed is 400 MB.' Below this, there is a list of required documents: '1. Required Attachment - Fire Alarm Plans' and '2. Required Attachment - Fire Permit Worksheet'. Each item has a 'Choose File' button and the text 'No file chosen'.

**Continue Application »**

If you encounter Failed Scout Validation, use the [Scout link](#) and check your files.

[Scout Validation Help](#)



## Additional Documents

Upload any Additional Documents you wish to include with your submittal

- Click "Add"



The maximum file size allowed is **200 MB**.  
html;htm;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"

### New Attachment



New Attachment

[Choose File](#) Project Contact Information Form.pdf

Type

Project Contacts Information

Description

Contact form

Close

Submit



[Continue Application »](#)



## Workers' Compensation Declaration

- Select the insurance declaration statement that applies to this project (Not applicable for Master Plan Accessory Structure)
- Click "Continue Application"

Worker's Compensation Declaration: I hereby affirm under penalty of perjury one of the following declarations:

**WARNING:** FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

\*Indicates a required field.

Declaration
<p><b>DECLARATION</b></p> <p>I am either self-insured or will maintain workers compensation insurance: ?</p> <p><input type="checkbox"/> I am not subject to workers compensation insurance: ?</p> <p><input type="checkbox"/> To be determined at the time of permit issuance: ?</p> <p><input type="checkbox"/></p>

[Continue Application »](#)



## Review Application

Review the Application and return to previous steps by clicking on the numbered tabs at the top.



**Building Construction**  
1   2   3   **4 Project Information**   5 Project Documents   6 Declaration   7 Review   8 Submitted

### Step 6 - Review

[Save and resume later](#)
[Continue Application](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

#### Record Type

Building Construction

#### Address Validation

ADDRESS VALIDATION  
Do you have an address for the project site?: Yes

#### Address

1222 01st Av

#### Parcel

Parcel Number: 533-433-2800  
Legal Description: BLK 1 ST CLSD6BLKS 13 THRU 150

#### 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:

#### Code Case Validation

Code Enforcement  
Is there a code enforcement violation case on this site?: No

#### Select Scope and Timeline

Project Information  
Define the scope of the work: ADU      What is the processing timeline requested for this application?: Standard  
Applicant Type: Authorized Agent of Property Owner or Other Person per M.C.      Provide associated prior Discretionary Approval Number(s): 0  
Section 112.0102

#### Does the project propose any of the following residential use types?

RESIDENTIAL USE TYPES	
Permanent Supportive Housing:	No
Transitional Housing:	No
Accessory Dwelling Units:	No
Junior Accessory Dwelling Units:	No
None of the above:	Yes

#### Does the project propose using any of the following incentive programs?

INCENTIVE PROGRAMS	
SB 35 Streamlined Affordable Housing:	No
Complete Communities Housing Solutions:	No
100% Affordable Housing Density Bonus:	No
Affordable Housing Density Bonus:	No
Micro Unit Density Bonus:	No
Senior Housing Density Bonus:	No
Student Housing Density Bonus:	No
Affordable Accessory Dwelling Unit Bonus:	No
Voluntary Accessibility Program:	No
Other:	No
None of the above:	Yes

#### Declaration

DECLARATION  
I am either self-insured or will maintain workers compensation insurance: No  
I am not subject to workers compensation insurance: No  
To be determined at the time of permit issuance: Yes

I certify that I have read this application and state the above information is correct, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application (Municipal Code Section 112.0102). I understand that the applicant is responsible for knowing and complying with the governing policies and regulations applicable to the proposed development or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations, including before or during final inspections. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy, which may be available to enforce and correct violations of the applicable policies and regulations. I authorize representatives of the city to enter the above-identified property for inspection purposes. I have the authority and grant City staff and advisory bodies the right to make copies of any plans or reports submitted for review and permit processing for the duration of this project.

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

Date: \_\_\_\_\_

[Save and resume later](#)
[Continue Application](#)

11

- Acknowledge the final certification
- Click "Continue Application"

I certify that I have read this application and state the above information is true and correct. I understand the City's policies and regulations applicable to the proposed development or project, including before or during final inspections. City regulation, nor does it constitute a waiver by the City to pursue any other action against the city to enter the above-identified property for inspection purposes.

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

**Continue Application »**

12

Your record number will be created and displayed, and an email with further instructions will be sent.

**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 »**

13

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

Hello,

Development Services has created your application.

Record ID: PRJ-8005336

Record Address:

Record Type: General

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

Thank you for your application. Your documents have been received and will be processed in the order submitted.

For current application processing timeline, [click here](#)

**The progress of your application can be tracked through your [Online Permitting Account](#)**

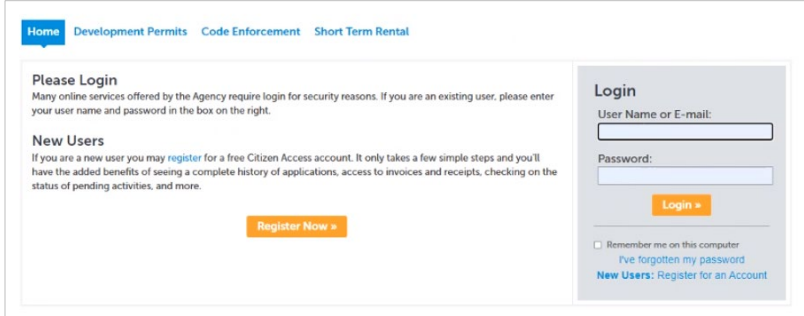
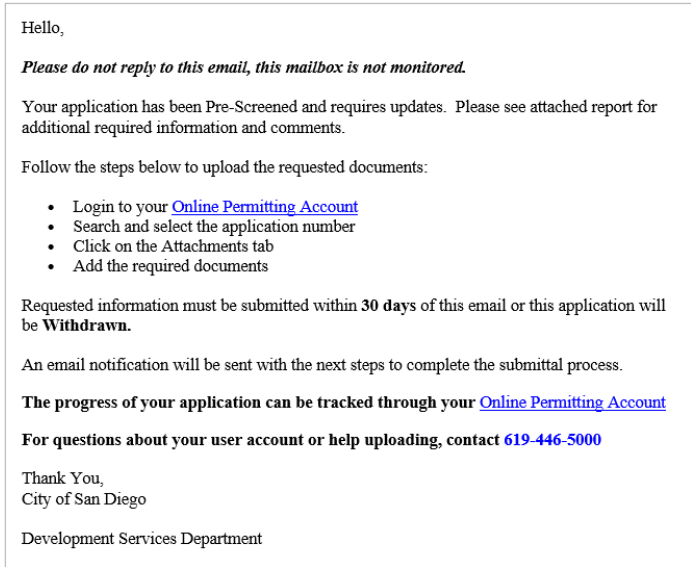
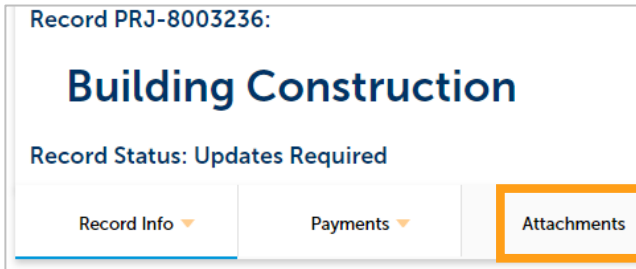
**For questions about your user account or help uploading, contact 619-446-5000**

Thank you,

City of San Diego

Development Services Department

## 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.</p> <ul style="list-style-type: none"> <li>Click either of the email links to go to your account and make project updates</li> </ul>	
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"

To upload attachments:

- Click Add to start the process
- Click Add for each file to upload

The maximum file size allowed is 200 MB.  
allowed:pdf;bat;chm;cmd;com;cpb;doc;docx;exe;hta;htm;html;ins;isp;jar;jse;jsp;link;mdb;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scrt;shb;sys;vb;vbs;vml;wml;xla;xls;xlsx;xml;zip

Attachments (2)

File Name	File Size	Status	Type
Storm Water Req. Applicability Checklist (DS-560) PRJ-8003236.pdf	1.2 MB	Uploaded	Storm Wa
Building Construction Plans PRJ-8003236.pdf	4.14 MB	Uploaded	Building C

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

New Attachment

Choose File No file chosen

Type

--Select--

Description

Enter a brief description of the document

Close Submit

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

### Tips:

- If you have any items to submit that were not requested, upload them first.
- When your resubmittal contains all the required documents, the “Add” button will disappear.

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.  
 accdb, adp, adp, bat, chm, cmd, com, cpl, doc, docx, exe, htm, html, jar, js, jpeg, jpg, link, mdb, mxd, ppt, pptx, rar, zip, scr, sct, shb, sys, vbs, xls, xlsx, xml, zip are disallowed file types to upload.  
 htm, html, mhtml, mxd, doc, docx, xls, xlsx, xml, zip are disallowed file types to upload.

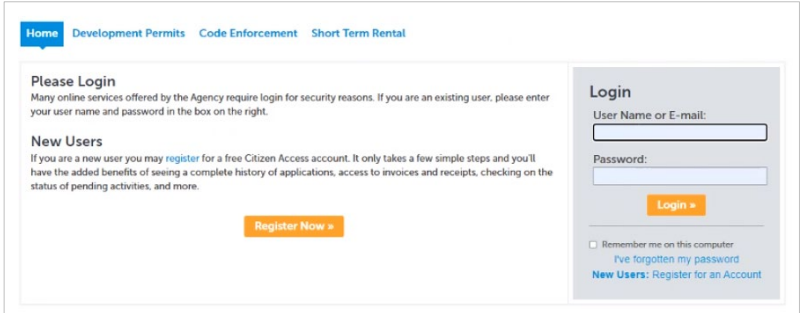
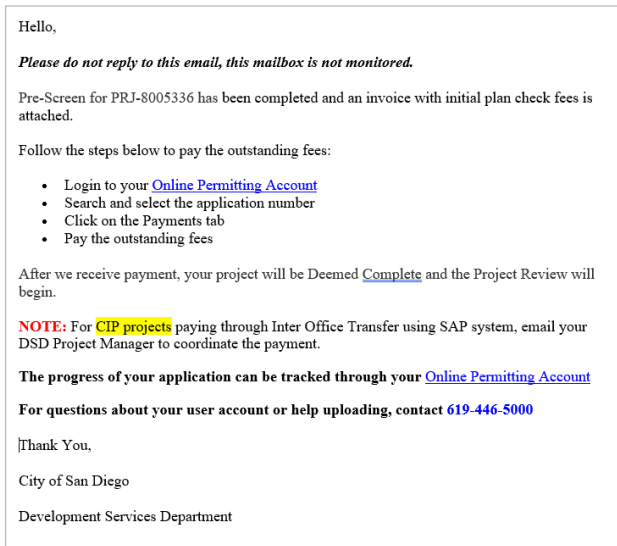
Finishing upload of Fire Specs 372KB.pdf. Please wait for the page to refresh

Attachments (3)

	File Name	File Size	Status	Type	Refresh
Actions ▾	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	

Add Attachment

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

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	<ul style="list-style-type: none"> <li>• Open the “Review Pending Invoice Payment” email</li> <li>• Click a link to log in to your account and make a payment</li> </ul>	

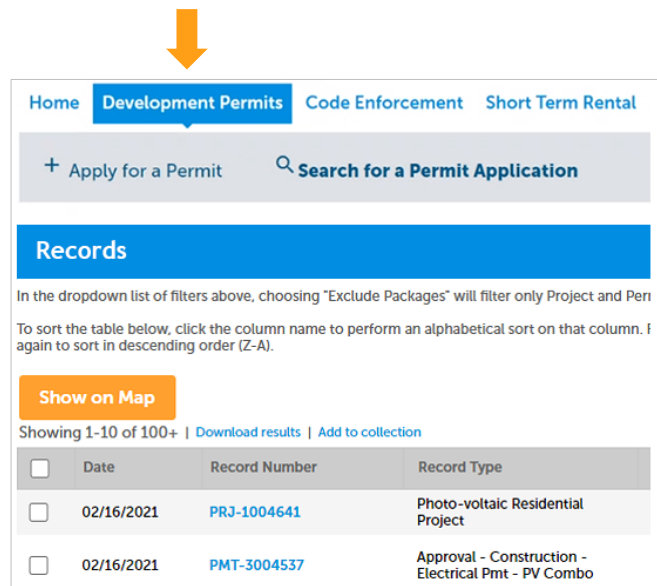
Click on the "Development Permits" tab.

- 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**



Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

**Records**

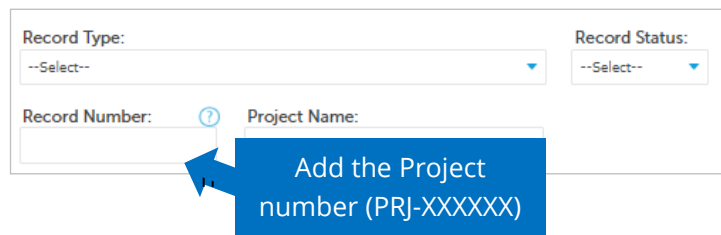
In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Per

To sort the table below, click the column name to perform an alphabetical sort on that column. I again to sort in descending order (Z-A).

Show on Map

Showing 1-10 of 100+ | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	02/16/2021	PRJ-1004641	Photo-voltaic Residential Project
<input type="checkbox"/>	02/16/2021	PMT-3004537	Approval - Construction - Electrical Pmt - PV Combo



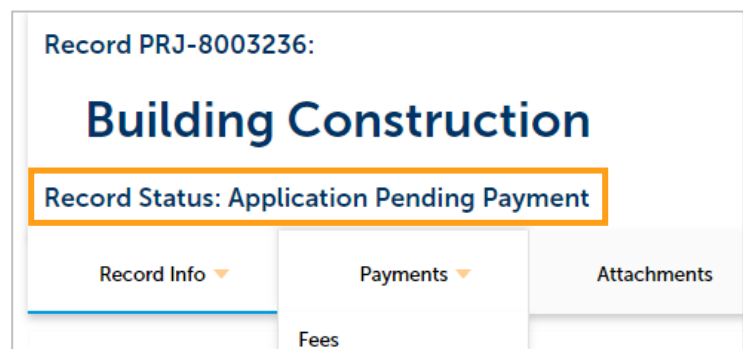
Record Type: --Select-- Record Status: --Select--

Record Number: Project Name:

Add the Project number (PRJ-XXXXXX)

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

- Click on "Payments"
- Select "Fees"



Record PRJ-8003236:

**Building Construction**

Record Status: Application Pending Payment

Record Info Payments Attachments

Fees

- Click on "Pay Fees"

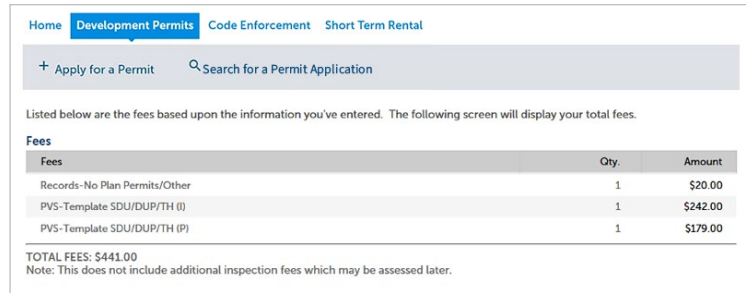
**Outstanding:**

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		

Pay Fees

6

The following screen will load. Follow instructions to pay.



Home **Development Permits** Code Enforcement Short Term Rental

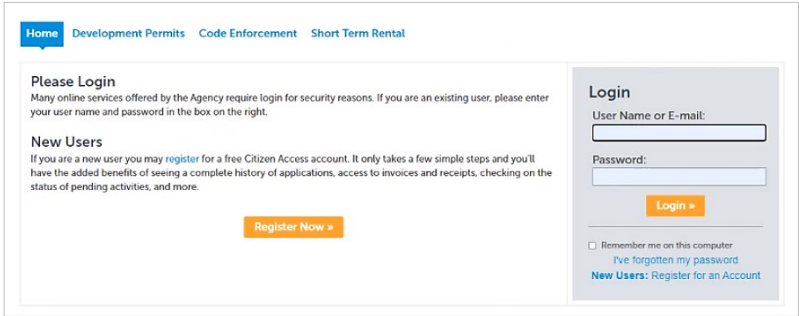
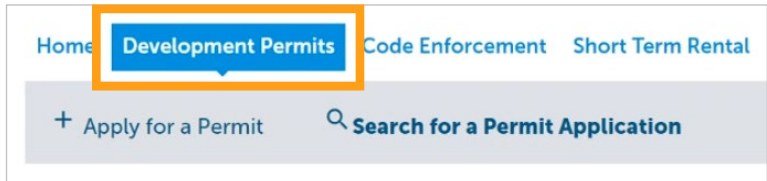
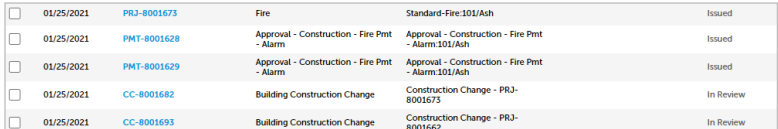
+ Apply for a Permit Search for a Permit Application

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.

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

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> <li>* If you are a new user, see the <a href="#">tutorial</a> on how to register for an account</li> </ul>	
2	<ul style="list-style-type: none"> <li>Select the "Development Permits" tab</li> </ul>	
3	<p>Your records will be displayed</p> <ul style="list-style-type: none"> <li>Select the PRJ you wish to see the Project Issues Report for</li> </ul>	

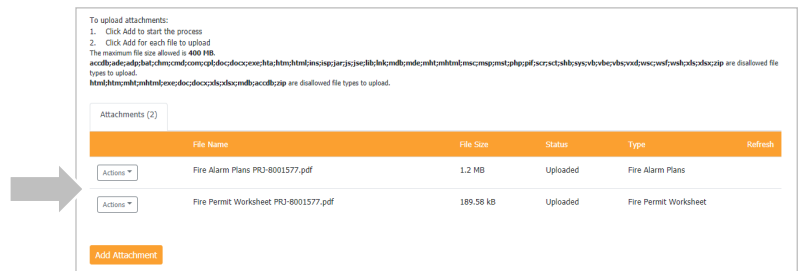
4

- Click the “Attachments” tab

Previously attached documents will be displayed.

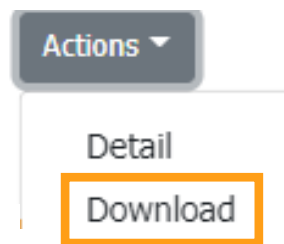
You will see your Project Issues Report by discipline displayed.

- Click the “Actions” drop-down



5

Click “Download” and the selected Project Issues Report will download



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

Step

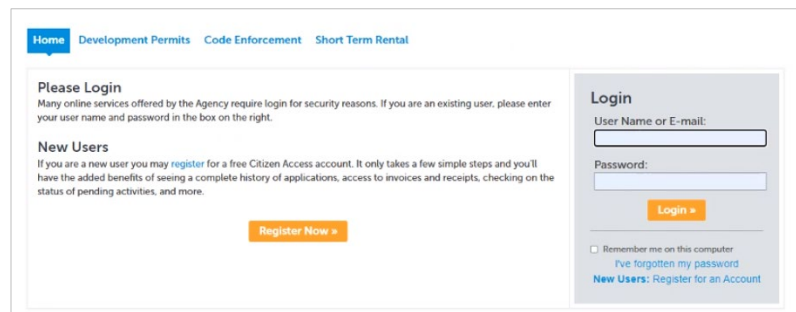
Action

Screen Reference

**i** You will receive an email for Recheck Required if there are corrections to be made to the plans or if additional information is needed.

1

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



2

- Open the “Ready for Resubmittal” email
- Click a link to log in to your account and update the project documents or information

Hello,

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

All review disciplines have completed their reviews for PRJ-8005336. At this time, additional documents and information are required to continue the review process.

Follow the steps below to upload the requested documents:

- Login to your [Online Permitting Account](#)
- Search and select the application number
- Click on the Attachments tab
- Add the required documents

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

The progress of your application can be tracked through your [Online Permitting Account](#)

For questions about your user account or help uploading, contact **619-446-5000**

Thank you,  
City of San Diego

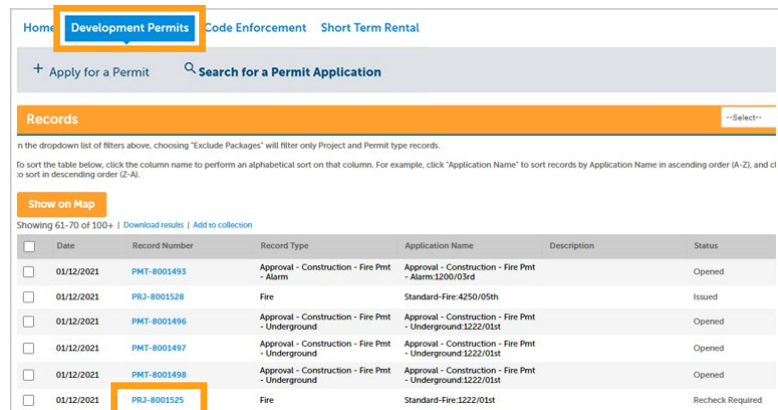
Development Services Department

3

- Select the “Development Permits” tab

Your records will display with the current statuses.

- Click on the blue PRJ link of the project

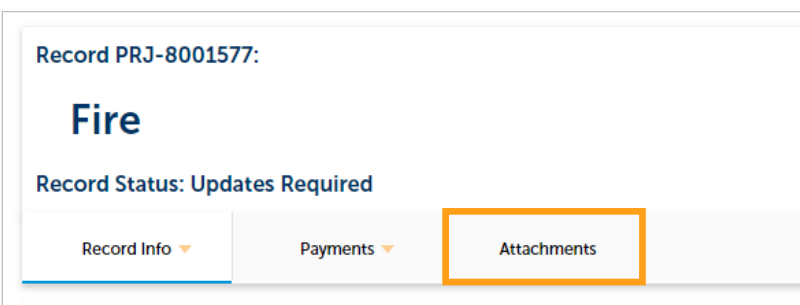


Date	Record Number	Record Type	Application Name	Description	Status
01/12/2021	PMT-8001493	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:1200/03rd		Opened
01/12/2021	PRJ-8001528	Fire	Standard-Fire:4250/05th		Issued
01/12/2021	PMT-8001496	Approval - Construction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



**Record PRJ-8001577:**

**Fire**

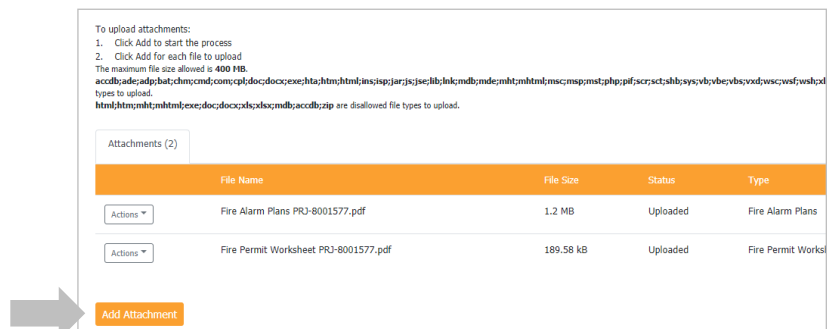
**Record Status: Updates Required**

Record Info Payments Attachments

5

Previously attached documents will be displayed.

- Click “Add Attachment”



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.

accd:bade;adp;bat;chm;cmd;com;cpl;doc;docx;exe;hta;html;htm;ins;isp;jar;jsc;jse;lib;log;mdb;mdt;mht;mhtml;mnc;msp;ppt;php;pdf;scr;scs;shb;sys;vby;vbs;vxd;vsw;wef;wsh;wps;wxd;wz

types to upload.

http://tinyurl.com/mhtn/exe;doc;docx;docm;docm;accdb;zip are disallowed file types to upload.

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

Add Attachment

6

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

\*\*\*If submitting Applicant Response to Issues, upload requested documents. If the responses are for more than one discipline, combine responses into one PDF file for upload\*\*\*

**Tips:**

- If you have any items to submit that were not requested, upload them first.
- When your resubmittal contains all the required documents, the "Add" button will disappear.


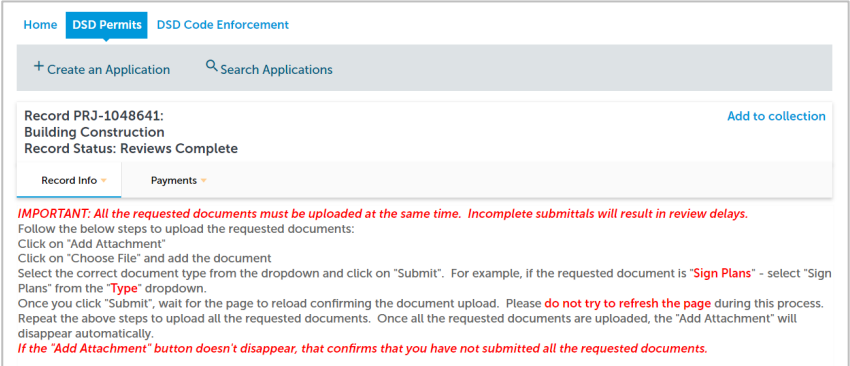
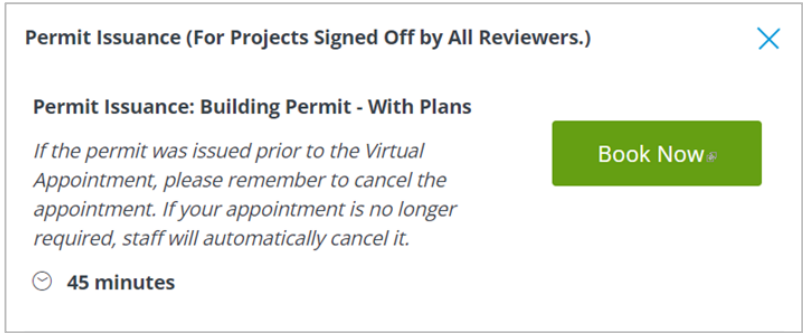

7

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

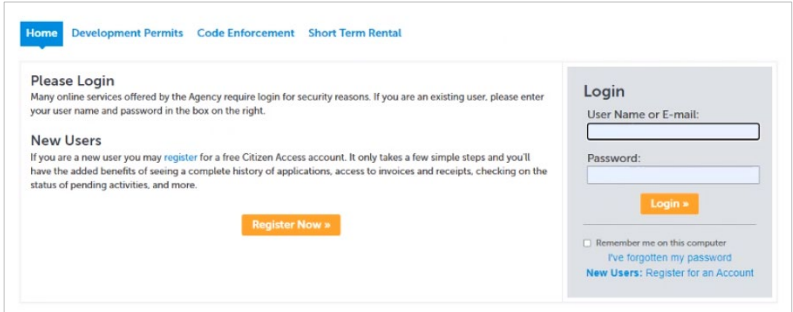
File Name	File Size	Status	Type	Refresh
Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	Actions
Fire Permit Worksheet PRJ-8001577.pdf	189.58 KB	Uploaded	Fire Permit Worksheet	Actions
Fire Alarm Specs PRJ-8001577.pdf	371.47 KB	Uploaded	Fire Alarm Specs	Actions



## I RECEIVED A "FINAL VERSION SIGNED OFF" EMAIL. WHAT DO I DO NEXT?

Step	Action	Screen Reference
	The application is now in queue for issuance. Refer to the <a href="#">Permit Application Processing Timeline</a> for current issuance timelines.	 <p><b>IMPORTANT:</b> All the requested documents must be uploaded at the same time. Incomplete submittals will result in review delays. Follow the below steps to upload the requested documents: Click on "Add Attachment" Click on "Choose File" and add the document Select the correct document type from the dropdown and click on "Submit". For example, if the requested document is "Sign Plans" - select "Sign Plans" from the "Type" dropdown. Once you click "Submit", wait for the page to reload confirming the document upload. Please <b>do not try to refresh the page</b> during this process. Repeat the above steps to upload all the requested documents. Once all the requested documents are uploaded, the "Add Attachment" will disappear automatically. <b>If the "Add Attachment" button doesn't disappear, that confirms that you have not submitted all the requested documents.</b></p>
1	<p>We offer appointments for issuance of certain application types.</p> <ul style="list-style-type: none"> <li>To schedule an appointment, <a href="#">click here</a>.</li> </ul>	 <p><b>Permit Issuance (For Projects Signed Off by All Reviewers.)</b></p> <p><b>Permit Issuance: Building Permit - With Plans</b></p> <p><i>If the permit was issued prior to the Virtual Appointment, please remember to cancel the appointment. If your appointment is no longer required, staff will automatically cancel it.</i></p> <p> <b>45 minutes</b></p> <p><a href="#">Book Now</a></p>

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

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>	 <p><b>Please Login</b> 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.</p> <p><b>New Users</b> If you are a new user you may <a href="#">register</a> 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.</p> <p><a href="#">Register Now</a></p> <p><b>Login</b> User Name or E-mail: Password: <a href="#">Login</a></p> <p><input type="checkbox"/> Remember me on this computer I've forgotten my password <a href="#">New Users: Register for an Account</a></p>

## Open the "Approved" email

- Click on the email link that says "Online Permitting Account" to login to your account and upload documents

Hello,

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

**Information Only:**

Great News! The final version of the plans has been signed off by all review disciplines.

The application is now in queue for issuance with the exception of engineering permits, please refer to items in red below.

Refer to the [Permit Application Processing Timeline](#) for current issuance timelines. We offer appointments for issuance of certain application types. To schedule an appointment, [click here](#).

**For Engineering permits:**

- D-Sheet drawings** have been forwarded to the Deputy City Engineer queue for audit and signature. Discrepancies found in the audit may result in additional review cycles. Once the drawings are signed, they will be sent to issuance staff to start the pre-issuance process. All City Engineer audits, and engineering permit pre-issuance reviews are processed in the order received.
- B, C or U-Sheet drawings** have been forwarded to the Deputy City Land Surveyor for audit and signature. The associated project document(s) will then be sent to the County of San Diego for recordation.

Applications will be pre-screened by issuance staff. If additional scope changes, issuance documents, or plan check fees are required, you will be notified.

If no additional information is required, a final invoice will be sent to you via email. Once the invoice is paid your application permit will be issued.

The progress of your application can be tracked through your [Online Permitting Account](#)

For questions about your user account or help uploading, contact 619-446-5000

Thank you,  
City of San Diego  
Development Services Department

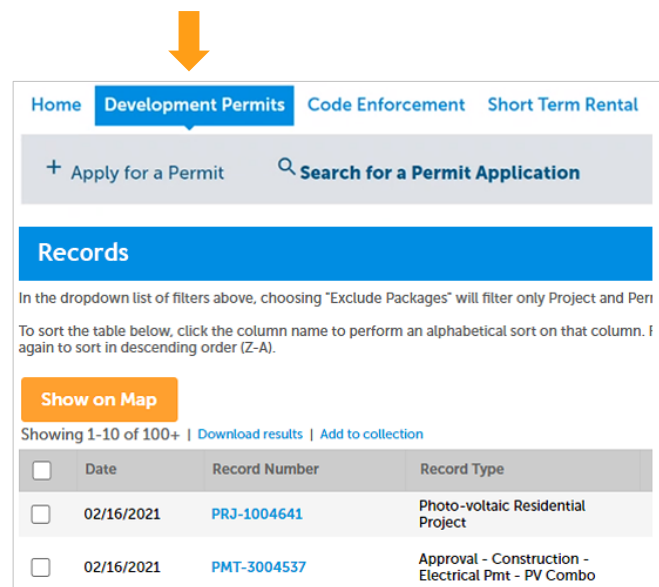
## Click the "Development Permits" tab.

- 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**



Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

**Records**

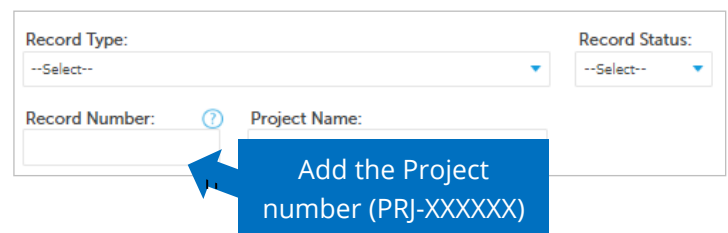
In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Per

To sort the table below, click the column name to perform an alphabetical sort on that column. I again to sort in descending order (Z-A).

Show on Map

Showing 1-10 of 100+ | Download results | Add to collection

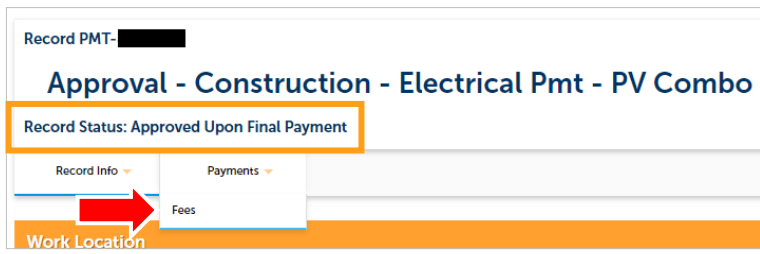

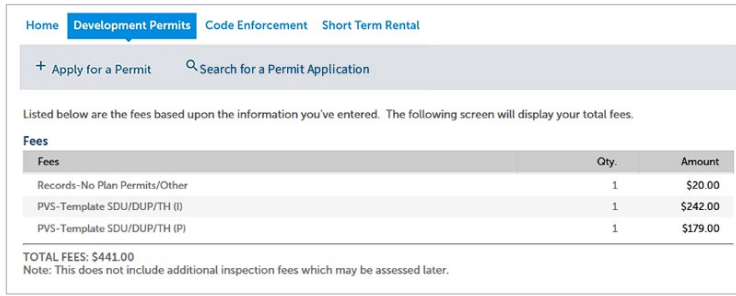
<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	02/16/2021	PRJ-1004641	Photo-voltaic Residential Project
<input type="checkbox"/>	02/16/2021	PMT-3004537	Approval - Construction - Electrical Pmt - PV Combo




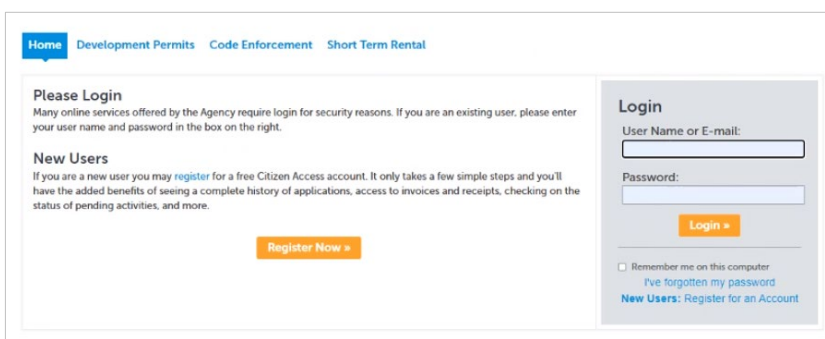
Record Type: --Select-- Record Status: --Select--

Record Number: Project Name:

Add the Project number (PRJ-XXXXXX)

4	<p>Verify that the record has the status: "Approved Upon Final Payment"</p> <ul style="list-style-type: none"> <li>Click "Payments"</li> <li>Then, select "Fees"</li> </ul>																			
5	<p>Click "Pay Fees"</p>	 <table border="1"> <thead> <tr> <th colspan="3">Outstanding:</th> </tr> <tr> <th>Date</th> <th>Invoice Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$20.00</td> </tr> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$242.00</td> </tr> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$179.00</td> </tr> <tr> <td colspan="3">Total outstanding fees: \$441.00</td> </tr> </tbody> </table>	Outstanding:			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		
Outstanding:																				
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	<p>The following screen will load.</p> <ul style="list-style-type: none"> <li>Follow instructions to pay</li> </ul>	 <table border="1"> <thead> <tr> <th>Fees</th> <th>Qty.</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Records-No Plan Permits/Other</td> <td>1</td> <td>\$20.00</td> </tr> <tr> <td>PVS-Template SDU/DUP/TH (I)</td> <td>1</td> <td>\$242.00</td> </tr> <tr> <td>PVS-Template SDU/DUP/TH (P)</td> <td>1</td> <td>\$179.00</td> </tr> <tr> <td colspan="2"><b>TOTAL FEES:</b></td> <td><b>\$441.00</b></td> </tr> </tbody> </table> <p>Note: This does not include additional inspection fees which may be assessed later.</p>	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:</b>		<b>\$441.00</b>			
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PVS-Template SDU/DUP/TH (P)	1	\$179.00																		
<b>TOTAL FEES:</b>		<b>\$441.00</b>																		

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

Step	Action	Screen Reference
	<p>You will receive an Updates Required email if additional information is needed to issue the permit.</p>	
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

- Open the “Issuance Checklist Requested” email.
- Click on a link to log in to your account and submit documents

Hello,

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

Plan check for PRJ-8005336 has been completed. There may be outstanding plan check fees that must be paid prior to uploading the requested Issuance Checklist Items shown on the attachment for permit issuance.

For any outstanding fees, refer to the attached Invoice. **Documents cannot be uploaded until outstanding plan check fees are paid.**

Follow the steps below to upload the requested documents:

- Login to your [Online Permitting Account](#)
- Search and select the application number
- Pay outstanding fees (if applicable)
- Click on the Attachments tab
- Upload the requested documents

**NOTE:** The **Inspection Contact** listed on the Form DS-345 (Project Contacts Information) must have an **ACA registered account** to schedule inspections. Click the following link [Online Permitting Account](#) to register.

The progress of your application can be tracked through your [Online Permitting Account](#)

For questions about your user account or help uploading, contact **619-446-5000**

Thank You,

City of San Diego

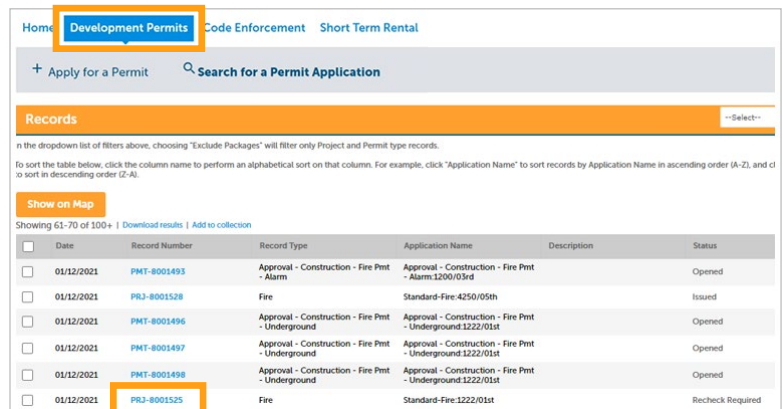
Development Services Department

3

- Select the “Development Permits” tab

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

Record PRJ-8003380:

## Building Construction

Record Status: Issuance Checklist Requested

Record Info
Payments

Attachments

Previously attached documents will be displayed.

- Click "Add Attachment"

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.  
acodbaedapdybatydmymcomqpldodococxehtahtnhtmlinsispjarjsjseibkmdmdeymhtmtmlmmscmstphgpdfscorctshhsysvbybvybsvxdwscwfwshad  
types to upload.  
htmlhtmnmhtmtmtyexedocdocpelsdscmdlyacodlyzip are disallowed file types to upload.

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

Add Attachment

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

Repeat until all requested documents have been uploaded

**New Attachment**

Choose File No file chosen

Type  
--Select--

Description  
Enter a brief description of the document

Close Submit

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

**Tip:** When your resubmittal contains all the required documents, the "Add" button will disappear.

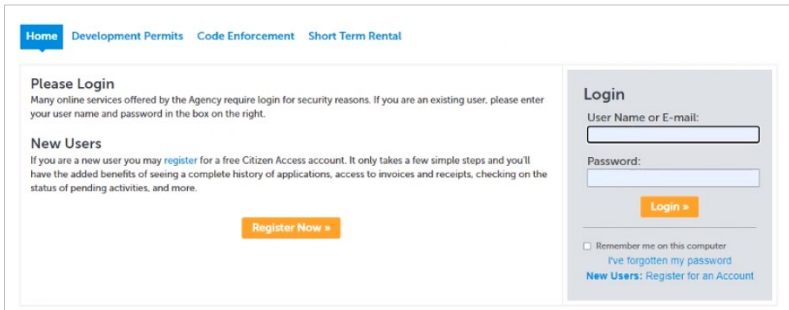
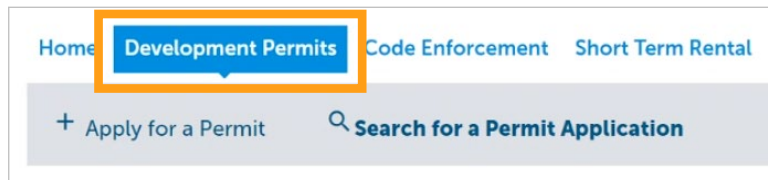
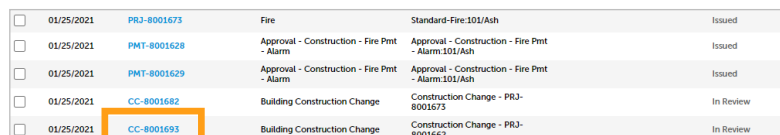
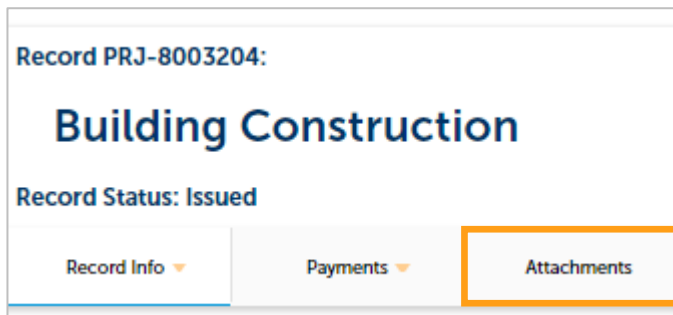
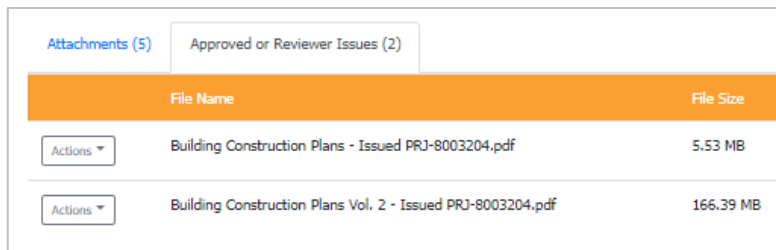
To upload attachments:  
1. Click Add to start the process  
2. Click Add for each file to upload  
The maximum file size allowed is 400 MB.  
acodbaedapdybatydmymcomqpldodococxehtahtnhtmlinsispjarjsjseibkmdmdeymhtmtmlmmscmstphgpdfscorctshhsysvbybvybsvxdwscwfwshad  
types to upload.  
htmlhtmnmhtmtmtyexedocdocpelsdscmdlyacodlyzip are disallowed file types to upload.

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

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

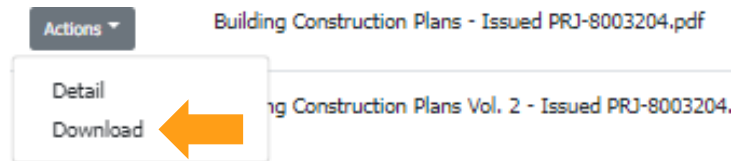
## PERMIT STATUS IS "ISSUED." HOW DO I DOWNLOAD MY APPROVED PLANS?

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	<ul style="list-style-type: none"><li>Select the “Development Permits” tab</li></ul>																									
3	<p>Your records will be displayed</p> <ul style="list-style-type: none"><li>Select the PRJ record you wish to print by clicking on the blue link</li></ul>	 <table><tr><th>Date</th><th>Permit Number</th><th>Project Name</th><th>Status</th></tr><tr><td>01/25/2021</td><td>PRJ-8001673</td><td>Fire</td><td>Issued</td></tr><tr><td>01/25/2021</td><td>PMT-8001528</td><td>Approval - Construction - Fire Pmt - Alarm</td><td>Issued</td></tr><tr><td>01/25/2021</td><td>PMT-8001629</td><td>Approval - Construction - Fire Pmt - Alarm</td><td>Issued</td></tr><tr><td>01/25/2021</td><td>CC-8001682</td><td>Building Construction Change</td><td>In Review</td></tr><tr><td>01/25/2021</td><td>CC-8001693</td><td>Building Construction Change</td><td>In Review</td></tr></table>	Date	Permit Number	Project Name	Status	01/25/2021	PRJ-8001673	Fire	Issued	01/25/2021	PMT-8001528	Approval - Construction - Fire Pmt - Alarm	Issued	01/25/2021	PMT-8001629	Approval - Construction - Fire Pmt - Alarm	Issued	01/25/2021	CC-8001682	Building Construction Change	In Review	01/25/2021	CC-8001693	Building Construction Change	In Review
Date	Permit Number	Project Name	Status																							
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01/25/2021	PMT-8001629	Approval - Construction - Fire Pmt - Alarm	Issued																							
01/25/2021	CC-8001682	Building Construction Change	In Review																							
01/25/2021	CC-8001693	Building Construction Change	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	<p>The attachments for this project will be displayed.</p> <p>Status will be <i>Approved</i></p>	 <table><tr><th>File Name</th><th>File Size</th></tr><tr><td>Building Construction Plans - Issued PRJ-8003204.pdf</td><td>5.53 MB</td></tr><tr><td>Building Construction Plans Vol. 2 - Issued PRJ-8003204.pdf</td><td>166.39 MB</td></tr></table>	File Name	File Size	Building Construction Plans - Issued PRJ-8003204.pdf	5.53 MB	Building Construction Plans Vol. 2 - Issued PRJ-8003204.pdf	166.39 MB																		
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Building Construction Plans - Issued PRJ-8003204.pdf	5.53 MB																									
Building Construction Plans Vol. 2 - Issued PRJ-8003204.pdf	166.39 MB																									

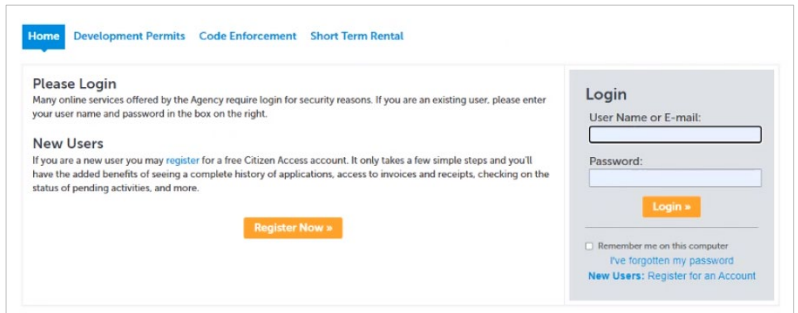

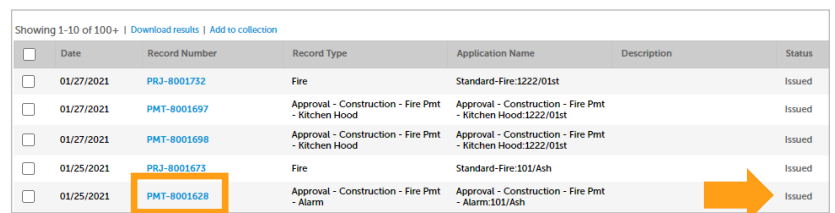
6

The document name will contain the word "Issued"

- Click on the "Actions" drop-down and click "Download"



## HOW DO I SCHEDULE INSPECTIONS?

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	<ul style="list-style-type: none"> <li>Click "My Records" and your records will be displayed</li> </ul>	
3	<ul style="list-style-type: none"> <li>Click on the permit number for which you would like to schedule an inspection.</li> </ul> <p>The status must be "Issued" to schedule an inspection.</p>	



4	Click the "Record Info" tab for drop-down options	<div> Record PMT-8001628: <h2>Approval - Construction - Fire Pmt - Alarm</h2> Record Status: Issued Expiration Date: 01/25/2021 <div> Record Info Payments Conditions 1 Attachments </div> </div>
5	<ul style="list-style-type: none"> <li>Click "Inspections"</li> </ul>	<div> Record Info Record Details Processing Status Related Records Inspections </div>
6	<p>The inspections screen will appear, showing upcoming and completed inspections.</p> <ul style="list-style-type: none"> <li>Click the "Actions" link of the inspection you would like to schedule</li> </ul>	<div> <p><b>Please Note:</b> Combination - Disconnect Reconnect Inspection type needs to an <b>"Electrical"</b> upgrade(s)/replacement(s)</p> <p>Upcoming (2)</p> <p><a href="#">Schedule an Inspection</a></p> <p><small>Click the link above to schedule one.</small></p> <p>TBD Pending Elect-Fire Alarm-Final (3) Tenant Improvement (18517181) Inspector: <i>unassigned</i> 01/25/2021 Scheduled Elect-Fire Alarm-Rough Tenant Imp (18517180) Inspector: John Bayliss</p> <p>Completed</p> <p><small>There are no completed inspections on this record.</small></p> <div> Actions View Details Schedule </div> </div>
7	<ul style="list-style-type: none"> <li>Click the "Schedule" link</li> </ul>	<div> Actions View Details Schedule </div>

8

- Select the date on which you would like the inspection. It must be a future date, not the same day.
- Next, click the "All Day" radio button
- Finally, click "Continue"

### Schedule/Request an Inspection

calendar below:

Jan 2021

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

« Prev

Feb 2021

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

Mar 2021

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

☐ 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 "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.

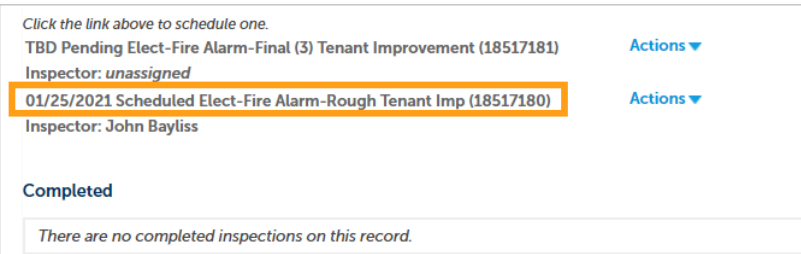
Elect-Fire Alarm-Final (3) Tenant Improvement  
01/28/2021  
101 Ash St  
DONNA D'ORSI 8586272013

[Include Additional Notes](#)

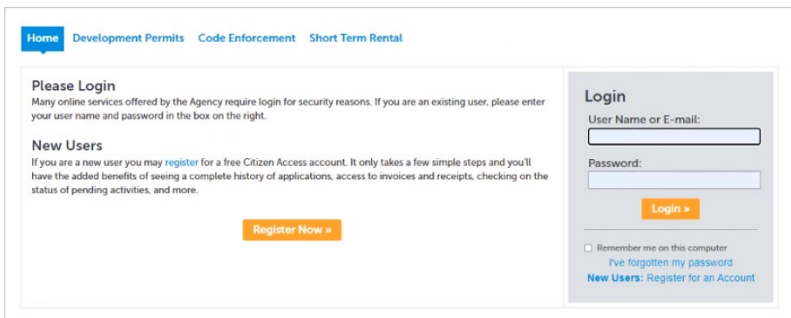
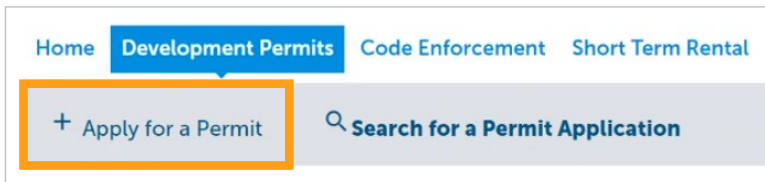
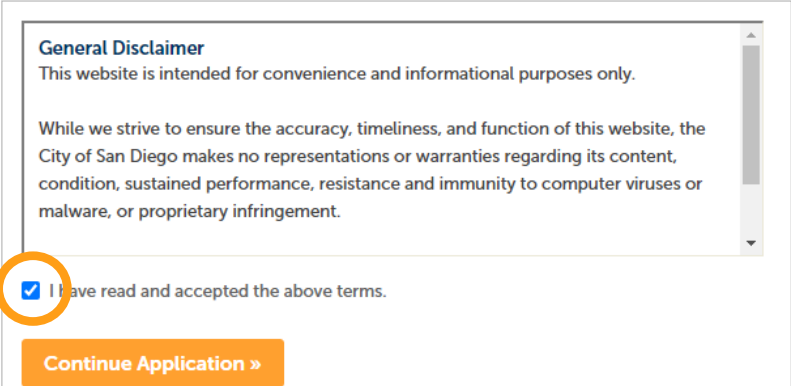
Finish

Back

Cancel

11	<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>	 <p>Click the link above to schedule one.</p> <p>TBD Pending Elect-Fire Alarm-Final (3) Tenant Improvement (18517181) <a href="#">Actions ▼</a></p> <p>Inspector: <i>unassigned</i></p> <p><b>01/25/2021 Scheduled Elect-Fire Alarm-Rough Tenant Imp (18517180)</b> <a href="#">Actions ▼</a></p> <p>Inspector: John Bayliss</p> <p><b>Completed</b></p> <p><i>There are no completed inspections on this record.</i></p>
----	--	---

## 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>	 <p>Home Development Permits Code Enforcement Short Term Rental</p> <p><b>Please Login</b> 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.</p> <p><b>New Users</b> If you are a new user you may <a href="#">register</a> 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.</p> <p><a href="#">Register Now »</a></p> <p><b>Login</b> User Name or E-mail: Password: <a href="#">Login »</a></p> <p><input type="checkbox"/> Remember me on this computer <a href="#">I've forgotten my password</a> <a href="#">New Users: Register for an Account</a></p>
2	<ul style="list-style-type: none"> <li>Click the "Development Permits" tab</li> <li>Click on "Apply for a Permit"</li> </ul>	 <p>Home <b>Development Permits</b> Code Enforcement Short Term Rental</p> <p><a href="#">+ Apply for a Permit</a> <a href="#">Search for a Permit Application</a></p>
3	<ul style="list-style-type: none"> <li>Read the General Disclaimer and then place a check mark confirming your acceptance.</li> <li>Then, click "Continue Application"</li> </ul>	 <p><b>General Disclaimer</b> This website is intended for convenience and informational purposes only.</p> <p>While we strive to ensure the accuracy, timeliness, and function of this website, the City of San Diego makes no representations or warranties regarding its content, condition, sustained performance, resistance and immunity to computer viruses or malware, or proprietary infringement.</p> <p><input checked="" type="checkbox"/> I have read and accepted the above terms.</p> <p><a href="#">Continue Application »</a></p>

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.

► **Building Applications**

- ☐ Approval - Process - Agreement
- ☐ Building Construction
- ☐ Building Construction - CIP or Public Project
- ☐ Building Construction - Master Plan Accessory Structure
- ☐ Building Construction - Master Plan MDU
- ☐ Building Construction - Master Plan SDU
- ☐ Building Construction - Special Programs
- ☒ **Building Construction Change**
- ☐ Deferred Fire Submittal
- ☐ Deferred Submittal
- ☐ Demolition
- ☐ Fire

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
- Click "Continue Application"

**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:

PMT-XXXXXX(PMT-XXXXXX)

**Continue Application »**

6

- Click "Add a Row"

**RELATED PERMITS**

Showing 0-0 of 0

Permit Number
No records found.

**Add a Row** **Edit Selected** **Delete Selected**

7

- Enter related permit numbers using the format PMT-1234567
- Click "Submit" and the PMT will be added

**RELATED PERMITS**

\* Permit Number:

PMT-3004505

**Submit** **Cancel**

8

- Repeat if more permits are related to this construction change
- Click "Continue Application"

**RELATED PERMITS**

Showing 1-1 of 1

<input type="checkbox"/>	Permit Number
<input type="checkbox"/>	PMT-3004505

[Add a Row](#)
[Edit Selected](#)
[Delete Selected](#)

**Continue Application »**



9

- Click "Add" to upload the documents that reflect the proposed change.

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**

10

- Click "Choose File" and select from your computer.
- Provide the *Type* of document you are uploading
- Provide a brief description of the document
- Click "Submit"

**New Attachment**

**Choose File** Building Con...n Plans.PDF

Type

Building Construction Plans

Description

**Close** **Submit**

Your uploaded files will be displayed

- Click "Continue Application"

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

File Name	File Size	Type
Building Construction Plans.PDF	4.88 MB	Building Construction Plans

[Add](#)

[Continue Application »](#)



- You will get the message displaying your CC number that was created.
- You will receive a confirmation email with the number as well.

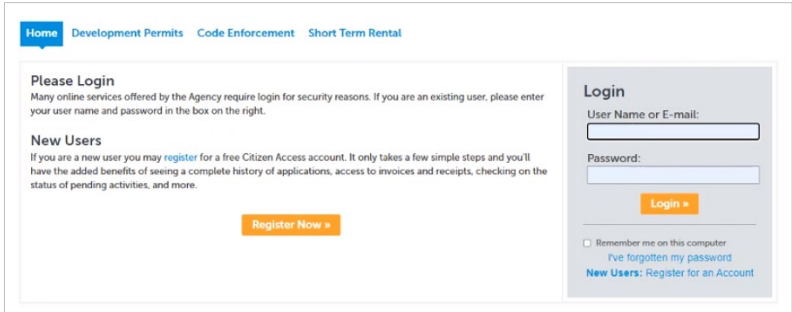
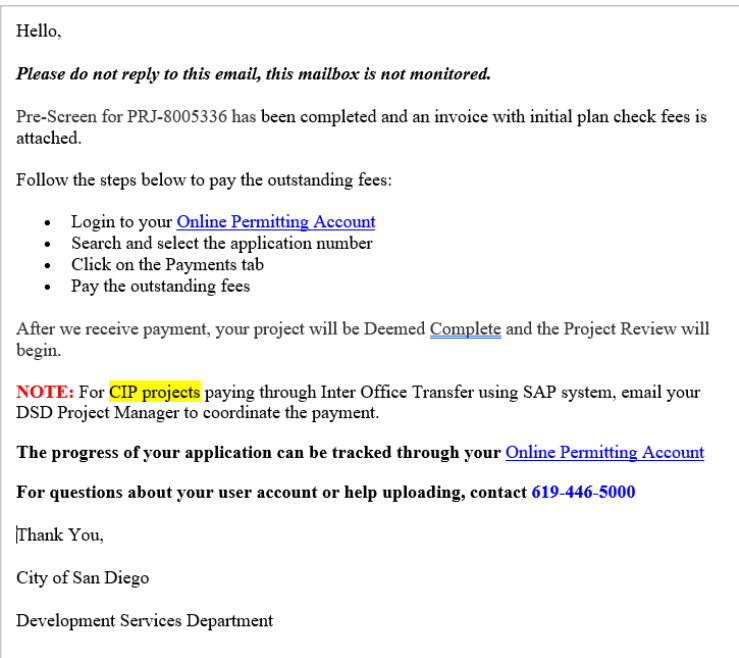

Thank you for using our online services.  
**Your Record Number is CC-8001742.**


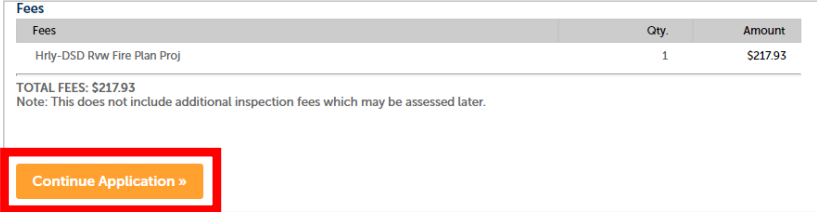
You will need this number to check the status of your application fees have been assessed or permit issuance has been processed.

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

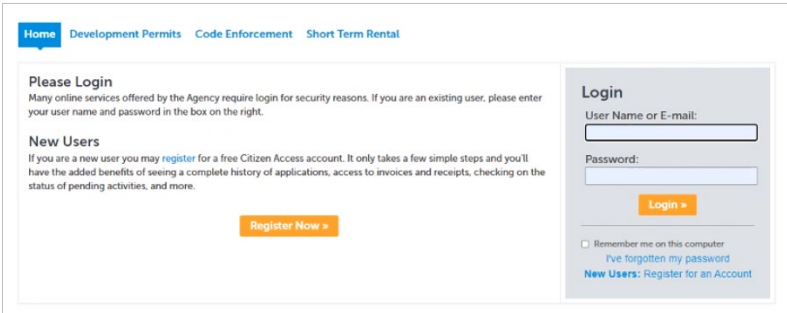
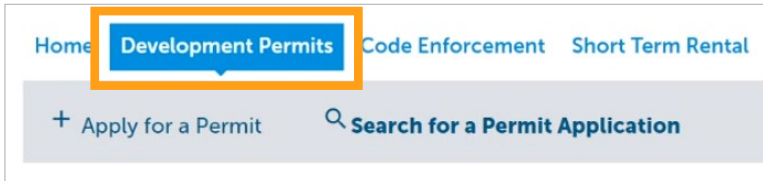
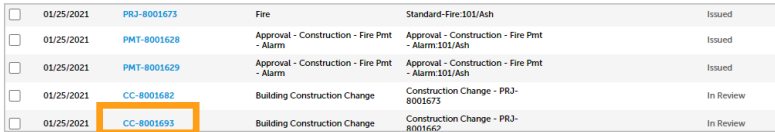
[View Record Details »](#)

## I RECEIVED A "PENDING INVOICE PAYMENT" EMAIL FOR MY CONSTRUCTION CHANGE. HOW DO I PAY?

Step	Action	Screen Reference
1	<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	<ul style="list-style-type: none"> <li>Click a link to log in to your account and make a payment</li> </ul>	
3	<p>Your record will be displayed</p> <ul style="list-style-type: none"> <li>Click "Payments" Tab</li> <li>Click "Fees" link</li> </ul>	

4	<ul style="list-style-type: none"> <li>Click "Pay Fees"</li> </ul>	
5	<p>The following screen will load.</p> <ul style="list-style-type: none"> <li>Click "Continue Application" and follow instructions to pay.</li> </ul>	

## 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	Select the “Development Permits” tab																															
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><tr><td><input type="checkbox"/></td><td>01/25/2021</td><td><a href="#">PRJ-8001673</a></td><td>Fire</td><td>Standard-Fire101/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 - Alarm101/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 - Alarm101/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-8001682</td><td>In Review</td></tr></table>	<input type="checkbox"/>	01/25/2021	<a href="#">PRJ-8001673</a>	Fire	Standard-Fire101/Ash	Issued	<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001628</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm101/Ash	Issued	<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001629</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm101/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
<input type="checkbox"/>	01/25/2021	<a href="#">PRJ-8001673</a>	Fire	Standard-Fire101/Ash	Issued																											
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001628</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm101/Ash	Issued																											
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001629</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm101/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																											



4

The record details will be displayed

- Click the "Attachments" tab

**Record CC-8001682:**

## Building Construction Change

Record Status: In Review

Record Info ▼	Payments ▼	<b>Attachments</b>
---------------	------------	--------------------

---

**Work Location**

5

- Click the "Approved or Reviewer Issues" tab

The attachments for this CC project will be displayed

↓

Attachments (1)	Approved or Reviewer Issues (1)
-----------------	---------------------------------

File Name	
Actions ▼	Building Construction Plans - Issued CC-8003502.pdf

6

- Click on the "Actions" drop-down and click "Download"

Attachments (1)	Approved or Reviewer Issues (1)
-----------------	---------------------------------

File Name	
<div>Actions ▼</div> <div> Detail  Download ← </div>	Building Construction Plans - Issued CC-8003502.pdf

## HOW DO I APPLY FOR A DEFERRED FIRE SUBMITTAL?

Step	Action	Screen Reference
1	<p><b>Select a record type</b></p> <ul style="list-style-type: none"><li>• Select “Deferred Fire Submittal”</li><li>• Click “Continue Application”</li></ul>	<div><p>► <b>Building Applications</b></p><ul style="list-style-type: none"><li><input type="radio"/> Approval - Process - Agreement</li><li><input type="radio"/> Building Construction</li><li><input type="radio"/> Building Construction - CIP or Public Project</li><li><input type="radio"/> Building Construction - Master Plan Accessory Structure</li><li><input type="radio"/> Building Construction - Master Plan MDU</li><li><input type="radio"/> Building Construction - Master Plan SDU</li><li><input type="radio"/> Building Construction - Special Programs</li><li><input type="radio"/> Building Construction Change</li><li><input checked="" type="radio"/> Deferred Fire Submittal</li><li><input type="radio"/> Deferred Submittal</li><li><input type="radio"/> Demolition</li><li><input type="radio"/> Fire</li><li><input type="radio"/> Fire Construction Change</li><li><input type="radio"/> Photovoltaic</li><li><input type="radio"/> Photo-voltaic Construction Change</li><li><input type="radio"/> Photo-voltaic Residential Project</li><li><input type="radio"/> Plan - Mechanical/Electrical/Plumbing Standalone</li><li><input type="radio"/> Sign</li></ul><p>► <b>Simple No Plan Permits</b></p><ul style="list-style-type: none"><li><input type="radio"/> No-Plan - Nonresidential/Multifamily - Electrical</li><li><input type="radio"/> No-Plan - Nonresidential/Multifamily - Mechanical</li></ul></div> <div>Continue Application</div>
2	<p><b>Application Info</b></p> <p>Provide:</p> <ul style="list-style-type: none"><li>• The PRJ number</li><li>• Scope</li><li>• Whether it is for a single family home or duplex</li></ul>	<div><p><b>Submittal Validation</b></p><p>* Please provide the project number you would like to submit the Deferred Submittal for: PRJ-8003392</p><p>* Please provide scope of the Deferred Submittal: Deferred fire sprinkler</p><p>* Are you submitting a Deferred Fire Submittal for Single Family Home or Duplex: <input type="radio"/> Yes <input checked="" type="radio"/> No</p></div>
3	<ul style="list-style-type: none"><li>• Click “Add a Row,” and a window will pop up</li></ul>	<div><p><b>RELATED PERMITS</b></p><p>Showing 1-1 of 1</p><div><input type="checkbox"/> Add all the Building Permits for which you want associate this Deferred Submittal</div><div><input type="checkbox"/> PMT-8003950</div><div><div>Add a Row</div><div>Edit Selected</div><div>Delete Selected</div></div></div>

4

- Add the PMT number in the pop up window using the format PMT-1234567
- Add additional PMTs by clicking "Add a Row" again, until all PMTs have been added
- Click "Continue Application"

**RELATED PERMITS**

\* Add all the Building Permits for which you want associate this Deferred Submittal:

PMT-XXXXXXX

Submit Cancel

5

### Deferred Fire Permit Types

- Select the requested *Deferred Fire Permits*
- Click "Continue Application"

**DEFERRED FIRE PERMITS**

Fire Permit - Alarm: ☐

Fire Permit - Kitchen Hood: ☐

Fire Permit - Suppression: ☐

Fire Permit - Underground: ☐

6

### Add attachments

- Click the "Add" button

The maximum file size allowed is 200 MB.

File Name	File Size	Type
No attachments added		

Add

7

- Select "Choose File" and drag/drop or search for your files to attach them
- Click the *Type* drop-down and select file type
- Provide a brief description of the document
- Click the "Submit" button
- Repeat until all documents have been uploaded
- Click "Continue Application"

### New Attachment

No file chosen

Type

--Select--

Description

## Review

- Review the application and return to previous steps by clicking on the numbered tabs at the top
- Click "Continue Application"



### Deferred Fire Submittal

1	2	3 Project Information	4 Project Documents	5 Declaration	6 Review	7 Submitted
---	---	-----------------------	---------------------	---------------	----------	-------------

#### Step 6 : Review

[Save and resume later](#)

[Continue Application](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

#### Record Type

Deferred Fire Submittal

#### Address Validation

##### ADDRESS VALIDATION

Do you have an address for the project site?: Yes

#### Address

1222 01st Av

#### Parcel

8

9

Your record will be created and displayed, and an email with further instructions will be sent.

**Step 5: Submitted**



Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.  
Your Record Number is FDEF-0000017.

You will need this number to check the status of your application or to schedule/check results of inspections. Your project 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 >](#)

## HOW DO I APPLY FOR A DEFERRED SUBMITTAL?

Step	Action	Screen Reference
1	<p><b>Select a record type</b></p> <ul style="list-style-type: none"> <li>Select "Deferred Submittal" to submit plans for items that were deferred from your building permit plans</li> <li>Click "Continue Application"</li> </ul>	<p>► <b>Building Applications</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Approval - Process - Agreement</li> <li><input type="radio"/> Building Construction</li> <li><input type="radio"/> Building Construction - CIP or Public Project</li> <li><input type="radio"/> Building Construction - Master Plan Accessory Structure</li> <li><input type="radio"/> Building Construction - Master Plan MDU</li> <li><input type="radio"/> Building Construction - Master Plan SDU</li> <li><input type="radio"/> Building Construction - Special Programs</li> <li><input type="radio"/> Building Construction Change</li> <li><input type="radio"/> Deferred Fire Submittal</li> <li><input checked="" type="radio"/> Deferred Submittal</li> <li><input type="radio"/> Demolition</li> <li><input type="radio"/> Fire</li> <li><input type="radio"/> Fire Construction Change</li> <li><input type="radio"/> Photovoltaic</li> <li><input type="radio"/> Photo-voltaic Construction Change</li> <li><input type="radio"/> Photo-voltaic Residential Project</li> <li><input type="radio"/> Plan - Mechanical/Electrical/Plumbing Standalone</li> <li><input type="radio"/> Sign</li> </ul> <p>► <b>Simple No Plan Permits</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> No-Plan - Nonresidential/Multifamily - Electrical</li> <li><input type="radio"/> No-Plan - Nonresidential/Multifamily - Mechanical</li> </ul> <p><a href="#">Continue Application</a></p>

## Application Info

Provide:

- The PRJ number this deferred submittal is related to
- Scope

### Submittal Validation

**Invalid Project Status of: Pre-Screen**

\* Please provide the project number you would like to submit the Deferred Submittal for:

PRJ-8003395

\* Please provide scope of the Deferred Submittal:

Deferred curtain wall

- Click "Add a Row," and a window will pop up

### RELATED PERMITS

Showing 0-0 of 0

Permit Number

No records found.

Add a Row

Edit Selected

Delete Selected

- Add the PMT number in the pop up window using the format PMT-1234567
- Add additional PMTs by clicking "Add a Row" again, until all PMTs have been added
- Click "Continue Application"

### RELATED PERMITS

\* Permit Number:

PMT-8003950

Submit

Cancel

## Add attachments

- Click the "Add" button

The maximum file size allowed is 200 MB.

File Name

File Size

Type

No attachments added

Add

6

- Select "Choose File" and drag/drop or search for your files to attach them
- Click the *Type* drop-down and select file type (Building Construction Plans)
- Provide a brief description of the document
- Click the "Submit" button
- Repeat until all documents have been uploaded
- Click "Continue Application"

**New Attachment**

Building Co...ion Plans.PDF

Type

Building Construction Plans

▼

Description

## Review

- Review the application and return to previous steps by clicking on the numbered step tabs
- Click "Continue Application"



### Deferred Submittal

1	2	3 Project Information	4 Project Documents	5 Declaration	6 Review	7 Submitted
---	---	-----------------------	---------------------	---------------	----------	-------------

#### Step 6 : Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

#### Record Type

Deferred Submittal

#### Address Validation

##### ADDRESS VALIDATION

Do you have an address for the project site?: Yes

#### Address

1222 01st Av

#### Parcel

7

8

Your record will be created and displayed, and an email with further instructions will be sent.

**Step 5: Submitted**


Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

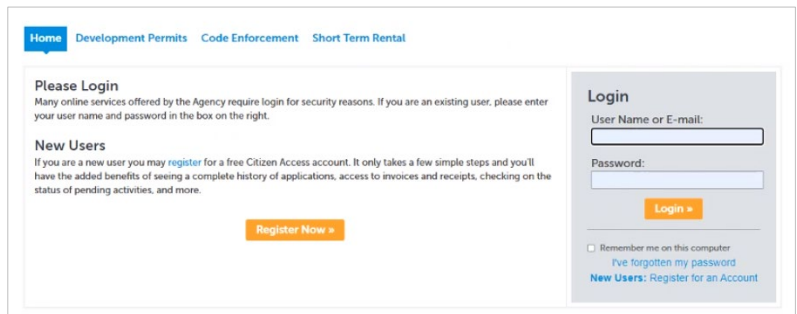
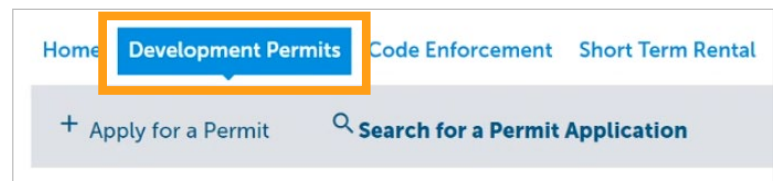
Thank you for using our online services.  
**Your Record Number is FDEF-0000017.**

You will need this number to check the status of your application or to schedule/check results of inspections. Your project 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 »](#)

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

Step	Action	Screen Reference															
1	<h3>APPROVAL REPORT</h3> <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	<ul style="list-style-type: none"><li>Click the “Development Permits” tab and your records will be displayed</li></ul>																
3	<ul style="list-style-type: none"><li>Click on the PMT you wish to print the Approval Report for</li></ul>	<table><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													



The selected record will be displayed

Record PMT-8001719:

## Approval - Construction - Fire Pmt - Underground

Record Status: Issued

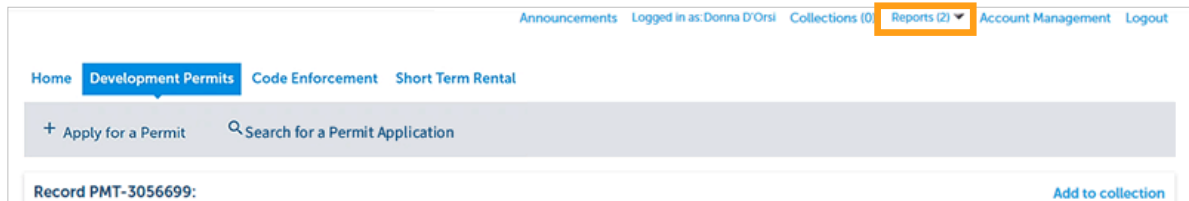
Expiration Date: 01/29/2021

Record Info ▾

Payments ▾

Attachments

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



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

Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

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

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:

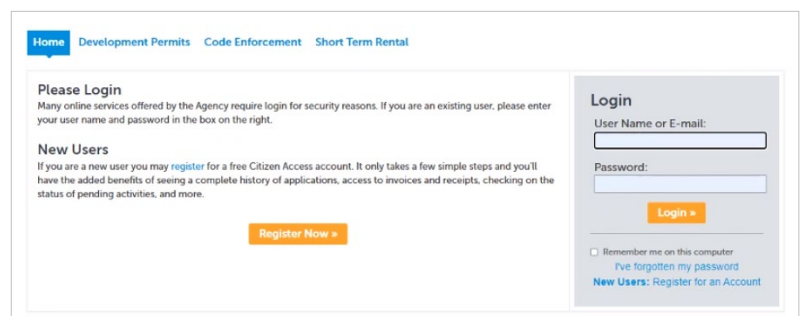
PMT-3056699

Submit

Cancel

## INVOICE REPORT

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



Home **Development Permits** Code Enforcement Short Term Rental

**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.

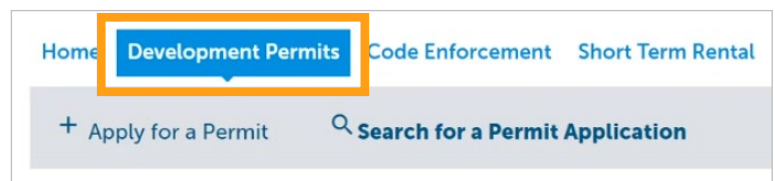
**New Users**  
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

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

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

- Click on "Development Permits" and your records will be displayed



Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

3	<p>Locate your record in the list displayed.</p> <ul style="list-style-type: none"> <li>Click on the blue link to select that record</li> </ul>	<table border="1"> <tr> <td>01/28/2021</td><td><a href="#">PMT-8001710</a></td><td>Approval - Construction - Fire Pmt - Underground</td></tr> <tr> <td>01/28/2021</td><td><a href="#">PRJ-8001747</a></td><td>Fire</td></tr> <tr> <td>01/28/2021</td><td><a href="#">CC-8001745</a></td><td>Building Construction Change</td></tr> <tr> <td>01/28/2021</td><td><a href="#">CC-8001742</a></td><td>Building Construction Change</td></tr> <tr> <td>01/27/2021</td><td><a href="#">PRJ-8001732</a></td><td>Fire</td></tr> </table>	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
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	<ul style="list-style-type: none"> <li>To generate the Invoice report, click on the "Payments" Tab and then on "Fees"</li> </ul>	<p>Record PMT-8001719:</p> <h2>Approval - Construction - Fire Pmt</h2> <p>Record Status: Issued Expiration Date: 01/29/2021</p> <div> <div>Record Info</div> <div>Payments</div> <div>Attachments</div> </div> <div> <div>Fees</div> </div>															
5	<p>Make note of the invoice number</p>	<div> <div>Record Info</div> <div>Payments</div> <div>Attachments</div> </div> <div>Fees</div> <div> <p><b>Paid:</b></p> <table> <tr> <td>Date</td><td>Invoice Number</td><td>Amount</td></tr> <tr> <td>01/29/2021</td><td>80992</td><td>\$599.34</td></tr> </table> <p>Total paid fees: \$599.34</p> </div>	Date	Invoice Number	Amount	01/29/2021	80992	\$599.34									
Date	Invoice Number	Amount															
01/29/2021	80992	\$599.34															
6	<ul style="list-style-type: none"> <li>Click on the "Reports" drop down menu</li> <li>Select "Invoice" from the menu</li> </ul>	<div> <a href="#">Announcements</a> <a href="#">Logged in as: Donna D'Orsi</a> <a href="#">Collections (0)</a> <a href="#">Reports (2)</a> <a href="#">Account Management</a> <a href="#">Logout</a> </div>															

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:

Submit

Cancel

## APPENDIX A – WORKFLOW/RECORD STATUS MAPPING AND DEFINITIONS

Task Name	Workflow Task Status	Record Status (Project)	Process
Pre-Screen	In Queue	In Queue	Initial submittal from applicant
Pre-Screen	In Process	Pre-Screen	The Pre-Screen process has been started by staff and a due date is set
Pre-Screen	Updates Required	Updates Required	Staff determines during Pre-Screen that the applicant's submission is incomplete
Pre-Screen	Resubmitted	Resubmitted	The applicant has submitted any additional documents requested during Pre-Screen
Pre-Screen	Route to EPR	Pre-Screen	Staff has routed the applicable documents to EPR for plan review (e.g. plans)
Pre-Screen	Documents Routed to EPR	Pre-Screen	System confirmation that documents have been routed to EPR for plan review
Pre-Screen	Pending Invoice Payment	Application Pending Payment	Staff has deemed the submission complete, assessed fees for plan check, and the project is ready for review
Project Review	In Review	In Review	The status of the project review until all disciplines sign-off and the project is ready for issuance
Project Review	Recheck Required	In Review	Reviewer has requested a resubmittal of documents and/or information
Project Review	Final version submitted	In Review	The final version will be reviewed by all disciplines
Project Review	Review Complete	In Review	The project review has completed and requires one last assessment by issuance staff
Project Review	Ready for Issuance	Review Phase Complete	The review phase can be closed out and the project is ready for issuance
Issuance	In Progress	Review Phase Complete	Permit issuance is in progress
Issuance	Updates Required	Issuance Checklist Requested	Issuance Checklist items are needed prior to permit issuance
Issuance	Resubmitted	Issuance Checklist Submitted	Issuance Checklist items have been resubmitted by the applicant
Issuance	Approved Upon Final Payment	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
Issuance	Approved Upon Final Payment	Issued (When all Permits are set to Issued)	Inspection invoice(s) will be sent to customer. When all fees are paid, permit is issued.
Issuance	Closed	Closed (When all Permits are set to Closed)	The record is closed. Any changes to the building construction plans require a construction change application.

## APPENDIX B – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

### Sheet Numbering

Please make sure your sheet numbers are located in the bottom right corner of your plans. Use [the designated templates](#) or follow [sheet numbering styles](#) to ensure the timely processing of reviews.

### File Size

The max size of each file you can upload cannot exceed 200MB. File sizes larger than 200MB will be rejected.

**FIX:** Return to the source document and create PDF files that are below the file size limitation.

### Page Size

PDF files with page sizes 8.5- by 11-inches are accepted for DSD-approved fillable documents and required reports. However, plans must be at minimum 11- by 17-inches and a maximum of 36- by 48-inches.

**FIX:** Return to the source document and change the paper size to meet the requirements.

### Page Orientation

Having a mix of paper sizes and orientations is not a problem, as orientation issues will not prevent the file from being accepted. However, this will generate more difficult reviewing conditions for review teams. A warning will pop-up if different orientations are found to help you research whether any pages are upside down or improperly oriented.

**FIX:** Verify that pages are not upside down or improperly oriented.

### Password Protection

Files must not be password protected. If the PDF cannot be opened, the file will be rejected.

**FIX:** Remove the password protection to allow users to open the PDF.

### Annotations and Comments

An annotation is any 'object' that appears in the Adobe Reader 'Comment' panel. It could be a 'comment' or 'stamp' or font issue like SHX Text from AutoCad.

**FIX:** To remove annotations in a PDF, use the print to PDF option. This process eliminates annotations by "flattening" the PDF.

## **DSD ONLINE PERMITS**

# Apply for a Standalone Permit



## 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.

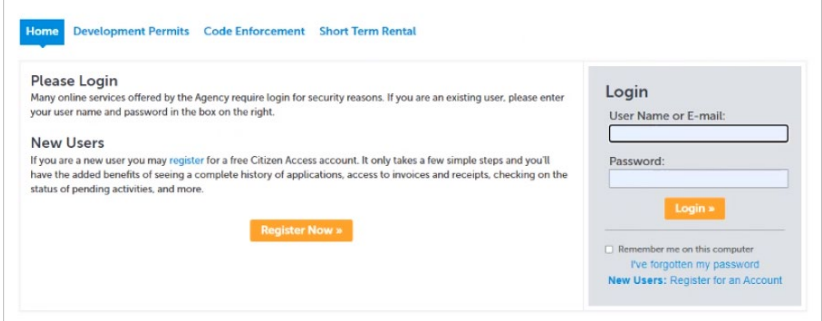
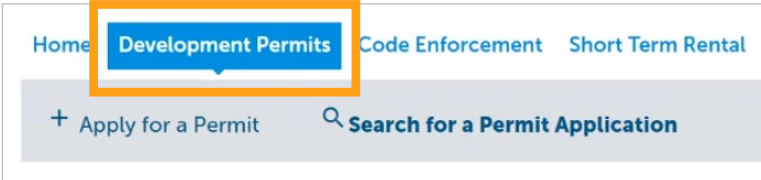
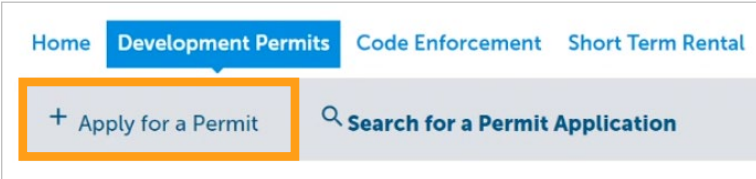
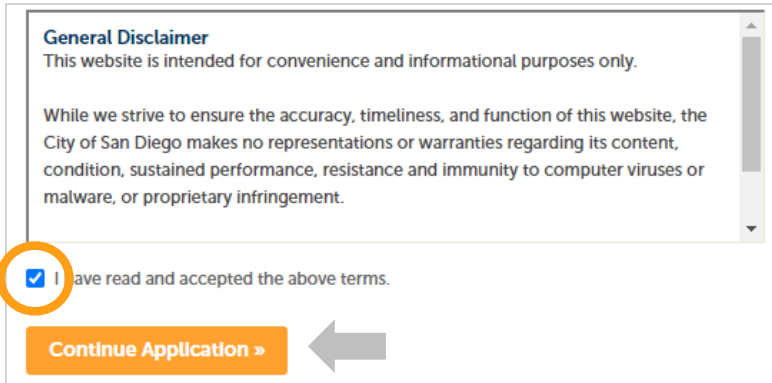
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[Appendix A – Workflow/record status mapping and definitions](#)

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## HOW TO SUBMIT AN APPLICATION

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <li>Log into your <a href="#">online permitting account</a>.</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	<ul style="list-style-type: none"> <li>Select "Development Permits"</li> </ul>	
3	<ul style="list-style-type: none"> <li>Select "Apply for a Permit"</li> </ul>	
4	<ul style="list-style-type: none"> <li>Read and acknowledge the disclaimer</li> <li>Click "Continue Application"</li> </ul>	



## Select a Record Type

- Select the permit type you would like to apply for and click *Continue Application*

Note: For PTS Permits, please refer to instruction in the [OpenDSD User Guide to PTS Projects](#).

### Select a Record Type

#### ► Building Applications

- ☐ Approval - Process - Agreement
- ☐ Building Construction
- ☐ Building Construction - CIP or Public Project
- ☐ Building Construction - Master Plan Accessory Structure
- ☐ Building Construction - Master Plan MDU
- ☐ Building Construction - Master Plan SDU
- ☐ Building Construction - Special Programs
- ☐ Building Construction Change
- ☐ Deferred Fire Submittal
- ☐ Deferred Submittal
- ☐ Demolition
- ☐ Fire
- ☐ Fire Construction Change
- ☐ Photovoltaic
- ☐ Photo-voltaic Construction Change
- ☐ Photo-voltaic Residential Project
- ☐ Plan - Mechanical/Electrical/Plumbing Standalone
- ☐ Sign

#### ► Simple No Plan Permits

- ☐ No-Plan - Nonresidential/Multifamily - Electrical
- ☐ No-Plan - Nonresidential/Multifamily - Mechanical

- ☐ No-Plan - Nonresidential/Multifamily - Plumbing
- ☐ No-Plan - Residential - Combination Mech/Elec/Plum

#### ► PTS

- ☐ PTS Electronic Submittal

#### ► Grading, Right of Way, Mapping Applications

- ☐ Deferred As Graded
- ☐ Engineering Construction Change
- ☐ Grading, ROW, Mapping - Associated Submittal
- ☐ Grading, ROW, Mapping - Standalone
- ☐ Right of Way - Dry Utilities
- ☐ Right of Way - Minor - Rapid Review

#### ► Discretionary Applications

- ☐ Discretionary Project

#### ► Traffic & Transportation

- ☐ Traffic Control Permit
- ☐ Transportation Permit

#### ► Agreement

- ☐ Approval - Process - Agreement

#### ► Miscellaneous Applications

- ☐ Others

**Continue Application**

**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](#)

- 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 »**

## Address or Parcel Entry

- Enter Street No. and Street name only (the system will populate the parcel info)
- Click "Search"

**OR**

- Enter parcel number in ###-###-#### format (the system will populate the address info if it exists)
- Click "Search"

- 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: --Select-- \* Street Name:  Street Type:

\* Parcel Number:

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

Legal Description:

Additional Information

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

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

Suite: 415



## Code Validation

Answer the Code enforcement Case question:

- If "no," continue application:

### Code Enforcement

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

- 8 If "yes," answer the additional questions:

### Code Enforcement

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

Code Enforcement case number(s): \*

NC 123456

Is this application related to the code violation?: \*

☒ Yes ☐ No

Will this application resolve the code violation?: \*

☒ Yes ☐ No

**Continue Application »**

Jump to a permit type for the next step:



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

## Fire Permit

Provide:

- Scope
  - Processing timeline
  - Applicant type
  - Associated building permit approval numbers (this is necessary for Deferred Submittals)
- Select permit type and answer additional questions.
  - When completed, click "Continue Application."

Project Information	
* Define the scope of the work:	Installation of deferred fire alarm <b>1</b>
* What is the processing timeline requested for this application?:	Standard <b>2</b>
Applicant Type:	Authorized Agent of Fire <b>3</b>
Provide Associated Building Permit Approval Number:	234567 <b>4</b>

### Permit Type

\* Select permit types:

Fire Permit - Alarm

Are you submitting plans or an affidavit?: \*

Plans

Are you submitting separate specifications which are not shown on plans?: \*

☐ Yes ☒ No

**Continue Application »**



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

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## 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"

**Project Information**

\* Define the scope of the work: Installation of deferred fire alarm **1**

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

Applicant Type: Authorized Agent of Prop **3**

Provide Associated Building Permit Approval Number: 234567 **4**

### 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 »**



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

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## Sign Permit

Provide:

1. Scope
2. Processing timeline
3. Applicant type

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

**MINISTERIAL INFO**

\* Define the scope of the work: Installation of electrical wall signs **1**

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

\* Applicant Type: Authorized Agent of Prop **3**

### SIGN SPECIFIC

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

**Continue Application »**



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

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## Mechanical/Electrical/Plumbing Permit

Provide:

1. Scope
2. Processing timeline
3. Applicant type

- Select the permit type
- Click "Continue Application"

**MINISTERIAL INFO**

\* Define the scope of the work:

Installation of electrical well sign

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

Standard

\* Applicant Type:

Authorized Agent of Inc

**MEP SPECIFIC**

\* Select permit type:

Electrical Permit

**Continue Application »**



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## Historic Designation

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

If no:

If yes, answer the additional questions.

**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: \*

2010

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**

Does the project contain a designated historic resource, or is it located within a designated historic district?:

☒ Yes ☐ No

Provide the HRB number:

123

**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.

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

\* Required Documents

1. Required Attachment - Fire Alarm Plans

No file chosen

2. Required Attachment - Fire Permit Worksheet

No file chosen

**Continue Application »**

If you encounter Failed Scout Validation, use the [Scout link](#) and check your files.

[Scout Validation Help](#)

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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"

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

html;htm;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
<input type="button" value="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"

#### New Attachment ×

New Attachment

Project Contact Information Form.pdf

Type

Project Contacts Information

Description

Contact form

Close

Submit

Continue Application »

### Workers' Compensation Declaration

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

Worker's Compensation Declaration: I hereby affirm under penalty of perjury one of the following declarations:

**WARNING:** FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

\*Indicates a required field.

#### Declaration

##### DECLARATION

I am either self-insured or will maintain workers compensation insurance: ?

☐

I am not subject to workers compensation insurance: ?

☐

To be determined at the time of permit issuance: ?

☐

Continue Application »

## Review Application

Review the Application and return to previous steps by clicking on the numbered tabs at the top.



Fire

1
2
3 Project Information
4 Project Documents
5 Declaration
6 Review
7 Submitted

**Step 6 : Review**

Save and resume later
Continue Application

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Fire

Address Validation

ADDRESS VALIDATION  
Do you have an address for the project site? Yes

Address

1222 01st Av

Parcel

Parcel Number: 533-433-2800  
Legal Description: BLK 1 ST CLSDG BLKS 13 THRU 156

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:

Code Case Validation

Code Enforcement  
Is there a code enforcement violation case on this site? No

Select Scope and Timeline

Project Information  
Define the scope of the work: ADU What is the processing timeline requested for this application?: Standard  
Applicant Type: Authorized Agent of Property Owner or Other Person per M.C. Provide associated prior Discretionary Approval Number(s): 0  
Section 112.0102

Does the project propose any of the following residential use types?

RESIDENTIAL USE TYPES

Permanent Supportive Housing:	No
Transitional Housing:	No
Accessory Dwelling Units:	No
Junior Accessory Dwelling Units:	No
None of the above:	Yes

Does the project propose using any of the following incentive programs?

INCENTIVE PROGRAMS

SB 35 Streamlined Affordable Housing:	No
Complete Communities Housing Solutions:	No
100% Affordable Housing Density Bonus:	No
Affordable Housing Density Bonus:	No
Micro Unit Density Bonus:	No
Senior Housing Density Bonus:	No
Student Housing Density Bonus:	No
Affordable Accessory Dwelling Unit Bonus:	No
Voluntary Accessibility Program:	No
Other:	No
None of the above:	Yes

Declaration

DECLARATION

I am either self-insured or will maintain workers compensation insurance: No

I am not subject to workers compensation insurance: No

To be determined at the time of permit issuance: Yes

I certify that I have read this application and state the above information is correct, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application (Municipal Code Section 112.0102). I understand that the applicant is responsible for inquiring and complying with the governing policies and regulations applicable to the proposed development or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations, including before or during final inspections. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy, which may be available to enforce and correct violations of the applicable policies and regulations. I authorize representatives of the city to enter the above-identified property for inspection purposes. I have the authority and grant City staff and advisory bodies the right to make copies of any plans or reports submitted for review and permit processing for the duration of this project.

☐ By checking this box, I agree to the above certification. Date: \_\_\_\_\_

Save and resume later
Continue Application



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- Acknowledge the final certification
- Click "Continue Application"

I certify that I have read this application and state the above information is true and correct. I understand that this application is for entitlement to the use of the property that is the subject of this application and that it is subject to the policies and regulations applicable to the proposed development or project, including before or during final inspections. City regulation, nor does it constitute a waiver by the City to pursue any other action against the city to enter the above-identified property for inspection purposes.

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

**Continue Application »**



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Your record number will be created and displayed, and an email with further instructions will be sent.

**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 »**

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

Hello,

Development Services has created your application.

Record ID: PRJ-8005336

Record Address:

Record Type: General

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

Thank you for your application. Your documents have been received and will be processed in the order submitted.

For current application processing timeline, [click here](#)

The progress of your application can be tracked through your [Online Permitting Account](#)

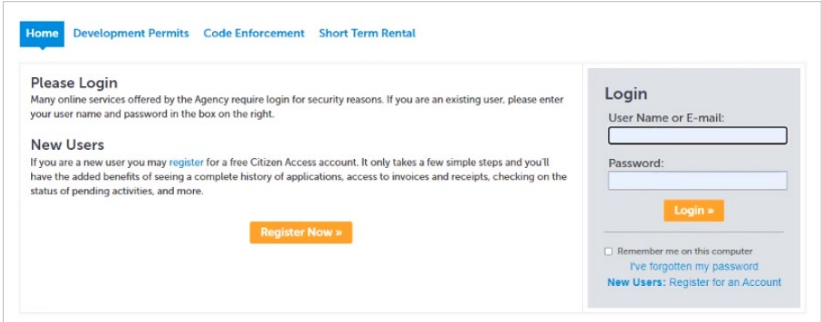
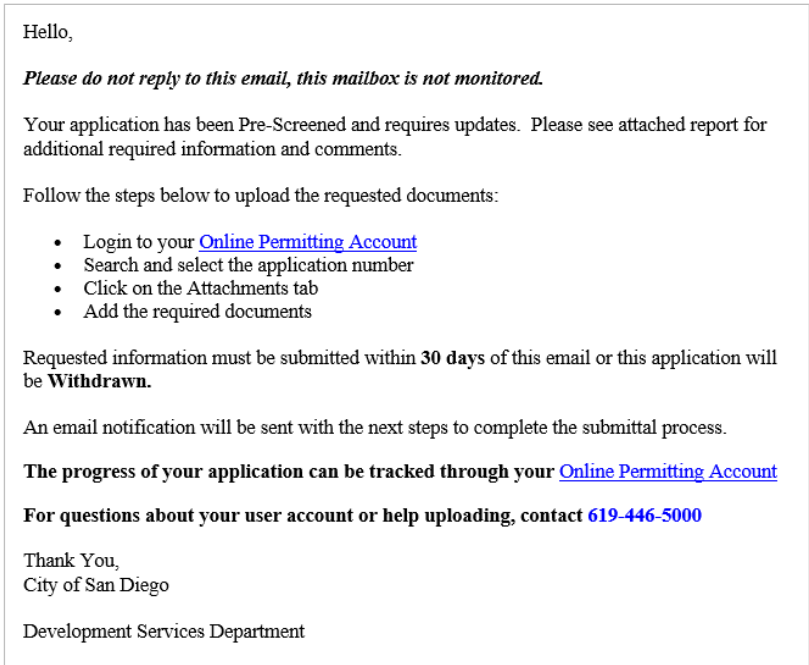
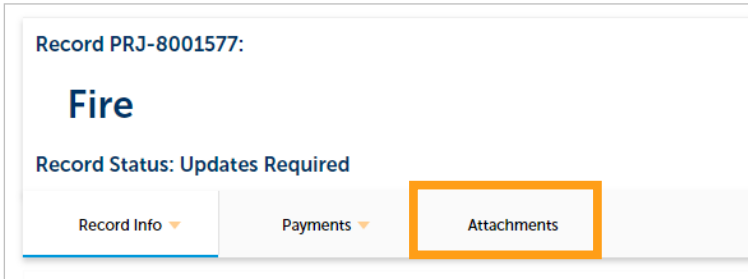
For questions about your user account or help uploading, contact **619-446-5000**

Thank you,

City of San Diego

Development Services Department

## 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.</p> <ul style="list-style-type: none"> <li>Click either of the email links to go to your account and make project updates</li> </ul>	
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"

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.  
accd;ade;adp;bat;chm;cmd;com;cp;doc;docx;exe;hta;htm;html;ins;isp;jar;jsc;jse;lib;lnk;mdb;mde;mht;mhtml;msc;msp;mst;phb;pif;scr;scs;shb;sys;vb;vbe;xls;xlsx;xml;zip are disallowed file types to upload.

Attachments (2)

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

Add Attachment

5

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

**New Attachment** ✕

New Attachment

Choose File No file chosen

Type

--Select-- ▾

Description

Enter a brief description of the document

Close Submit

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

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.  
Unsupported file types: .exe, .bat, .cmd, .com, .pld, .docx, .exe, .hta, .htm, .html, .ins, .jpx, .jar, .jse, .mht, .mhtml, .msc, .msg, .mst, .pkl, .pdf, .scr, .xct, .shb, .sys, .vbs, .vxd, .wsc, .wml, .xld, .xls, .zip are disallowed file types to upload.  
Unsupported file types: .exe, .bat, .cmd, .com, .pld, .docx, .exe, .hta, .htm, .html, .ins, .jpx, .jar, .jse, .mht, .mhtml, .msc, .msg, .mst, .pkl, .pdf, .scr, .xct, .shb, .sys, .vbs, .vxd, .wsc, .wml, .xld, .xls, .zip are disallowed file types to upload.

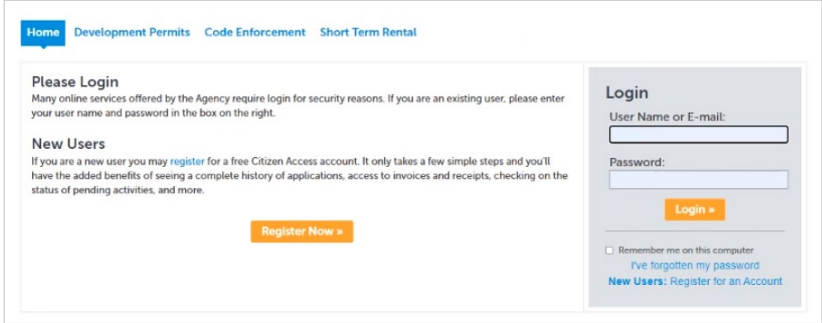
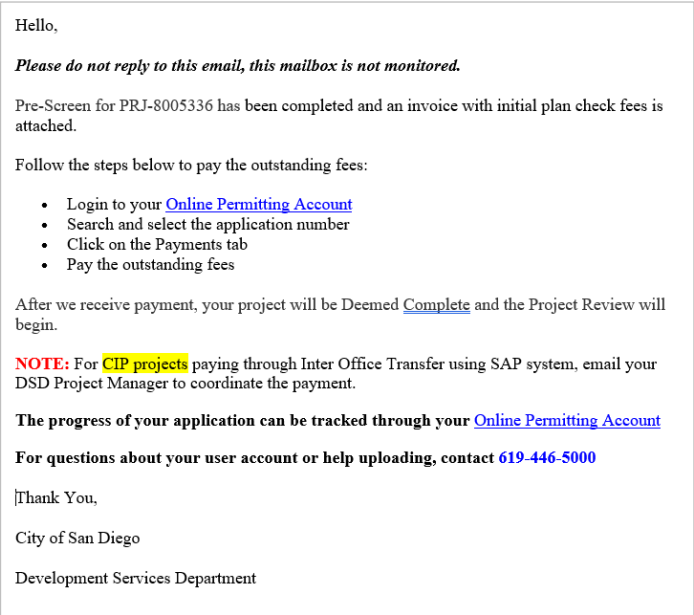
Finishing upload of Fire Specs 372KB.pdf. Please wait for the page to refresh

Attachments (3)

File Name	File Size	Status	Type	Refresh
Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	
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

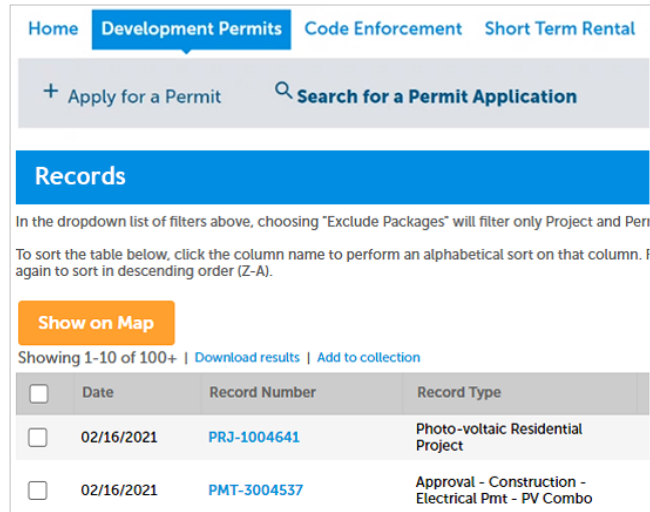
## I RECEIVED A "REVIEW PENDING INVOICE PAYMENT" EMAIL. HOW DO I PAY?

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	<ul style="list-style-type: none"> <li>Open the "Review Pending Invoice Payment" email</li> <li>Click a link to log in to your account and make a payment</li> </ul>	

Click on Development Permits tab.

- Select the record listed in the email

OR



Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

**Records**

In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Per

To sort the table below, click the column name to perform an alphabetical sort on that column. I again to sort in descending order (Z-A).

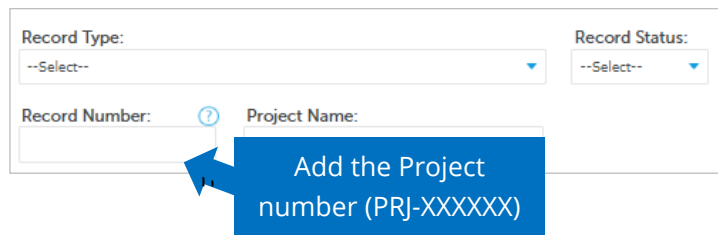
Show on Map

Showing 1-10 of 100+ | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	02/16/2021	PRJ-1004641	Photo-voltaic Residential Project
<input type="checkbox"/>	02/16/2021	PMT-3004537	Approval - Construction - Electrical Pmt - PV Combo

Scroll down to the search field for Records

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



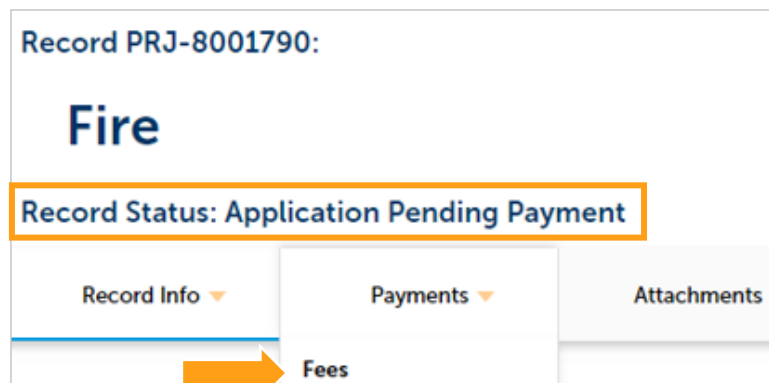
Record Type: --Select-- Record Status: --Select--

Record Number: Project Name:

Add the Project number (PRJ-XXXXXX)

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

- Click on "Payments"
- Select "Fees"



**Record PRJ-8001790:**

**Fire**

**Record Status: Application Pending Payment**

Record Info Payments Attachments

Fees

Click on "Pay Fees"

Outstanding:

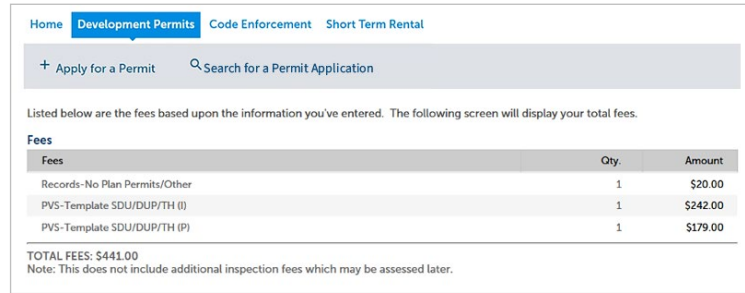
Date	Invoice Number	Amount
01/12/2018	617932	\$20.00
01/12/2018	617932	\$242.00
01/12/2018	617932	\$179.00

Total outstanding fees: \$441.00

Pay Fees

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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

TOTAL FEES: \$441.00  
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?

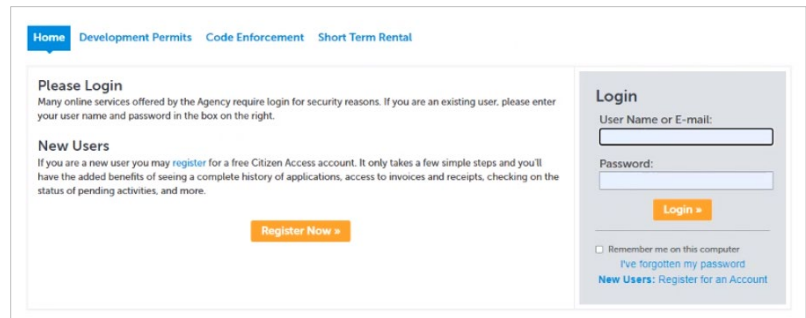
Step

Action

Screen Reference

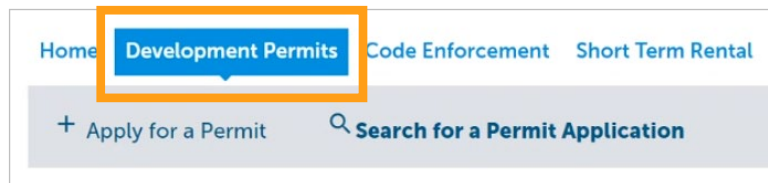
1

- 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 "Development 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-8001662	In Review

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**.  
 ex:file:///C:/Users/JohnDoe/Desktop/MyFile.docx, file:///C:/Users/JohnDoe/Desktop/MyFile.pdf, file:///C:/Users/JohnDoe/Desktop/MyFile.docx are disallowed file types to upload.  
 file:///C:/Users/JohnDoe/Desktop/MyFile.docx, file:///C:/Users/JohnDoe/Desktop/MyFile.pdf are disallowed file types to upload.

Attachments (2)
 

File Name	File Size	Status	Type	Refresh
<div>Actions</div> Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	
<div>Actions</div> Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded	Fire Permit Worksheet	

Add Attachment



A screenshot of a software interface showing a dropdown menu. The menu is titled 'Actions' and contains two options: 'Detail' and 'Download'. The 'Download' option is highlighted with an orange rectangular border.

[Home](#)

[Development Permits](#)

[Code Enforcement](#)

[Short Term Rental](#)

### 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 »](#)

### Login

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer  
I've forgotten my password

[New Users: Register for an Account](#)

2

- Open the “Ready for Resubmittal” email
- Click a link to log in to your account and update the project documents or information

Hello,

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

All review disciplines have completed their reviews for PRJ-8005336. At this time, additional documents and information are required to continue the review process.

Follow the steps below to upload the requested documents:

- Login to your [Online Permitting Account](#)
- Search and select the application number
- Click on the Attachments tab
- Add the required documents

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

The progress of your application can be tracked through your [Online Permitting Account](#)

For questions about your user account or help uploading, contact **619-446-5000**

Thank you,  
City of San Diego

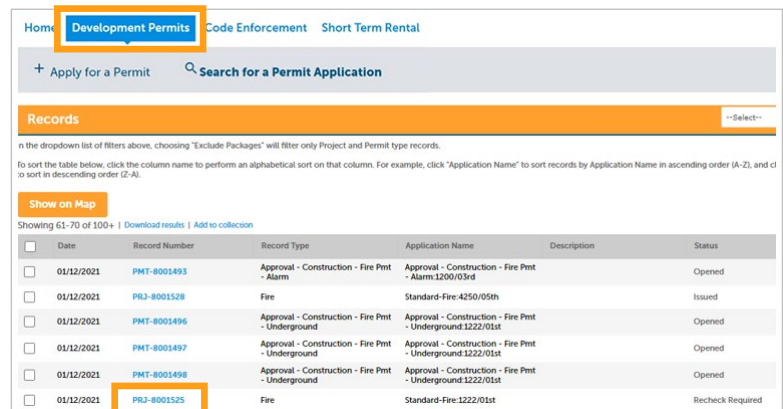
Development Services Department

3

- Select “Development Permits”

Your records will display with the current statuses.

- Click on the blue PRJ link of the project

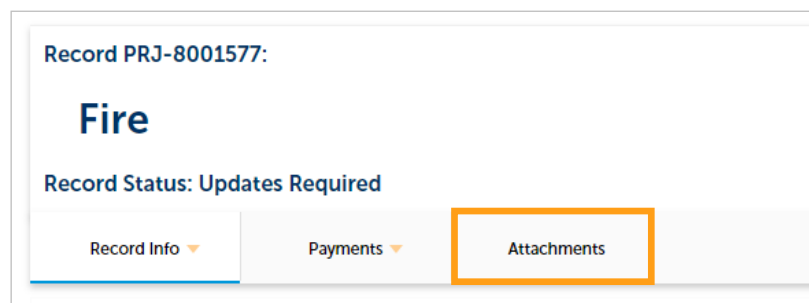


Date	Record Number	Record Type	Application Name	Description	Status
01/12/2021	PMT-8001493	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm 1200/05rd		Opened
01/12/2021	PRJ-8001528	Fire	Standard-Fire-4250/05th		Issued
01/12/2021	PMT-8001496	Approval - Construction - 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



**Record PRJ-8001577:**

**Fire**

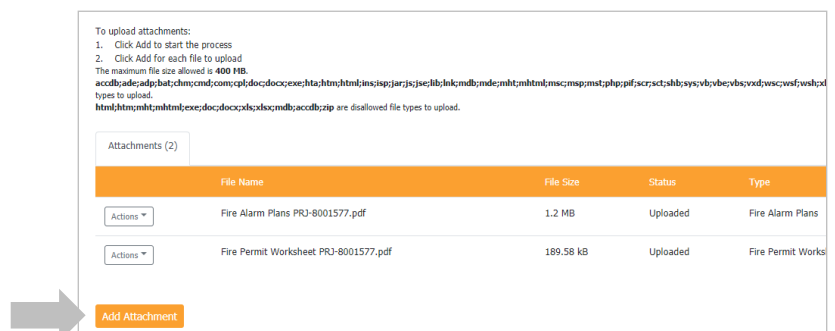
**Record Status: Updates Required**

Record Info Payments Attachments

5

Previously attached documents will be displayed.

- Click “Add Attachment”



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.

accd;ade;adp;bat;chm;cmd;com;cpl;doc;docx;exe;hta;htm;html;ins;isp;jar;jse;jsh;js;json;log;mht;mhtml;msg;map;mst;php;pdf;scr;scx;shb;sys;vb;vbs;vxd;vsd;vsf;wsd;wsf;wsh;wsl;wvx;wzd;xls;xlsx;xml;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 Plans
Fire Permit Worksheet PRJ-8001577.pdf	189.58 KB	Uploaded	Fire Permit Works


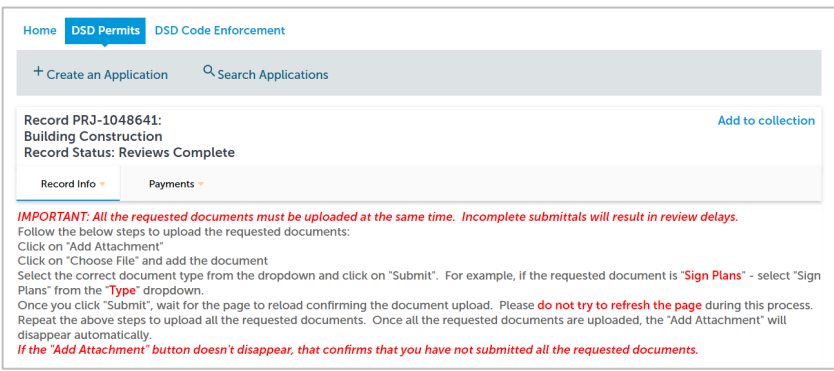
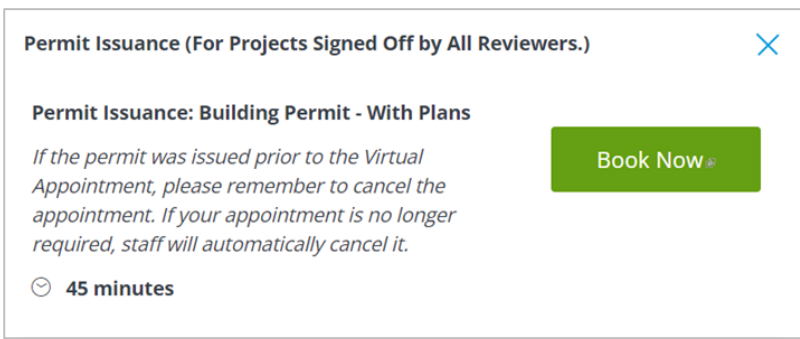
Add Attachment



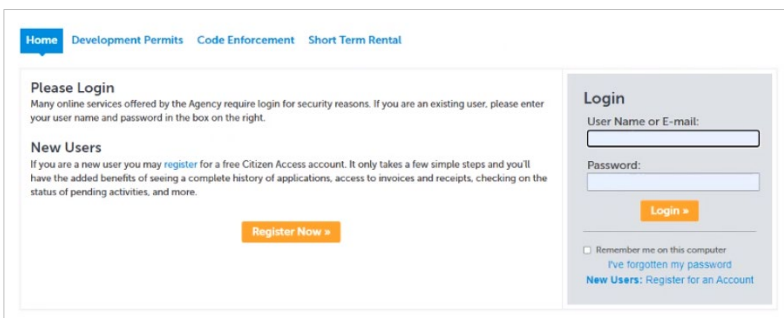
- 6** \*\*\*If submitting Applicant Response to Issues, upload requested documents. If the responses are for more than one discipline, combine responses into one PDF file for upload\*\*\*

[RETURN TO TOP](#)

## I RECEIVED A "FINAL VERSION SIGNED OFF" EMAIL. WHAT DO I DO NEXT?

Step	Action	Screen Reference
	The application is now in queue for issuance. Refer to the <a href="#">Permit Application Processing Timeline</a> for current issuance timelines.	
1	<p>We offer appointments for issuance of certain application types.</p> <ul style="list-style-type: none"> <li>To schedule an appointment, <a href="#">click here</a>.</li> </ul>	

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

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>	

## Open the "Approved" email

- Click on the email link that says "Online Permitting Account" to login to your account and upload documents

Hello,

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

**Information Only:**

Great News! The final version of the plans has been signed off by all review disciplines.

The application is now in queue for issuance with the exception of engineering permits, please refer to items in red below.

Refer to the [Permit Application Processing Timeline](#) for current issuance timelines. We offer appointments for issuance of certain application types. To schedule an appointment, [click here](#).

**For Engineering permits:**

- D-Sheet drawings** have been forwarded to the Deputy City Engineer queue for audit and signature. Discrepancies found in the audit may result in additional review cycles. Once the drawings are signed, they will be sent to issuance staff to start the pre-issuance process. All City Engineer audits, and engineering permit pre-issuance reviews are processed in the order received.
- B, C or U-Sheet drawings** have been forwarded to the Deputy City Land Surveyor for audit and signature. The associated project document(s) will then be sent to the County of San Diego for recordation.

Applications will be pre-screened by issuance staff. If additional scope changes, issuance documents, or plan check fees are required, you will be notified.

If no additional information is required, a final invoice will be sent to you via email. Once the invoice is paid your application permit will be issued.

The progress of your application can be tracked through your [Online Permitting Account](#)

For questions about your user account or help uploading, contact 619-446-5000

Thank you,  
City of San Diego  
Development Services Department

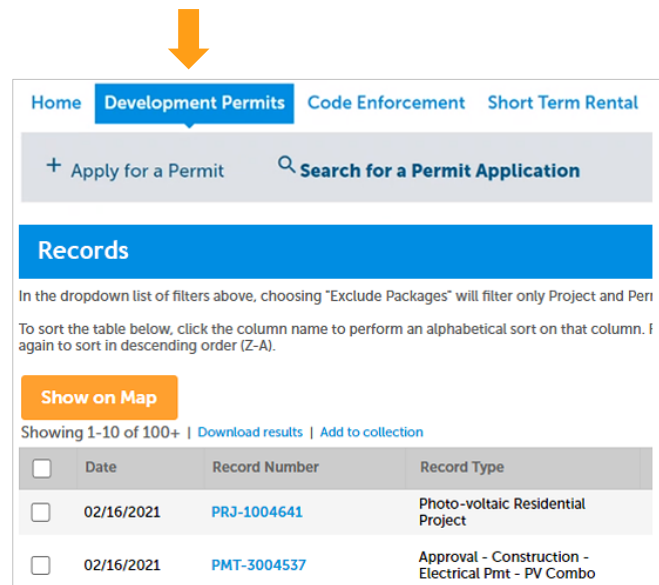
## Click the "Development Permits" tab.

- 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**



Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

**Records**

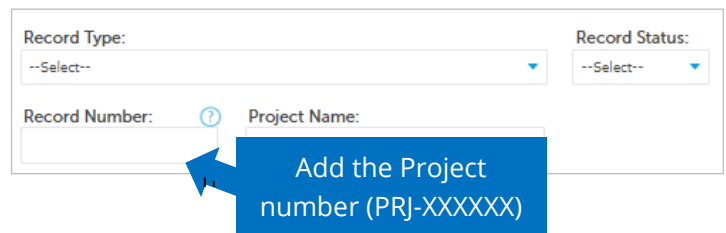
In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Permits.

To sort the table below, click the column name to perform an alphabetical sort on that column. If again to sort in descending order (Z-A).

Show on Map

Showing 1-10 of 100+ | Download results | Add to collection

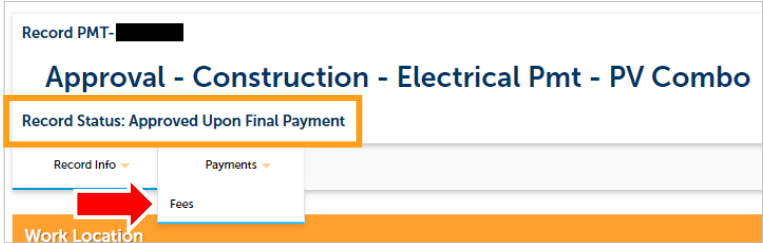

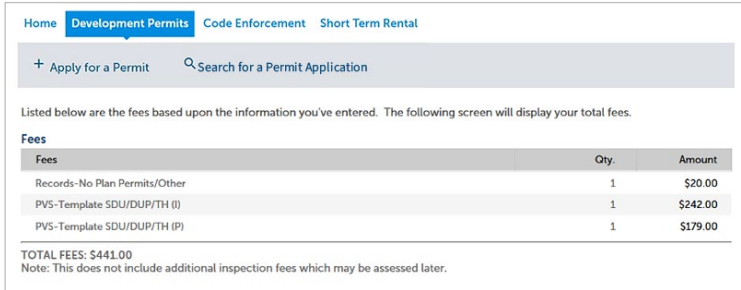
<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	02/16/2021	PRJ-1004641	Photo-voltaic Residential Project
<input type="checkbox"/>	02/16/2021	PMT-3004537	Approval - Construction - Electrical Pmt - PV Combo




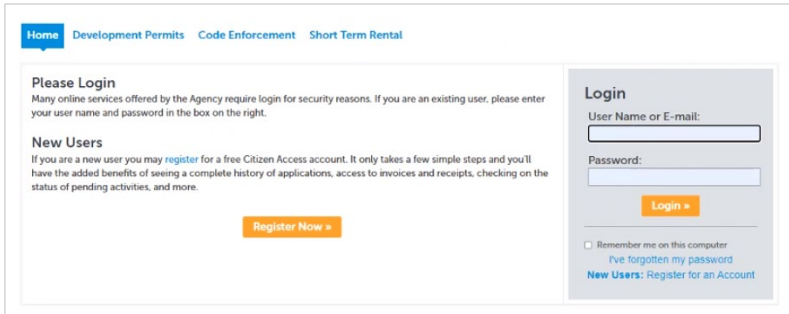
Record Type: --Select-- Record Status: --Select--

Record Number: Project Name:

Add the Project number (PRJ-XXXXXX)

4	<p>Verify that the record has the status: "Approved Upon Final Payment"</p> <ul style="list-style-type: none"> <li>Click "Payments"</li> <li>Then, select "Fees"</li> </ul>	
5	<p>Click "Pay Fees"</p>	
6	<p>The following screen will load.</p> <ul style="list-style-type: none"> <li>Follow instructions to pay</li> </ul>	

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

Step	Action	Screen Reference
	<p>You will receive an Updates Required email if additional information is needed to issue the permit.</p>	
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

- Open the "Issuance Checklist Requested" email.
- Click on a link to log in to your account and submit documents

Hello,

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

Plan check for PRJ-8005336 has been completed. There may be outstanding plan check fees that must be paid prior to uploading the requested Issuance Checklist Items shown on the attachment for permit issuance.

For any outstanding fees, refer to the attached Invoice. **Documents cannot be uploaded until outstanding plan check fees are paid.**

Follow the steps below to upload the requested documents:

- Login to your [Online Permitting Account](#)
- Search and select the application number
- Pay outstanding fees (if applicable)
- Click on the Attachments tab
- Upload the requested documents

**NOTE:** The **Inspection Contact** listed on the Form DS-345 (Project Contacts Information) must have an **ACA registered account** to schedule inspections. Click the following link [Online Permitting Account](#) to register.

The progress of your application can be tracked through your [Online Permitting Account](#)

For questions about your user account or help uploading, contact **619-446-5000**

Thank You,

City of San Diego

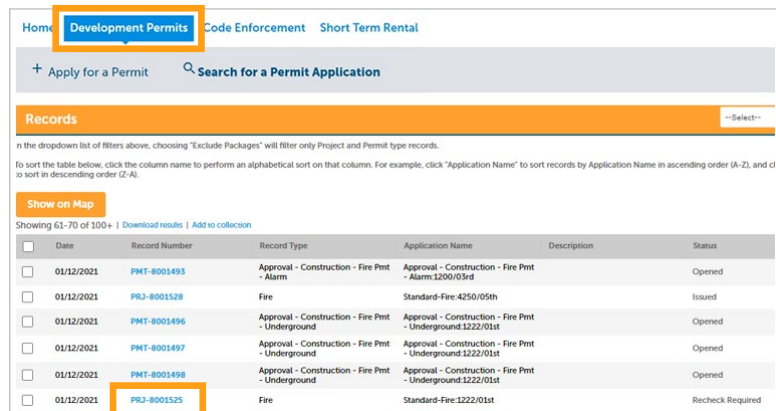
Development Services Department

3

- Select "Development Permits"

Your records will display with the current statuses.

- Click on the blue PRJ link of the project

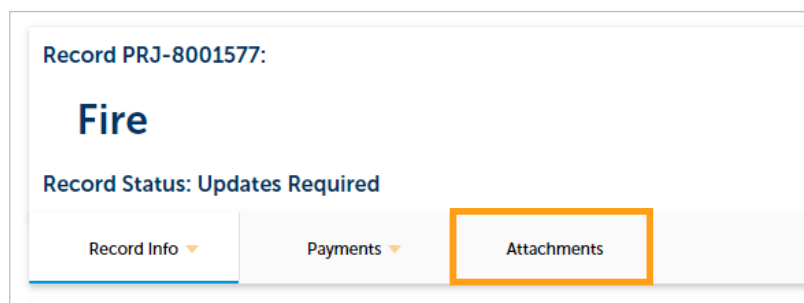


Date	Record Number	Record Type	Application Name	Description	Status
01/12/2021	<a href="#">PMT-8001493</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm 1200/03rd		Opened
01/12/2021	<a href="#">PRJ-8001528</a>	Fire	Standard-Fire-4250/05th		Issued
01/12/2021	<a href="#">PMT-8001496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

4

Your project information will load.

- Click the "Attachments" tab



**Record PRJ-8001577:**

## Fire

**Record Status: Updates Required**

Record Info
Payments
**Attachments**

5

Previously attached documents will be displayed.

- Click "Add Attachment"

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.  
acdl;ade;adp;bat;chm;cmd;com;cpq;doc;docx;exe;hta;htm;html;ins;isp;jar;jsc;jse;lib;lnk;mdb;mde;mht;mhtml;msc;msp;mst;php;pdf;scr;scract;shb;sys;vbs;vxd;wsc;wsf;wsht; types to upload.  
htm;html;mht;mhtml;exe;doc;docx;docx;mdb;acdl;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 Plans
Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded	Fire Permit Works

Add Attachment

6

- Select "Choose File" and drag/drop or search your files to attach them
- Click the *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

**New Attachment**

New Attachment

Choose File No file chosen

Type

--Select--

Description

Enter a brief description of the document

Close Submit

To upload attachments:

- Click Add to start the process
- Click Add for each file to upload

The maximum file size allowed is 400 MB.

`acccbfadecadepbatrchmcmdcomcpdcdcdccocscetstchtmhtmlmswpparjrcjsctshlbcnsmblmdcmntmbtmtmcmmmpumtpghpdfscrtsctshlpcsvrdebyvdcvdcvswcvdcvdcxdoczip` are disallowed file types to upload.

`htmlhtmlymlzmltblmblmexedocdocxcpxcdxcdmldmldaccdfzip` are disallowed file types to upload.

---

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

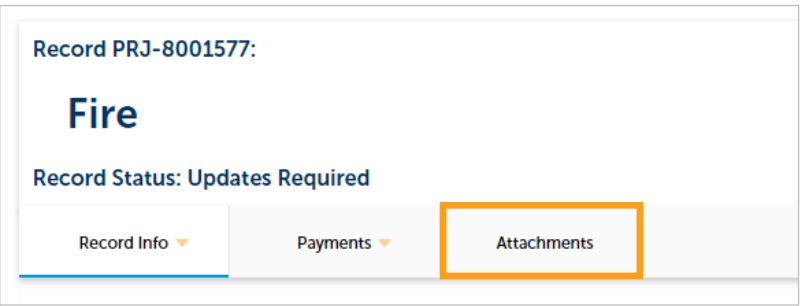
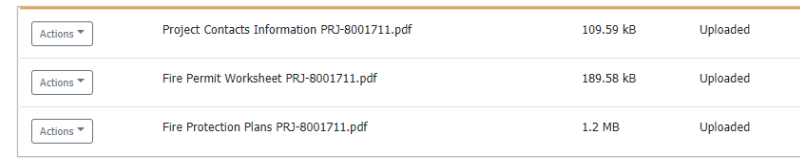
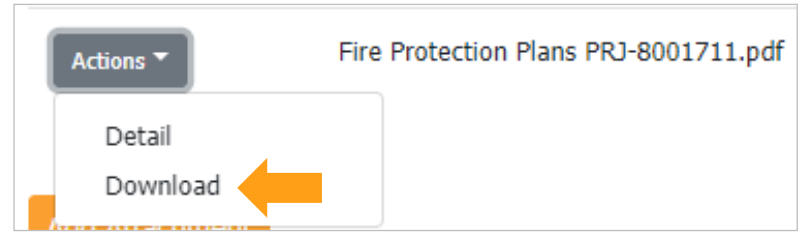
---

Attachments (3)

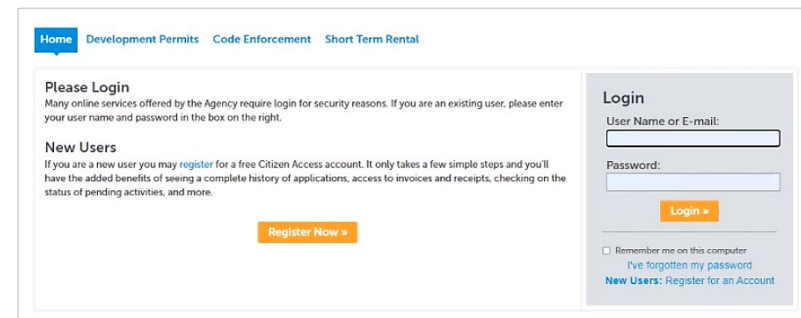
	File Name	File Size	Status	Type	Refresh
Actions ▾	Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	
Actions ▾	Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded	Fire Permit Worksheet	
Actions ▾	Fire Alarm Specs PRJ-8001577.pdf	371.47 kB	Uploaded	Fire Alarm Specs	

Add Attachment

[RETURN TO TOP](#)

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

## HOW DO I SCHEDULE INSPECTIONS?

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

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

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<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

3

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

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

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<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

4

Click on the "Record Info" tab for drop-down options

**Record PMT-8001628:**

## Approval - Construction - Fire Pmt - Alarm

**Record Status:** Issued  
**Expiration Date:** 01/25/2021

Record Info ▼

Payments ▼

Conditions 1

Attachments

5

Click on "Inspections"

Record Info ▼

Record Details

Processing Status

Related Records

Inspections ←

6

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

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

**Please Note:** Combination - Disconnect Reconnect Inspection type needs to an **"Electrical"** upgrade(s)/replacement(s)

**Upcoming (2)**  
[Schedule an Inspection](#)

Click the link above to schedule one.  
TBD Pending Elect-Fire Alarm-Final (3) Tenant Improvement (18517181)  
Inspector: unassigned  
01/25/2021 Scheduled Elect-Fire Alarm-Rough Tenant Imp (18517180)  
Inspector: John Bayliss

**Completed**  
There are no completed inspections on this record.

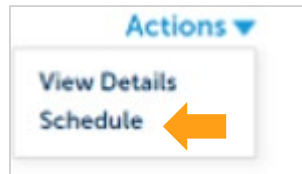
Actions ▼

View Details

Schedule

7

- Click on the 'Schedule' link



8

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

### Schedule/Request an Inspection

calendar below:

Jan 2021

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

« Prev

Feb 2021

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

Mar 2021

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

☐ 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

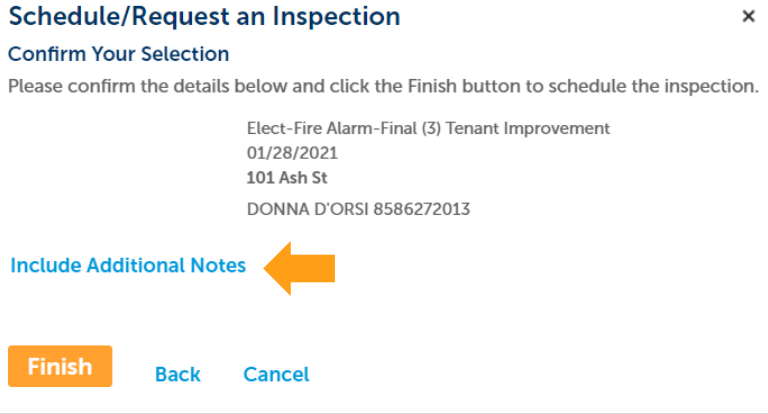
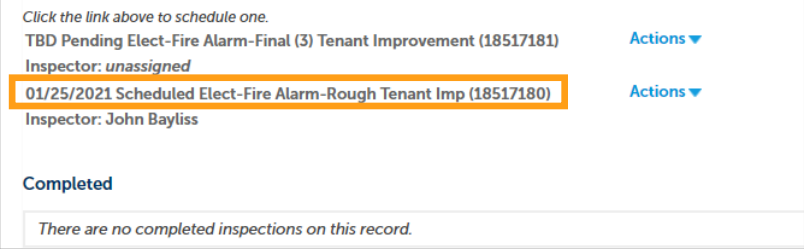
**Contact**  
DONNA D'ORSI  
8586272013

[Change Contact](#)

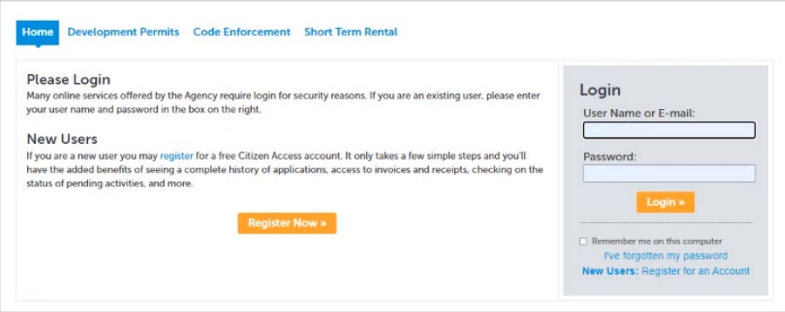
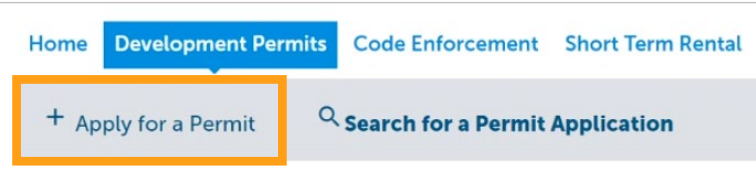
Continue

Back

Cancel

10	<p>The following screen will be displayed. Review the information and if correct then click "Finish."</p> <p>If not correct, then click "Back" and you can edit the information or click "Cancel" to begin the process from the start.</p> <p><b>Include any additional notes for the inspector here.</b></p>	
11	<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>	

## 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 "Development Permits" tab</li> <li>Click on "Apply for a Permit"</li> </ul>	

3

- Read the General Disclaimer and then place a check mark confirming your acceptance.
- Then, click "Continue Application"

**General Disclaimer**

This website is intended for convenience and informational purposes only.

While we strive to ensure the accuracy, timeliness, and function of this website, the City of San Diego makes no representations or warranties regarding its content, condition, sustained performance, resistance and immunity to computer viruses or malware, or proprietary infringement.

☒ I have read and accepted the above terms.

**Continue Application »**

4

Select "Building Construction Change."

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

► **Building Applications**

- ☐ Approval - Process - Agreement
- ☐ Building Construction
- ☐ Building Construction - CIP or Public Project
- ☐ Building Construction - Master Plan Accessory Structure
- ☐ Building Construction - Master Plan MDU
- ☐ Building Construction - Master Plan SDU
- ☐ Building Construction - Special Programs
- ☒ **Building Construction Change**
- ☐ Deferred Fire Submittal
- ☐ Deferred Submittal
- ☐ Demolition
- ☐ Fire

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.

**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:

PMT-XXXXXXX-PMT-XXXXXX

**Continue Application »**



6

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

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.

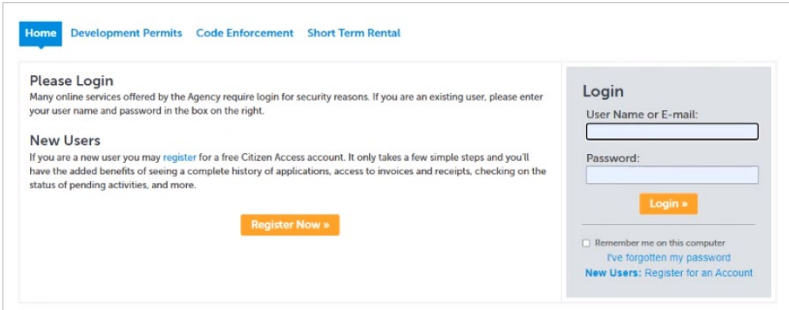
Thank you for using our online services.  
**Your Record Number is CC-8001742.**

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	<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>	

- Click a link to log in to your account and make a payment

Hello,

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

Pre-Screen for PRJ-8005336 has been completed and an invoice with initial plan check fees is attached.

Follow the steps below to pay the outstanding fees:

- Login to your [Online Permitting Account](#)
- Search and select the application number
- Click on the Payments tab
- Pay the outstanding fees

After we receive payment, your project will be Deemed Complete and the Project Review will begin.

**NOTE:** For **CIP projects** paying through Inter Office Transfer using SAP system, email your DSD Project Manager to coordinate the payment.

The progress of your application can be tracked through your [Online Permitting Account](#)

For questions about your user account or help uploading, contact **619-446-5000**

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

Record Info ▼

Payments ▼

Attachments

Fees

- Click on "Pay Fees"

### Outstanding:

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		

[Pay Fees](#)

The following screen will load.

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

### Fees

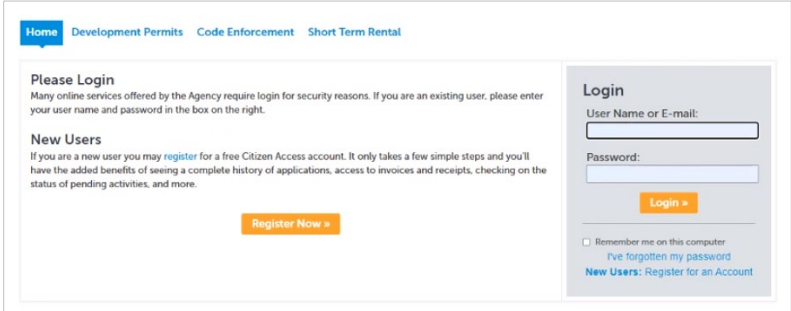
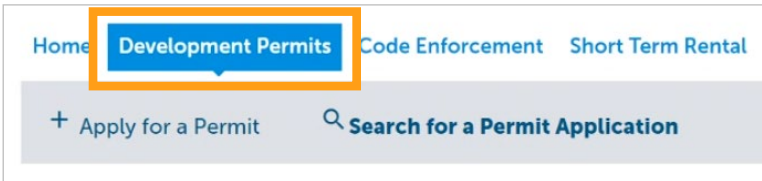
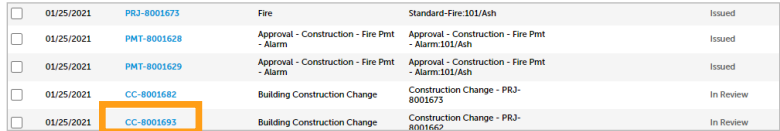
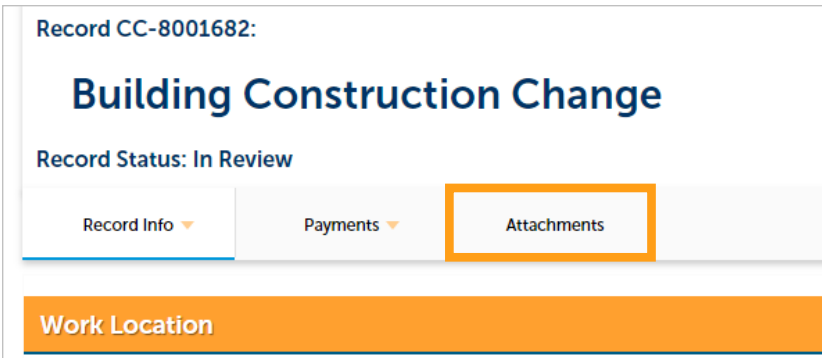
Fees	Qty.	Amount
Hrly-DSD Rvw Fire Plan Proj	1	\$217.93

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	Select "Development Permits"																															
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><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>																															



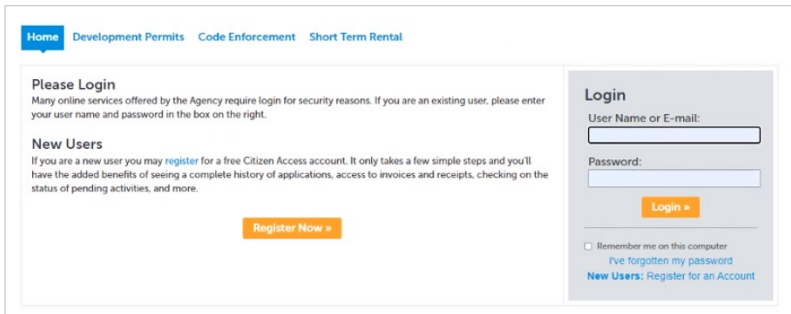
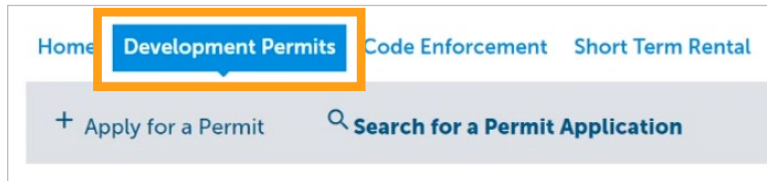

The attachments for this project will be displayed

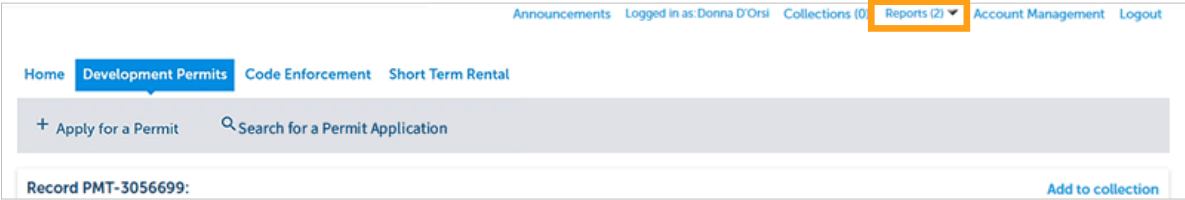
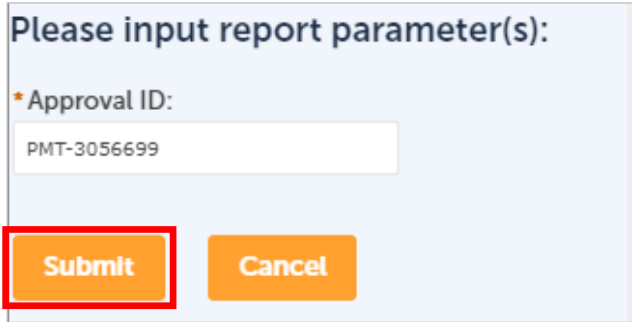
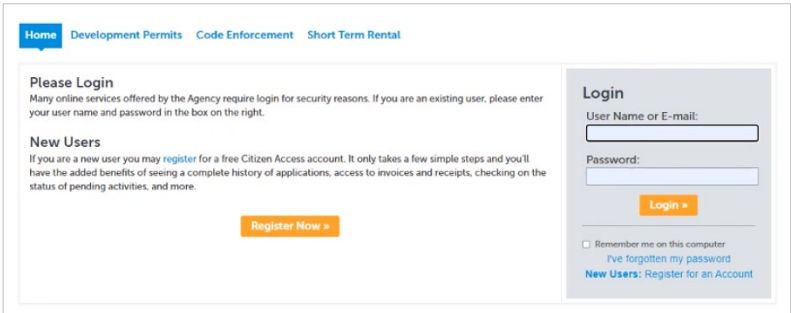
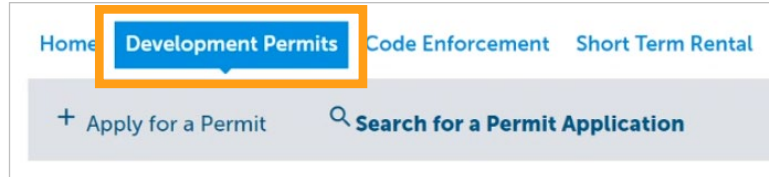
Actions ▾	Project Contacts Information PRJ-8001711.pdf	109.59 kB	Uploaded
Actions ▾	Fire Permit Worksheet PRJ-8001711.pdf	189.58 kB	Uploaded
Actions ▾	Fire Protection Plans PRJ-8001711.pdf	1.2 MB	Uploaded

- Click on the "Actions" drop-down and click "Download"



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

Step	Action	Screen Reference															
1	<b>APPROVAL REPORT</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>																
2	<ul style="list-style-type: none"><li>Click the “Development Permits” tab and your records will be displayed</li></ul>																
3	<ul style="list-style-type: none"><li>Click on the PMT you wish to print the approval report for</li></ul>	 <table><tr><td>01/29/2021</td><td>PMT-8001719</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	PMT-8001719	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	PMT-8001719	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	<p>The selected record will be displayed</p>	<div> Record PMT-8001719:  <h3>Approval - Construction - Fire Pmt - Underground</h3> <p>Record Status: Issued Expiration Date: 01/29/2021</p> <div> Record Info ▾ Payments ▾ Attachments </div> </div>
5	<ul style="list-style-type: none"> <li>Click on the "Reports" drop-down menu</li> <li>Select "Approval"</li> </ul>	
6	<p>A pop-up window will open. Make sure that the correct permit number appears, if not, enter the correct permit number.</p> <ul style="list-style-type: none"> <li>Click "Submit"</li> </ul>	
1	<h3>INVOICE REPORT</h3> <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	<ul style="list-style-type: none"> <li>Click the "Development Permits" tab and your records will be displayed</li> </ul>	

3	<p>Locate your record in the list displayed.</p> <ul style="list-style-type: none"> <li>Click on the blue link to select that record</li> </ul>	<table border="1"> <tr> <td>01/28/2021</td><td><a href="#">PMT-8001710</a></td><td>Approval - Construction - Fire Pmt - Underground</td></tr> <tr> <td>01/28/2021</td><td><a href="#">PRJ-8001747</a></td><td>Fire</td></tr> <tr> <td>01/28/2021</td><td><a href="#">CC-8001745</a></td><td>Building Construction Change</td></tr> <tr> <td>01/28/2021</td><td><a href="#">CC-8001742</a></td><td>Building Construction Change</td></tr> <tr> <td>01/27/2021</td><td><a href="#">PRJ-8001732</a></td><td>Fire</td></tr> </table>	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
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	<ul style="list-style-type: none"> <li>To generate the Invoice report, click the "Payments" tab, then "Fees"</li> </ul>	<p>Record PMT-8001719:</p> <h2>Approval - Construction - Fire Pmt</h2> <p>Record Status: Issued Expiration Date: 01/29/2021</p> <div> <div>Record Info</div> <div>Payments ←</div> <div>Attachments</div> </div> <div> <div>→ Fees</div> </div>															
5	<p>Make note of the invoice number</p>	<div> <div>Record Info</div> <div>Payments</div> <div>Attachments</div> </div> <div>Fees</div> <p><b>Paid:</b></p> <table> <tr> <td>Date 01/29/2021</td> <td>Invoice Number 80992</td> <td>Amount \$599.34</td> </tr> </table> <p>Total paid fees: \$599.34</p>	Date 01/29/2021	Invoice Number 80992	Amount \$599.34												
Date 01/29/2021	Invoice Number 80992	Amount \$599.34															
6	<ul style="list-style-type: none"> <li>Click on the "Reports" drop down</li> <li>Select "Invoice" from the menu</li> </ul>	<div> <a href="#">Announcements</a> <a href="#">Logged in as: Donna D'Orsi</a> <a href="#">Collections (0)</a> <div>Reports (2) ▾</div> <a href="#">Account Management</a> <a href="#">Logout</a> </div>															
7	<p>A pop-up window will open. Make sure that the correct invoice number appears. If not, enter the invoice number.</p> <ul style="list-style-type: none"> <li>Click "Submit "</li> <li>Invoice of Permit or Project will be displayed in PDF format.</li> </ul>	<div> <h3>Please input report parameter(s):</h3> <p>* Invoice Number:</p> <input type="text" value="81183"/> <div> <div>Submit</div> <div>Cancel</div> </div> </div>															

## APPENDIX A – WORKFLOW/RECORD STATUS MAPPING AND DEFINITIONS

Task Name	Workflow Task Status	Record Status (Project)	Process
Pre-Screen	In Queue	In Queue	Initial submittal from applicant
Pre-Screen	In Process	Pre-Screen	The Pre-Screen process has been started by staff and a due date is set
Pre-Screen	Updates Required	Updates Required	Staff determines during Pre-Screen that the applicant's submission is incomplete
Pre-Screen	Resubmitted	Resubmitted	The applicant has submitted any additional documents requested during Pre-Screen
Pre-Screen	Route to EPR	Pre-Screen	Staff has routed the applicable documents to EPR for plan review (e.g. plans)
Pre-Screen	Documents Routed to EPR	Pre-Screen	System confirmation that documents have been routed to EPR for plan review
Pre-Screen	Pending Invoice Payment	Application Pending Payment	Staff has deemed the submission complete, assessed fees for plan check, and the project is ready for review
Project Review	In Review	In Review	The status of the project review until all disciplines sign-off and the project is ready for issuance
Project Review	Recheck Required	In Review	Reviewer has requested a resubmittal of documents and/or information
Project Review	Final version submitted	In Review	The final version will be reviewed by all disciplines
Project Review	Review Complete	In Review	The project review has completed and requires one last assessment by issuance staff
Project Review	Ready for Issuance	Review Phase Complete	The review phase can be closed out and the project is ready for issuance
Issuance	In Progress	Review Phase Complete	Permit issuance is in progress
Issuance	Updates Required	Issuance Checklist Requested	Issuance Checklist items are needed prior to permit issuance
Issuance	Resubmitted	Issuance Checklist Submitted	Issuance Checklist items have been resubmitted by the applicant
Issuance	Approved Upon Final Payment	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
Issuance	Approved Upon Final Payment	Issued (When all Permits are set to Issued)	Inspection invoice(s) will be sent to customer. When all fees are paid, permit is issued.
Issuance	Closed	Closed (When all Permits are set to Closed)	The record is closed. Any changes to the building construction plans require a construction change application.

## APPENDIX B – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

### Sheet Numbering

Please make sure your sheet numbers are located in the bottom right corner of your plans. Use [the designated templates](#) or follow [sheet numbering styles](#) to ensure the timely processing of reviews.

### File Size

The max size of each file you can upload cannot exceed 200MB. File sizes larger than 200MB will be rejected.

**FIX:** Return to the source document and create PDF files that are below the file size limitation.

### Page Size

PDF files with page sizes 8.5- by 11-inches are accepted for DSD-approved fillable documents and required reports. However, plans must be at minimum 11- by 17-inches and a maximum of 36- by 48-inches.

**FIX:** Return to the source document and change the paper size to meet the requirements.

### Page Orientation

Having a mix of paper sizes and orientations is not a problem, as orientation issues will not prevent the file from being accepted. However, this will generate more difficult reviewing conditions for review teams. A warning will pop-up if different orientations are found to help you research whether any pages are upside down or improperly oriented.

**FIX:** Verify that pages are not upside down or improperly oriented.

### Password Protection

Files must not be password protected. If the PDF cannot be opened, the file will be rejected.

**FIX:** Remove the password protection to allow users to open the PDF.

### Annotations and Comments

An annotation is any 'object' that appears in the Adobe Reader 'Comment' panel. It could be a 'comment' or 'stamp' or font issue like SHX Text from AutoCad.

**FIX:** To remove annotations in a PDF, use the print to PDF option. This process eliminates annotations by "flattening" the PDF.

## **DSD ONLINE PERMITS**

# Apply for an Engineering Permit



## 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, email [DSDProjectinfo@sandiego.gov](mailto:DSDProjectinfo@sandiego.gov).
- 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.

## TABLE OF CONTENTS

- [How to submit an application](#)
- **Apply for an Engineering Permit:**
  - [Right-of-Way – Minor – Rapid Review](#)
  - [Grading, ROW, Mapping – Standalone](#)
  - [Grading, ROW, Mapping – Associated](#)
  - [Engineering Construction Change](#)
- [I received an "Updates Required" email. How do I upload the requested documents?](#)
- [I received a "Review Pending Invoice Payment" email. How do I pay?](#)
- [I received a "Recheck Required" email from a review discipline; how do I look for the Issues Report?](#)
- [I received a "Ready for Resubmittal" email; how do I submit the requested documents?](#)
- [I received a "Final Version Signed Off" email. What do I do next?](#)
- [I received a "Review Complete/Permit Ready for Payment" email; how do I pay my invoice?](#)
- [I received an "Issuance Checklist Requested" email; how do I submit the requested documents?](#)
- [Permit status is "Issued;" how do I download my approved plans?](#)
- [How do I schedule inspections?](#)
- [I received a "Pending Invoice Payment" for my construction change; how do I pay?](#)

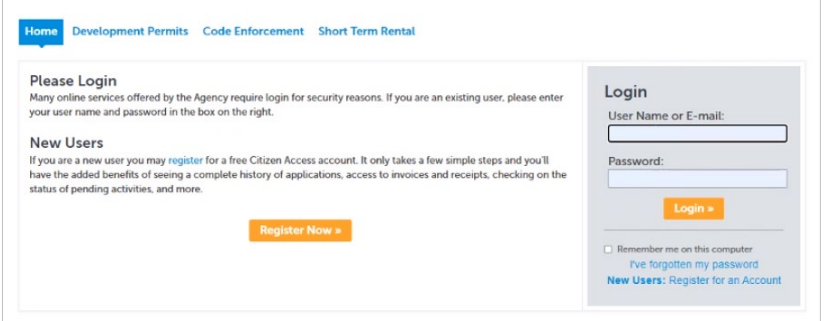
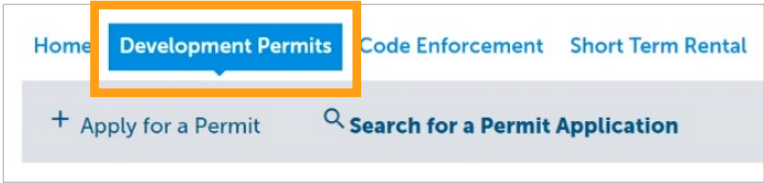
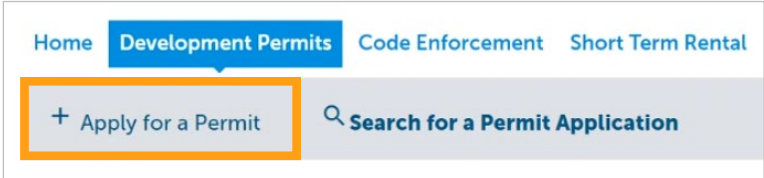
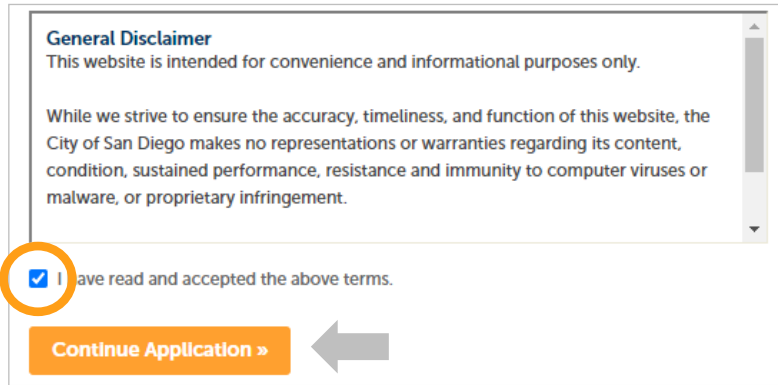
- [How do I download approved plans for my construction change?](#)
- [How do I print an Approval Report and an Invoice Report?](#)

[Appendix A – Workflow/record status mapping and definitions](#)

[Appendix B – Requirements to Upload Plans and Documents](#)



## 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	<ul style="list-style-type: none"> <li>Select the "Development Permits" tab</li> </ul>	
3	<ul style="list-style-type: none"> <li>Select "Create an Application"</li> </ul>	
4	<ul style="list-style-type: none"> <li>Read and acknowledge the disclaimer</li> <li>Click "Continue Application"</li> </ul>	

## Select a Record Type

- Select the permit type you would like to apply for and click "Continue Application"

**Note:** For PTS Permits, please refer to instructions in the [OpenDSD User Guide to PTS Projects](#).

### Select a Record Type

#### ► Building Applications

- ☐ Approval - Process - Agreement
- ☐ Building Construction
- ☐ Building Construction - CIP or Public Project
- ☐ Building Construction - Master Plan Accessory Structure
- ☐ Building Construction - Master Plan MDU
- ☐ Building Construction - Master Plan SDU
- ☐ Building Construction - Special Programs
- ☐ Building Construction Change
- ☐ Deferred Fire Submittal
- ☐ Deferred Submittal
- ☐ Demolition
- ☐ Fire
- ☐ Fire Construction Change
- ☐ Photovoltaic
- ☐ Photo-voltaic Construction Change
- ☐ Photo-voltaic Residential Project
- ☐ Plan - Mechanical/Electrical/Plumbing Standalone
- ☐ Sign

#### ► Simple No Plan Permits

- ☐ No-Plan - Nonresidential/Multifamily - Electrical
- ☐ No-Plan - Nonresidential/Multifamily - Mechanical

- ☐ No-Plan - Nonresidential/Multifamily - Plumbing
- ☐ No-Plan - Residential - Combination Mech/Elec/Plum

#### ► PTS

- ☐ PTS Electronic Submittal

#### ► Grading, Right of Way, Mapping Applications

- ☐ Deferred As Graded
- ☐ Engineering Construction Change
- ☐ Grading, ROW, Mapping - Associated Submittal
- ☐ Grading, ROW, Mapping - Standalone
- ☐ Right of Way - Dry Utilities
- ☐ Right of Way - Minor - Rapid Review

#### ► Discretionary Applications

- ☐ Discretionary Project

#### ► Traffic & Transportation

- ☐ Traffic Control Permit
- ☐ Transportation Permit

#### ► Agreement

- ☐ Approval - Process - Agreement

#### ► Miscellaneous Applications

- ☐ Others

Continue Application



Jump to a permit type for the next step:

- [Right-of-Way – Minor – Rapid Review](#)
- [Grading, ROW, Mapping – Standalone](#)
- [Grading, ROW, Mapping – Associated](#)
- [Engineering Construction Change](#)

## Right-of-Way – Minor – Rapid Review

- Select "Right-of-Way – Minor – Rapid Review"
- Click "Continue Application"

#### ► Grading, Right of Way, Mapping Applications

- ☐ Deferred As Graded
- ☐ Engineering Construction Change
- ☐ Grading, ROW, Mapping - Associated Submittal
- ☐ Grading, ROW, Mapping - Standalone
- ☐ Right of Way - Dry Utilities
- ☒ Right of Way - Minor - Rapid Review

Continue Application »



### Submittal Validation

- Answer "Yes" or "No" to the validation questions below
- When complete, click "Continue Application"

6b

SUBMITTAL VALIDATION

\* Does your project propose a Pedestrian Plaza per Information Bulletin 565: ☐ Yes ☒ No

\* Is this Spaces as Places application: ☐ Yes ☒ No

Save and resume later

Continue Application

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

6c

ADDRESS VALIDATION

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

Continue Application »

- Answer the Rapid Review validation questions and click "Continue Application"

**NOTE:** It is important to answer the validation questions correctly and as directed to avoid cancelation of the permit application.

**IMPORTANT:** Failure to answer the following questions correctly and as directed will result in cancelling your permit application request. Reapplying for the correct record type application will be required.

- See [Information Bulletin 165](#), How to Obtain a Public Right-of-Way Permit for Standard Public Improvements.
- See [Information Bulletin 523](#), How to Obtain a Permit for a Sidewalk Café.
- See [Section 142.0560\(j\)](#), for Driveway and Access Regulations.

6d

Minor Right of Way - Validation Questions

MINOR ROW - RAPID REVIEW

\* Is the requested Right of Way Permit a condition of an associated Discretionary Permit: ☐ Yes ☐ No

Save and resume later

Continue Application

### Address or Parcel Entry

- Enter Street No. and Street name only (the system will populate the parcel info)
- Click "Search"

**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

**OR**

- Enter parcel number in ###-###-#### format (the system will populate the address info if it exists)
- Click "Search"

\* Parcel Number:

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

Legal Description:

- Click "Continue Application"

**Continue Application »**



### Permit Scope and Site Information

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type
4. Whether a discretionary permit is currently in process for the project
5. Associated discretionary permit approval numbers

**Project Information**

* Define the scope of the work:	<input type="text"/>	1	* What is the processing timeline requested for this application?:	--Select--	2
* Applicant Type:	--Select--	3	* Is there a Discretionary Permit currently in the process associated with this project:	Yes <input type="radio"/> No <input type="radio"/>	4
* Provide associated prior Discretionary Approval Number(s):	<input type="text"/>	5			



- When complete, click "Continue Application"



Go to [step 7](#) to upload documents and complete application

## Grading, ROW, Mapping - Standalone

### Select a Record Type

- For new engineering or mapping submittals, elect "Grading, ROW, Mapping - Standalone"
- Click "Continue Application"

**Note:** For PTS Permits, please refer to instruction in the [OpenDSD User Guide to PTS Projects](#).

#### ► Grading, Right of Way, Mapping Applications

- ☐ Deferred As Graded
- ☐ Engineering Construction Change
- ☐ Grading, ROW, Mapping - Associated Submittal
- ☒ Grading, ROW, Mapping - Standalone
- ☐ Right of Way - Dry Utilities
- ☐ Right of Way - Minor - Rapid Review

**Continue Application »**



### Submittal Validation

Answer the submittal validation questions.

If the answer is "Yes" to both questions you must submit a **Grading, ROW, Mapping- Associated** submittal to complete the permit application

Otherwise, click "Continue Application"

#### Submittal Validation

\*Will this application have associated approvals such as Grading, ☒ Yes ☐ No Right of Way, or Mapping Actions on the same site :

Are you submitting this application as an "Associated Submittal" to ☐ Yes ☒ No an existing Grading, Right of Way, or Mapping Actions in progress:

### Address Validation

- 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 »**



## Address or Parcel Entry

- Enter Street No. and Street name only
- Click "Search" (the system will populate the parcel info)

**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:
1222	--Select--	01st	Av

**Search** **Clear**

**OR**

- Enter parcel number in ###-###-#### format
- Click "Search" (the system will populate the address info if it exists)

\* Parcel Number:

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

Legal Description:

**Search** **Clear**

**OR**

- If the project is located entirely within the Public Right of Way and is not associated to the adjacent property, provide the general vicinity (see below).
- Click "Continue Application"

**PROJECT SITE VALIDATION**

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

Do you have an Assessor's Parcel Number(s): ☐ Yes ☒ No

Is the project located entirely within the public Right of Way: ☒ Yes ☐ No

Provide the general vicinity of the location: \*

Intersection of B St and First Ave.

**Save and resume later** **Continue Application**

### Code Validation

Answer the Code enforcement Case question:

- If “no,” continue application:
- If “yes,” answer the additional questions

#### CE CASE VALIDATION

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

#### 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 »**

### Permit Specific Requirements

- Select permit type and answer any additional questions
- Click “Continue Application”

#### PERMIT REQUIREMENTS

\* Select the permit type:

Select the type of Grading Permit: \*

### Permit Scope and Site Information

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type
4. Whether a discretionary permit is currently in process for the project
5. Associated discretionary permit approval numbers

#### Project Information

\* Define the scope of the work:

\* Applicant Type:  3

\* Provide associated prior Discretionary Approval Number(s):

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

\* Is there a Discretionary Permit currently in the process as of the date of application with this project:  4

Save and resume later

Continue Application

When complete, click “Continue Application”



Go to [step 7](#) to upload documents and complete application

## Grading, ROW, Mapping - Associated

### Select a Record Type

- Select "Grading, ROW, Mapping- Associated Submittal" to link to an existing project in Accela

If the existing project is a PTS or Hybrid project, select the Standalone record to complete your application.

**Help**

Associated Submittals are those permits for which the design of one permit directly impact the other. For example, the grading, public improvement plan and Final Map showing proposed streets are related permits as they are directly related to the location of those streets shown on the Final Map

☐ Plan - Mechanical/Electrical/Plumbing Standalone

☐ Sign

**PTS**

☐ PTS Electronic Submittal

**Traffic & Transportation**

☐ Traffic Control Permit

☐ Transportation Permit

**Miscellaneous Applications**

☐ Others

**Grading, Right of Way, Mapping Applications :**

☐ Deferred As Graded

☐ Engineering Construction Change

☒ Grading, ROW, Mapping - Associated Submittal

☐ Grading, ROW, Mapping - Standalone

☐ Right of Way - Dry Utilities

☐ Right of Way - Minor - Rapid Review

### Submittal Validation

- Enter an existing Accela PRJ number to continue

#### Associated Submittal Check

\* Provide the project number for which you would like associated this submittal:

PRJ-1000000

- If the PRJ number is invalid, Select "Grading, ROW, Mapping – Standalone" to complete your application

#### Associated Submittal Check

**Invalid Project number**

\* Provide the project number for which you would like associated this submittal:

### Address Validation

- Indicate if there is an address for the project site
- Click "Continue Application"

#### PROJECT SITE VALIDATION

\* Do you have an address for the project site:

☐ Yes ☐ No

**Continue Application »**





### Address or Parcel Entry

- Enter Street No. and Street name only
- Click "Search" (the system will populate the parcel info)

**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:
1222	--Select--	01st	Av

**Search** **Clear**

**OR**

- Enter parcel number in ###-###-#### format
- Click "Search" (the system will populate the address info if it exists)

\* Parcel Number:

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

Legal Description:

**Search** **Clear**

**OR**

- If the project is located entirely within the Public Right-of-Way and is not associated to the adjacent property, provide the general vicinity (see below).
- Click "Continue Application"

**PROJECT SITE VALIDATION**

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

Do you have an Assessor's Parcel Number(s): \* ☐ Yes ☒ No

Is the project located entirely within the public Right of Way: \* ☒ Yes ☐ No

Provide the general vicinity of the location: \*

Intersection of B St and First Ave.

**Save and resume later** **Continue Application**

### Code Validation

Answer the Code enforcement Case question:

- If “no,” continue application:
- If “yes,” answer the additional questions

#### CE CASE VALIDATION

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

#### 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 »**

### Permit Specific Requirements

- Select permit type and answer any additional questions
- Click “Continue Application”

#### PERMIT REQUIREMENTS

\* Select the permit type:

Select the type of Grading Permit: \*

### Permit Scope and Site Information

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type
4. Whether a discretionary permit is currently in process for the project
5. Associated discretionary permit approval numbers

#### Project Information

\* Define the scope of the work:

\* Applicant Type:

\* Provide associated prior Discretionary Approval Number(s):

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

\* Is there a Discretionary Permit currently in the process with this project: ☐ Yes ☒ No

**Save and resume later**

**Continue Application**

When complete, click “Continue Application”



Go to [step 7](#) to upload documents and complete application

## Engineering Construction Change

- 6a**
- Select a Record Type**
- Select "Engineering Construction Change"
- Grading, Right of Way, Mapping Applications
    - ☐ Deferred As Graded
    - ☒ Engineering Construction Change
    - ☐ Grading, ROW, Mapping - Associated Submittal
    - ☐ Grading, ROW, Mapping - Standalone
    - ☐ Right of Way - Dry Utilities
    - ☐ Right of Way - Minor - Rapid Review

- 6b**
- Enter the PRJ# in the exact format PRJ-XXXXXX
  - Provide a narrative of the changes proposed
  - Click "Continue Application"

### CONSTRUCTION CHANGE VALIDATION

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

PRJ-8001760

\*Please provide scope of the construction change:

Change to location of sprinkler heads

**Continue Application »**

- 6c**
- Click "Add a Row"

### RELATED PERMITS

Showing 0-0 of 0

Permit Number

No records found.

Add a Row

Edit Selected

Delete Selected

- 6d**
- Enter the PMT number you want to associate with this construction change
  - Click "Submit" and the PMT will be added

### RELATED PERMITS

\*Permit Number:

PMT-8001719

**Submit**

Cancel

After the PMT is validated, it will be displayed.

- Click "Continue Application"

**Continue Application »**

Go to [step 7](#) to upload documents and complete application

## Required Documents

### 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.

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

• Required Documents

1. Required Attachment - Construction Plan (DS-3179)	<input type="button" value="Choose File"/>	No file chosen
2. Required Attachment - Storm Water Req. Applicability Checklist (DS-560)	<input type="button" value="Choose File"/>	No file chosen

**Continue Application »**

If you encounter Failed Scout Validation, use the [Scout link](#) and check your files.

[Scout Validation Help](#)

### Additional Documents

Upload any additional documents you wish to include with your submittal

- Click "Add"

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

File Name	File Size	Type
DS-3179 final draft BD.pdf	130.14 kB	Construction Plan (DS-3179)
DS-560.pdf	1.12 MB	Storm Water Req. Applicability Checklist (DS-560)

9

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

### New Attachment

New Attachment

Project Contact Information Form.pdf

Type

Project Contacts Information

Description

Contact form

Close

Submit

Continue Application »

## Review Application

Review the Application and return to previous steps by clicking on the numbered tabs at the top.

**Fire**

1	2	3 Project Information	4 Project Documents	5 Declaration	6 Review	7 Submitted
---	---	-----------------------	---------------------	---------------	----------	-------------

**Step 6: Review**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Fire

**Address Validation**

ADDRESS VALIDATION  
Do you have an address for the project site?: Yes

**Address**

1222 01st Av

**Parcel**

Parcel Number: 533-433-2800  
Legal Description: BLK 1 ST CLSD6BLKS 13 THRU 150

**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:

**Code Case Validation**

Code Enforcement  
Is there a code enforcement violation case on this site?: No

**Select Scope and Timeline**

Project Information  
Define the scope of the work: ADU  
Applicant Type: Authorized Agent of Property Owner or Other Person per M.C. Section 112.0102  
What is the processing timeline requested for this application?: Standard  
Provide associated prior Discretionary Approval Number(s): 0

**Does the project propose any of the following residential use types?**

RESIDENTIAL USE TYPES

Permanent Supportive Housing:	No
Transitional Housing:	No
Accessory Dwelling Units:	No
Junior Accessory Dwelling Units:	No
None of the above:	Yes

**Does the project propose using any of the following incentive programs?**

INCENTIVE PROGRAMS  
SB 35 Streamlined Affordable Housing: No

10

11

- Acknowledge the final certification
- Click *Continue Application*

I certify that I have read this application and state the above information is true and correct. I understand that the City of San Diego has the right to inspect the property at any time to verify compliance with the City's 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 pursue any other action against the city to enter the above-identified property for inspection purposes.

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

**Continue Application »**



12

Your record number will be created and displayed, and an email with further instructions will be sent.

**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 »**

13

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

Hello,

Development Services has created your application.

Record ID: PRJ-8005336

Record Address:

Record Type: General

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

Thank you for your application. Your documents have been received and will be processed in the order submitted.

For current application processing timeline, [click here](#)

**The progress of your application can be tracked through your [Online Permitting Account](#)**

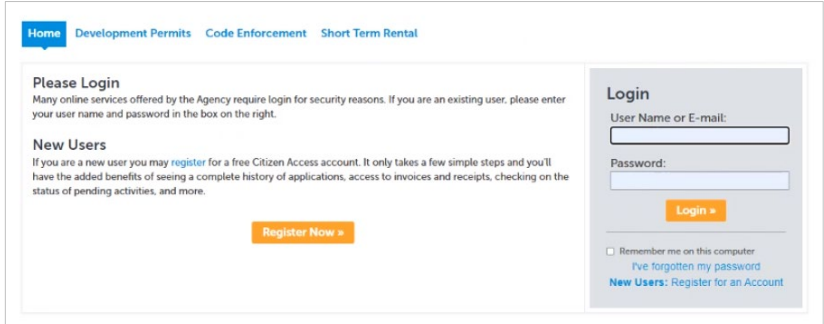
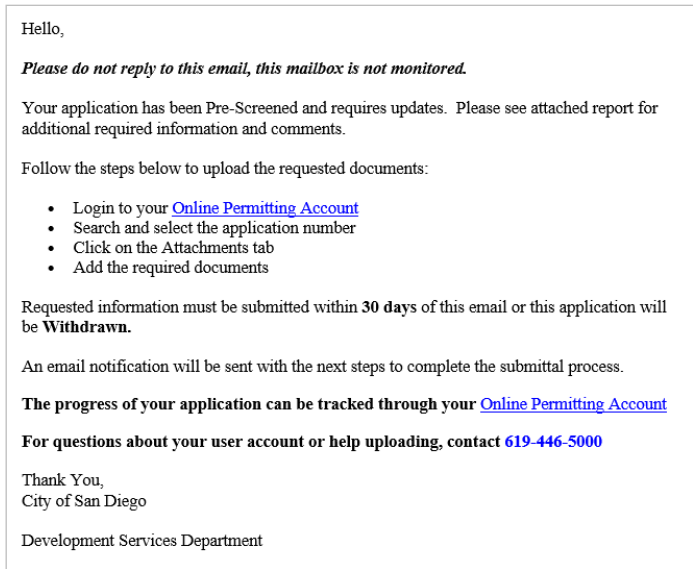
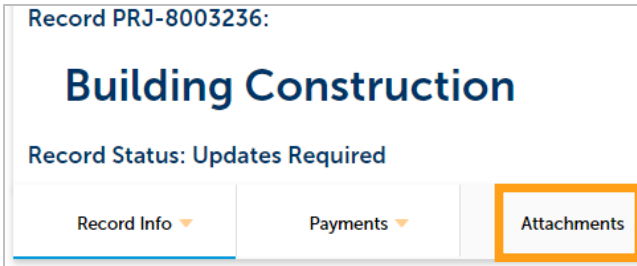
**For questions about your user account or help uploading, contact 619-446-5000**

Thank you,

City of San Diego

Development Services Department

## 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.</p> <ul style="list-style-type: none"> <li>Click either of the email links to go to your account and make project updates</li> </ul>	
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"

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;jse;lib;lnk;mdb;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scs;shb;sys;vbs;vbe; types to upload.  
html;htm;mht;mhtml;exe;doc;docx;xls;xls;mdb;acdb;zip are disallowed file types to upload.

Attachments (2)

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

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**

New Attachment

Choose File No file chosen

Type

--Select--

Description

Enter a brief description of the document

Close Submit



To upload attachments:

- Click Add to start the process
- Click Add for each file to upload
- The maximum file size allowed is 400 MB.

`acccfdaadeadpbatdcmcmdcomcpbdodocdoceneathtahhtmlenlaspjarjcselshkcnmdeamltmbmtmcmmomstphlpplpfscrsctscshspcvschvevdevvdevvsvdevvndchdcziczip` are disallowed file types to upload.  
[html.htmrmtbmhtmlenlaspbdodocdocdocdcdcdmclaccffazip](#) 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
Actions ▾	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	

Add Attachment

[Home](#) [Development Permits](#) [Code Enforcement](#) [Short Term Rental](#)

### 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 »](#)

### Login

User Name or E-mail:

Password:

[Login »](#)

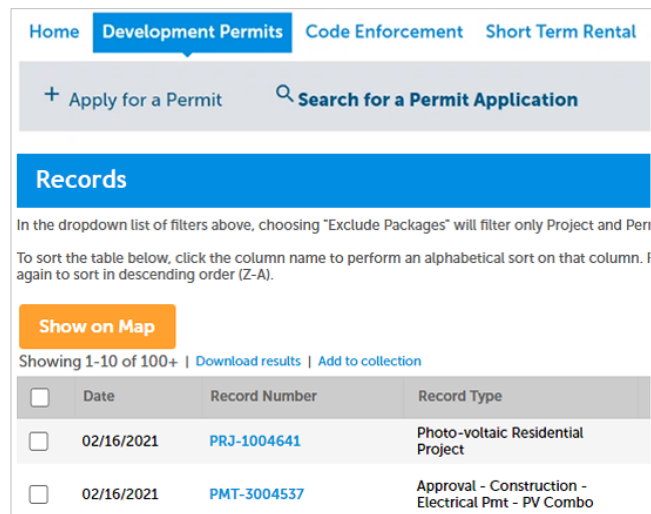
☐ Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

- [RETURN TO TOP](#)

Click on the "Development Permits" tab.

- Select the record listed in the email

**OR**



Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

**Records**

In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Per

To sort the table below, click the column name to perform an alphabetical sort on that column. If again to sort in descending order (Z-A).

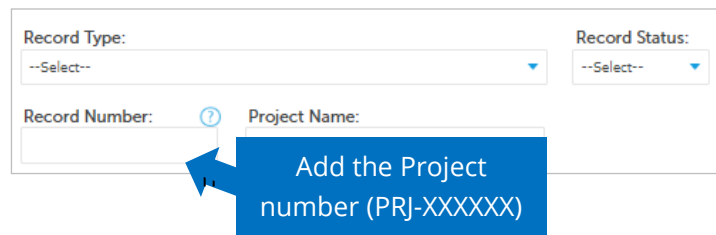
Show on Map

Showing 1-10 of 100+ | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	02/16/2021	PRJ-1004641	Photo-voltaic Residential Project
<input type="checkbox"/>	02/16/2021	PMT-3004537	Approval - Construction - Electrical Pmt - PV Combo

Scroll down to the search field for Records

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



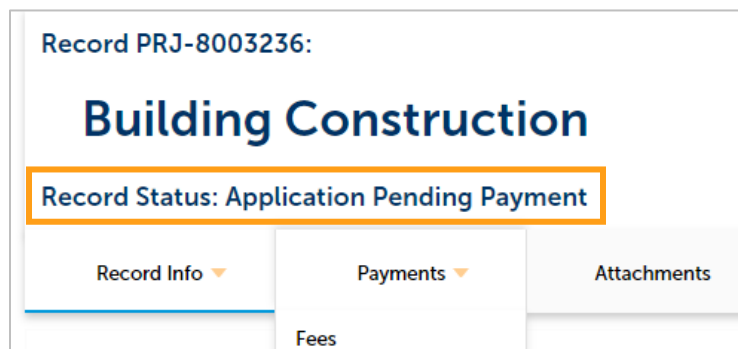
Record Type: --Select-- Record Status: --Select--

Record Number: Project Name:

Add the Project number (PRJ-XXXXXX)

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

- Click on "Payments"
- Select "Fees"



**Record PRJ-8003236:**

**Building Construction**

**Record Status: Application Pending Payment**

Record Info Payments Attachments

Fees

- Click on "Pay Fees"

**Outstanding:**

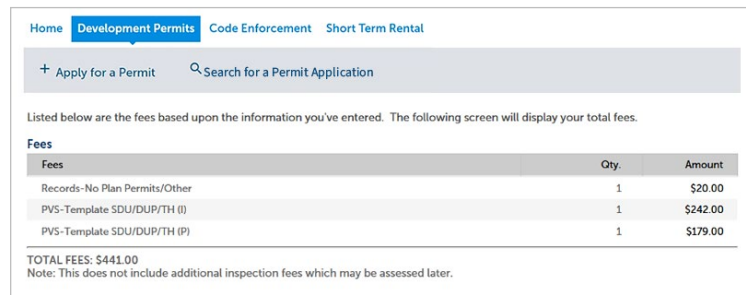
Date	Invoice Number	Amount
01/12/2018	617932	\$20.00
01/12/2018	617932	\$242.00
01/12/2018	617932	\$179.00

Total outstanding fees: \$441.00

Pay Fees

6

The following screen will load. Follow instructions to pay.



Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

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.

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

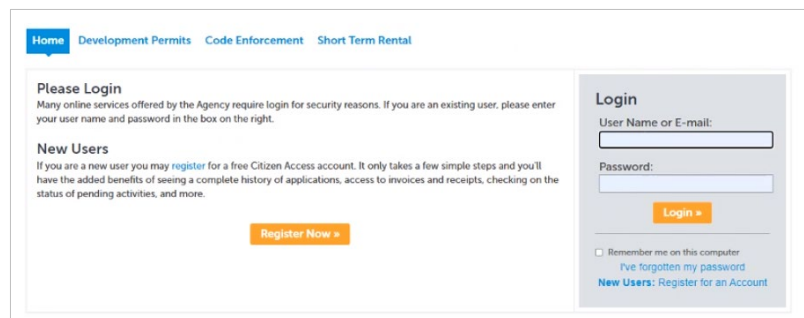
Step

Action

Screen Reference

1

- Log into your [online permitting account](#)
- Enter your username and password\*
- \* If you are a new user, see the [tutorial](#) on how to register for an account



Home **Development Permits** Code Enforcement Short Term Rental

**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.

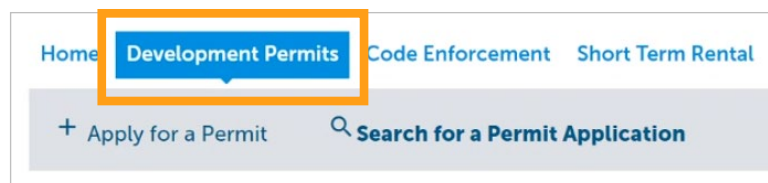
[Register Now »](#)

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

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

2

- Select "Development Permits"



Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

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-8001669	In Review



- Development Services Department

3

- [Home](#)
[Development Permits](#)
[Code Enforcement](#)
[Short Term Rental](#)

[+ Apply for a Permit](#)
[🔍 Search for a Permit Application](#)

## Records

--Select--

In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Permit type records.  
 To sort the table below, click the column name to arrange an alphabetical sort on that column. For example, click "Application Name" to sort records by Application Name in ascending order (A-Z), and click "Date" to sort in descending order (Z-A).

[Show on Map](#)

Showing 61-70 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	Description	Status
<input type="checkbox"/>	01/12/2021	<a href="#">PMT-8001493</a>	Approval - Construction - Fire Permit - Alarm	Approval - Construction - Fire Permit - Alarm.1200/03rd		Opened
<input type="checkbox"/>	01/12/2021	<a href="#">PRJ-8001528</a>	Fire	Standard-Fire.4250/05th		Issued
<input type="checkbox"/>	01/12/2021	<a href="#">PMT-8001496</a>	Approval - Construction - Fire Permit - Underground	Approval - Construction - Fire Permit - Underground.1222/01st		Opened
<input type="checkbox"/>	01/12/2021	<a href="#">PMT-8001497</a>	Approval - Construction - Fire Permit - Underground	Approval - Construction - Fire Permit - Underground.1222/01st		Opened
<input type="checkbox"/>	01/12/2021	<a href="#">PMT-8001498</a>	Approval - Construction - Fire Permit - Underground	Approval - Construction - Fire Permit - Underground.1222/01st		Opened
<input type="checkbox"/>	01/12/2021	<a href="#">PRJ-8001525</a>	Fire	Standard-Fire.1222/01st		Recheck Required

4

Record PRJ-8001577:

Fire

Record Status: Updates Required

Record Info ▼

Payments ▼

Attachments

5

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**.  
 The following file types are supported: `accdb, doc, docx, exe, hta, html, htm, jsp, jar, js, jpeg, jpg, lck, mdb, mde, mht, mhtml, msc, mp3, mp4, pdf, ppt, pptx, shb, svs, vbs, vbe, vbsx, vxd, vsc, vsf, vsdx, xaccdb, xdoc, xdocx, xhtm, xhtml, xjsp, xjar, xjs, xjpeg, xjpg, xlk, xldb, xmd, xmt, xmhtml, xmsc, xmp3, xmp4, xppt, xpptx, xshb, xsvs, xvbs, xvbe, xvbsx, xvxd, xvsc, xvsf, xvsdx`  
 The following file types are disallowed for upload: `htm, htm, mht, mhtml, exe, doc, docx, docx, mdb, accdb, zip`

Attachments (2)

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	189.5 kB	Uploaded	Fire Permit Work

Add Attachment

6

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

\*\*\*If submitting Applicant Response to Issues, upload requested documents. If the responses are for more than one discipline, combine responses into one PDF file for upload\*\*\*


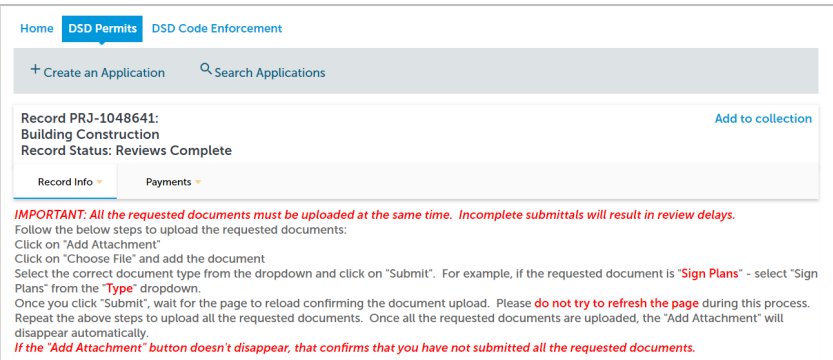
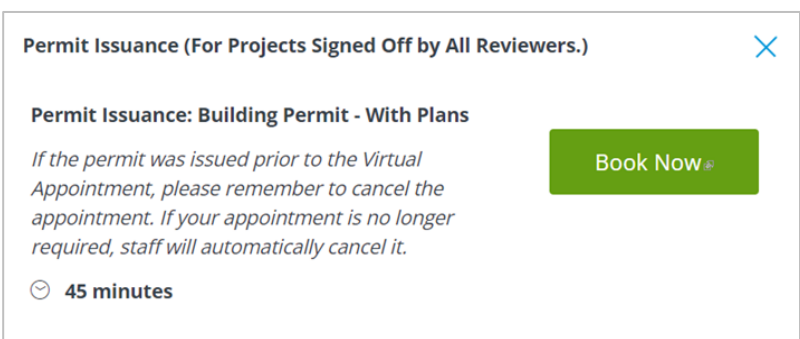

**Tips:**

- If you have any items to submit that were not requested, upload them first.
- When your resubmittal contains all the required documents, the *Add* button will disappear.

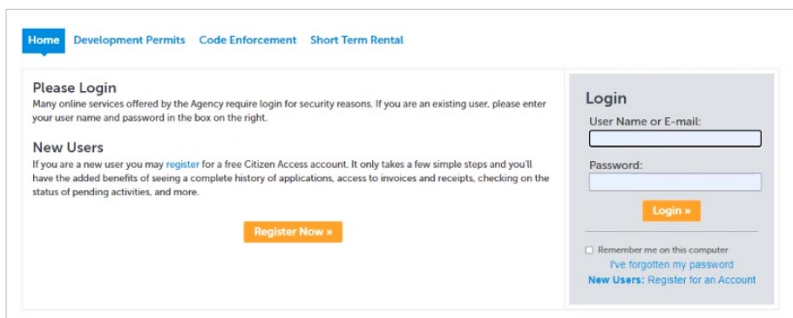
7

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

## I RECEIVED A "FINAL VERSION SIGNED OFF" EMAIL. WHAT DO I DO NEXT?

Step	Action	Screen Reference
	The application is now in queue for issuance. Refer to the <a href="#">Permit Application Processing Timeline</a> for current issuance timelines.	 <p>Home <b>DSD Permits</b> DSD Code Enforcement</p> <p>+ Create an Application Search Applications</p> <p>Record PRJ-1048641: Building Construction Record Status: Reviews Complete</p> <p>Record Info Payments</p> <p><b>IMPORTANT: All the requested documents must be uploaded at the same time. Incomplete submittals will result in review delays.</b> Follow the below steps to upload the requested documents: Click on "Add Attachment" Click on "Choose File" and add the document Select the correct document type from the dropdown and click on "Submit". For example, if the requested document is "Sign Plans" - select "Sign Plans" from the "Type" dropdown. Once you click "Submit", wait for the page to reload confirming the document upload. Please <b>do not try to refresh the page</b> during this process. Repeat the above steps to upload all the requested documents. Once all the requested documents are uploaded, the "Add Attachment" will disappear automatically. <i>If the "Add Attachment" button doesn't disappear, that confirms that you have not submitted all the requested documents.</i></p>
1	<p>We offer appointments for issuance of certain application types.</p> <ul style="list-style-type: none"> <li>To schedule an appointment, <a href="#">click here</a>.</li> </ul>	 <p><b>Permit Issuance (For Projects Signed Off by All Reviewers.)</b></p> <p><b>Permit Issuance: Building Permit - With Plans</b></p> <p><i>If the permit was issued prior to the Virtual Appointment, please remember to cancel the appointment. If your appointment is no longer required, staff will automatically cancel it.</i></p> <p> <b>45 minutes</b></p> <p><b>Book Now</b></p>

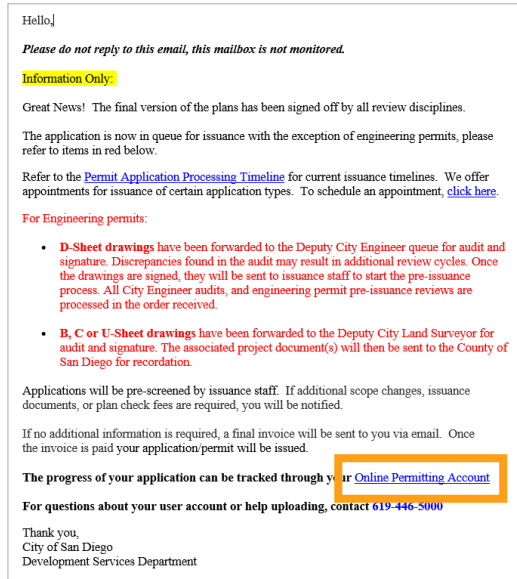
## I RECEIVED A "REVIEW COMPLETE/PERMIT READY FOR PAYMENT" EMAIL. HOW DO I PAY MY INVOICE?

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>	 <p>Home Development Permits Code Enforcement Short Term Rental</p> <p><b>Please Login</b> 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.</p> <p><b>New Users</b> 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.</p> <p><b>Register Now</b></p> <p><b>Login</b> User Name or E-mail: Password: <b>Login</b></p> <p><input type="checkbox"/> Remember me on this computer I've forgotten my password <b>New Users: Register for an Account</b></p>

2

Open the "Approved" email

- Click on the email link that says "Online Permitting Account" to login to your account and upload documents



3

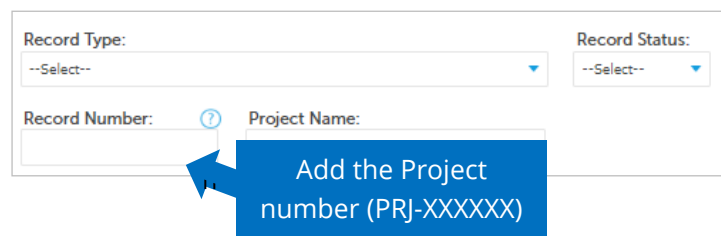
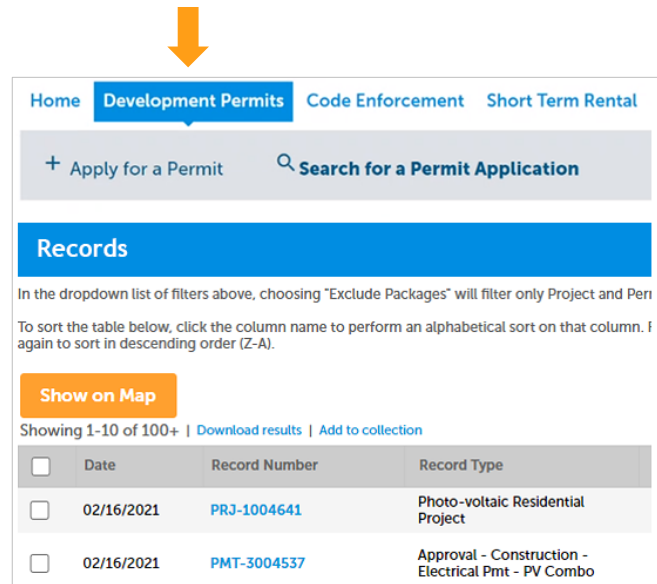
Click on "Development Permits" tab.

- Select the record listed in the email

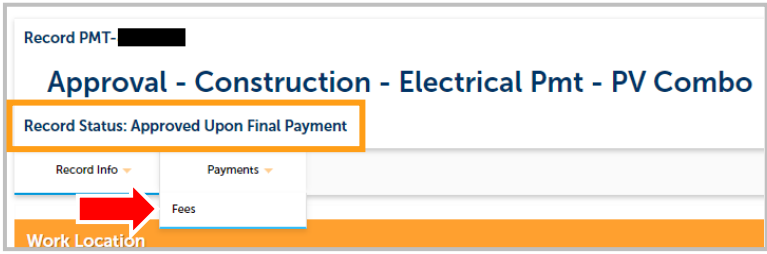

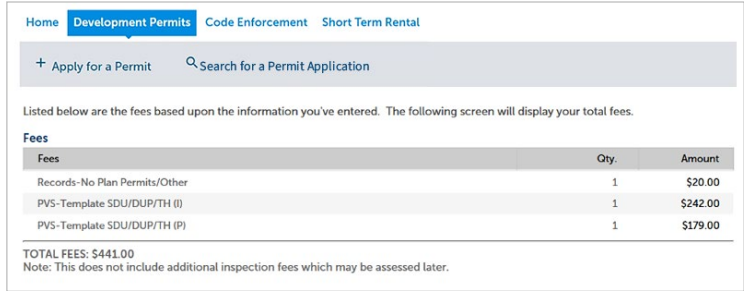
OR

Scroll down to the search field for Records


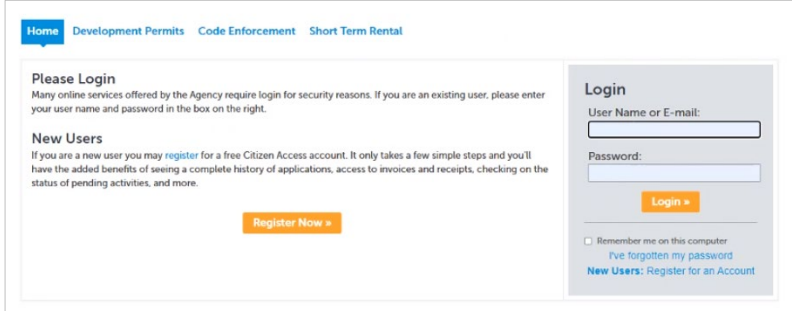
- Input the PRJ into the General Search in this format:  
**PRJ-1234567**





4	<p>Verify that the record has the status: Approved Upon Final Payment.</p> <ul style="list-style-type: none"> <li>Select "Payments" tab</li> <li>Then, select "Fees"</li> </ul>	
5	<p>Click on "Pay Fees"</p>	
6	<p>The following screen will load.</p> <ul style="list-style-type: none"> <li>Follow instructions to pay</li> </ul>	

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

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

- Open the “Issuance Checklist Required” email.
- Click on a link to login to your account and submit documents

Hello,

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

Plan check for PRJ-8005336 has been completed. There may be outstanding plan check fees that must be paid prior to uploading the requested Issuance Checklist Items shown on the attachment for permit issuance.

For any outstanding fees, refer to the attached Invoice. **Documents cannot be uploaded until outstanding plan check fees are paid.**

Follow the steps below to upload the requested documents:

- Login to your [Online Permitting Account](#)
- Search and select the application number
- Pay outstanding fees (if applicable)
- Click on the Attachments tab
- Upload the requested documents

**NOTE:** The **Inspection Contact** listed on the Form DS-345 (Project Contacts Information) must have an **ACA registered account** to schedule inspections. Click the following link [Online Permitting Account](#) to register.

The progress of your application can be tracked through your [Online Permitting Account](#)

For questions about your user account or help uploading, contact **619-446-5000**

Thank You,

City of San Diego

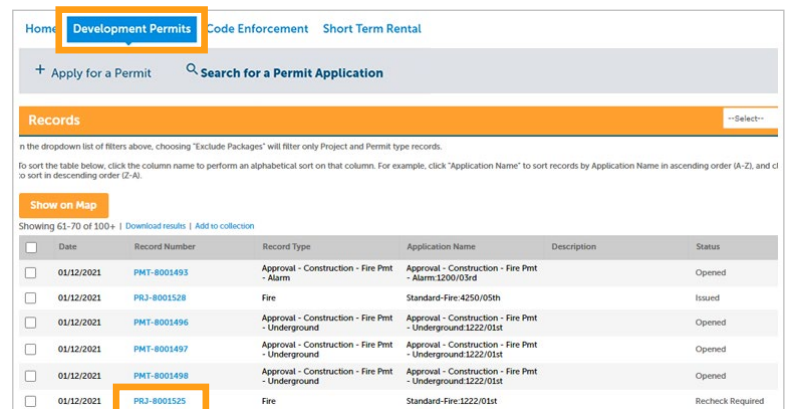
Development Services Department

3

- Select the “Development Permits” tab

Your records will display with the current statuses.

- Click on the blue PRJ link of the project

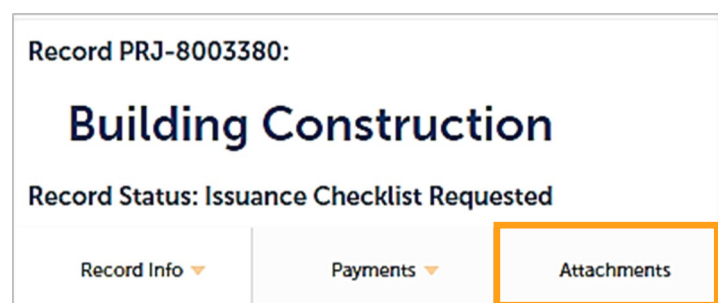


Date	Record Number	Record Type	Application Name	Description	Status
01/12/2021	PMT-8001493	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm 1200/03rd		Opened
01/12/2021	PRJ-8001528	Fire	Standard-Fire-4250/05th		Issued
01/12/2021	PMT-8001496	Approval - Construction - 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



**Record PRJ-8003380:**

## Building Construction

**Record Status: Issuance Checklist Requested**

Record Info
Payments
**Attachments**

Previously attached documents will be displayed.

- Click "Add Attachment"

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.  
accd@adeadpbatychmycmd.com;cpd@docdoc.exe;hta;htm;html;ins;ip;jar;jsc;js;lib;link;mdb;mde;mht;mhtml;msc;msp;mst;php;pdf;scs;scsh;sys;vbs;vxd;wsc;wsf;wshtml;types to upload.  
hta;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload.

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

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

**New Attachment**

Choose File No file chosen

Type  
--Select--

Description  
Enter a brief description of the document

Close Submit

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

**Tip:** When your resubmittal contains all the required documents, the *Add* button will disappear.

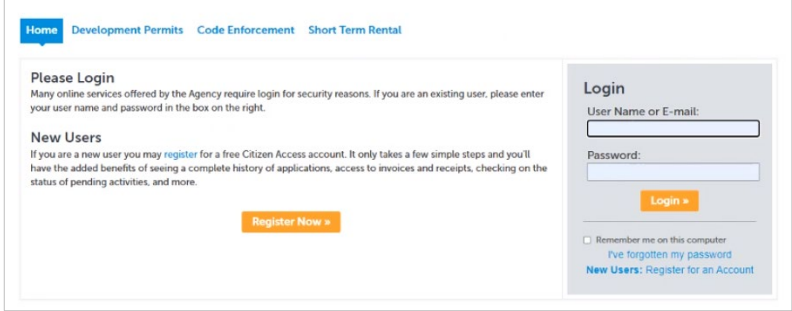
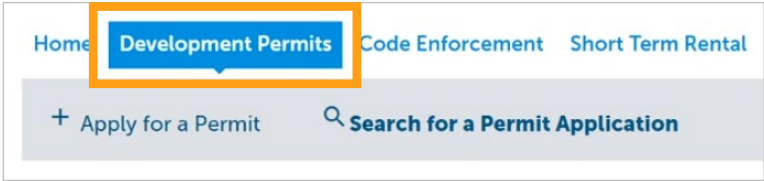
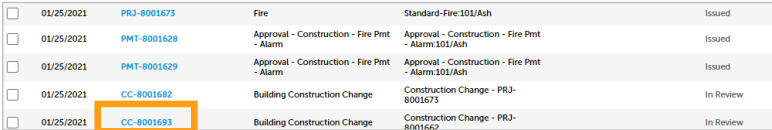
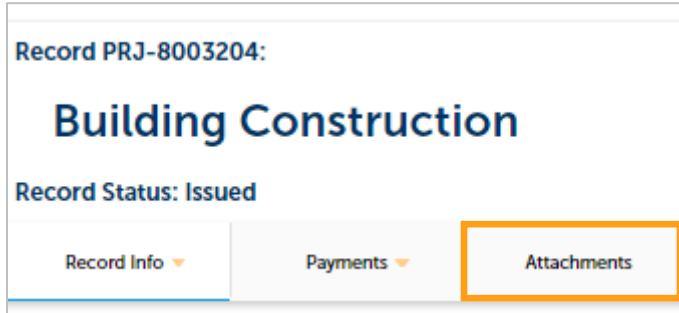
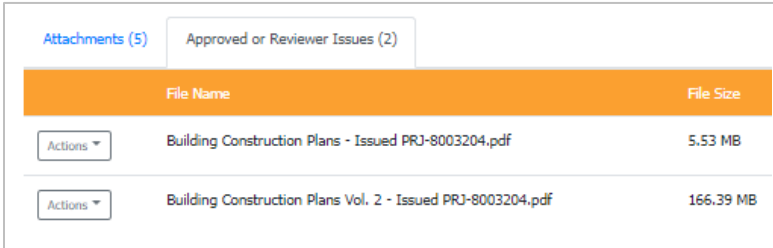
To upload attachments:  
1. Click Add to start the process  
2. Click Add for each file to upload  
The maximum file size allowed is 400 MB.  
accd@adeadpbatychmycmd.com;cpd@docdoc.exe;hta;htm;html;ins;ip;jar;jsc;js;lib;link;mdb;mde;mht;mhtml;msc;msp;mst;php;pdf;scs;scsh;sys;vbs;vxd;wsc;wsf;wshtml;types to upload.  
hta;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload.

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

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

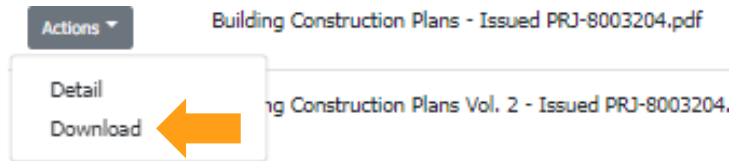
## PERMIT STATUS IS "ISSUED." HOW DO I DOWNLOAD MY APPROVED PLANS?

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	<ul style="list-style-type: none"> <li>Select the "Development Permits" tab</li> </ul>	
3	<p>Your records will be displayed</p> <ul style="list-style-type: none"> <li>Select the PRJ record you wish to print by clicking on the blue link</li> </ul>	
4	<p>The record details will be displayed</p> <ul style="list-style-type: none"> <li>Click the "Attachments" Tab</li> </ul>	
5	<p>The attachments for this project will be displayed.</p> <p>Status will be "Approved"</p>	

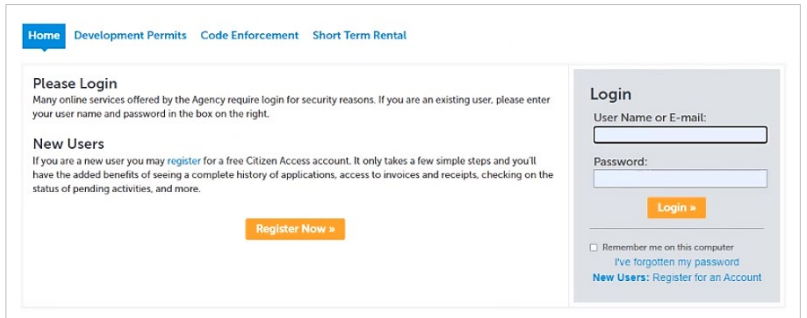
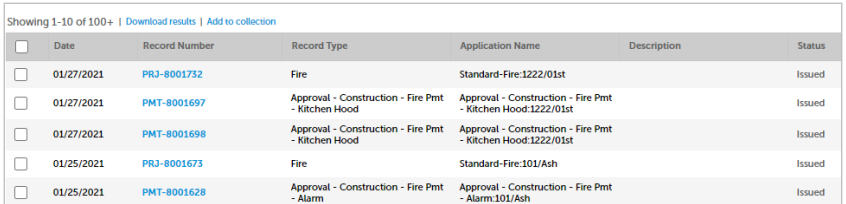
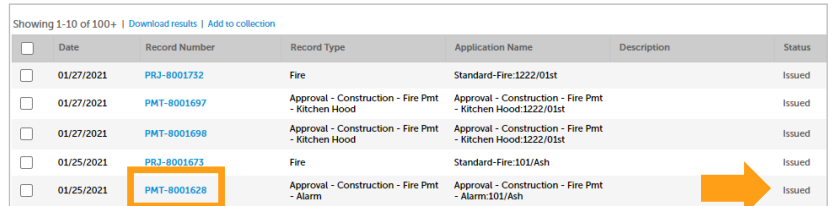
6

The document name will contain the word "Issued"

- Click on the Actions drop-down and click "Download"



## HOW DO I SCHEDULE INSPECTIONS?

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	<ul style="list-style-type: none"> <li>Click on "My Records" and your records will be displayed</li> </ul>	
3	<ul style="list-style-type: none"> <li>Click on the permit number for which you would like to schedule inspection.</li> </ul> <p>The status must be "Issued" to schedule an inspection.</p>	

4	<p>Click on "Record Info" button for drop-down options</p>	<div> <p>Record PMT-8001628:</p> <h2>Approval - Construction - Fire Pmt - Alarm</h2> <p>Record Status: Issued Expiration Date: 01/25/2021</p> <div> <div>Record Info ▼</div> <div>Payments ▼</div> <div>Conditions 1</div> <div>Attachments</div> </div> </div>
5	<ul style="list-style-type: none"> <li>Click on "Inspections"</li> </ul>	<div> <div>Record Info ▼</div> <div>Record Details</div> <div>Processing Status</div> <div>Related Records</div> <div>Inspections ←</div> </div>
6	<p>The inspections screen will appear, showing upcoming and completed inspections.</p> <ul style="list-style-type: none"> <li>Click on the "Actions" link of the inspection you would like to schedule</li> </ul>	<div> <p><b>Please Note:</b> Combination - Disconnect Reconnect Inspection type needs to an <b>"Electrical"</b> upgrade(s)/replacement(s)</p> <p>Upcoming (2) <a href="#">Schedule an Inspection</a></p> <p><small>Click the link above to schedule one.</small></p> <p>TBD Pending Elect-Fire Alarm-Final (3) Tenant Improvement (18517181) Inspector: <i>unassigned</i></p> <p>01/25/2021 Scheduled Elect-Fire Alarm-Rough Tenant Imp (18517180) Inspector: John Bayliss</p> <p>Completed</p> <p><small>There are no completed inspections on this record.</small></p> <div> <div>Actions ▼</div> <div>View Details Schedule ←</div> </div> </div>
7	<ul style="list-style-type: none"> <li>Click on the "Schedule" link</li> </ul>	<div> <div>Actions ▼</div> <div>View Details Schedule ←</div> </div>

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

11

- Click "Continue"

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

Click the link above to schedule one.

TBD Pending Elect-Fire Alarm-Final (3) Tenant Improvement (18517181) [Actions ▼](#)

Inspector: *unassigned*

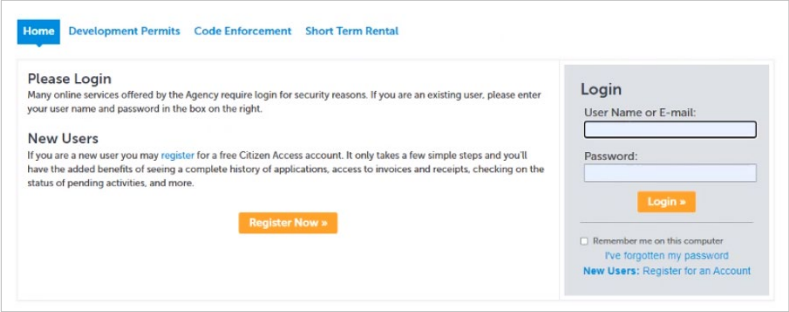
**01/25/2021 Scheduled Elect-Fire Alarm-Rough Tenant Imp (18517180)** [Actions ▼](#)

Inspector: John Bayliss

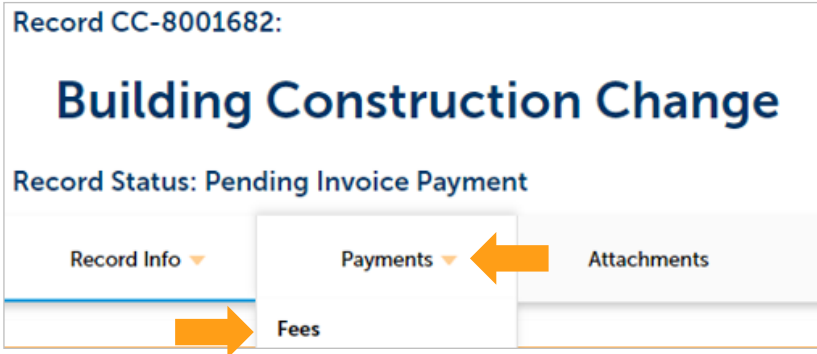

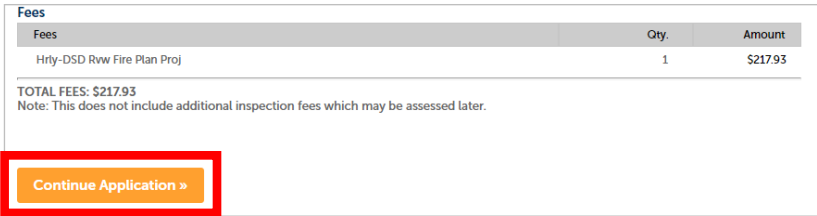
**Completed**

*There are no completed inspections on this record.*

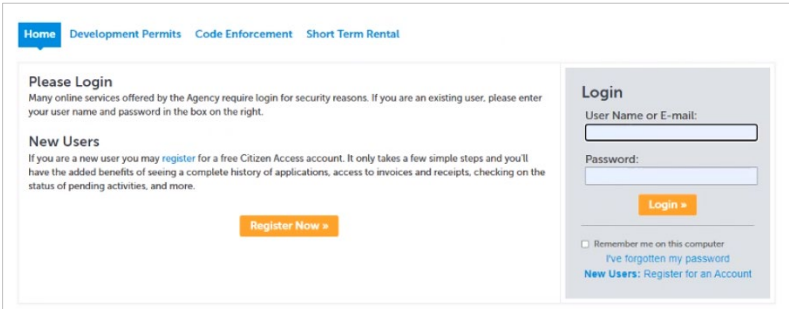
## I RECEIVED A "PENDING INVOICE PAYMENT" EMAIL FOR MY CONSTRUCTION CHANGE. HOW DO I PAY?

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	<ul style="list-style-type: none"> <li>Click a link to log in to your account and make a payment</li> </ul>	<p>Hello,</p> <p><b>Please do not reply to this email, this mailbox is not monitored.</b></p> <p>Pre-Screen for PRJ-8005336 has been completed and an invoice with initial plan check fees is attached.</p> <p>Follow the steps below to pay the outstanding fees:</p> <ul style="list-style-type: none"> <li>Login to your <a href="#">Online Permitting Account</a></li> <li>Search and select the application number</li> <li>Click on the Payments tab</li> <li>Pay the outstanding fees</li> </ul> <p>After we receive payment, your project will be Deemed <a href="#">Complete</a> and the Project Review will begin.</p> <p><b>NOTE:</b> For <b>CIP projects</b> paying through Inter Office Transfer using SAP system, email your DSD Project Manager to coordinate the payment.</p> <p><b>The progress of your application can be tracked through your <a href="#">Online Permitting Account</a></b></p> <p><b>For questions about your user account or help uploading, contact 619-446-5000</b></p> <p>Thank You,</p> <p>City of San Diego</p> <p>Development Services Department</p>



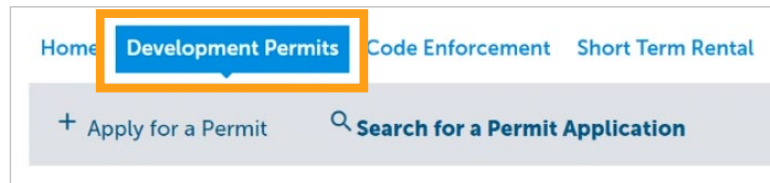
3	<p>Your record will be displayed</p> <ul style="list-style-type: none"> <li>Click "Payments" Tab</li> <li>Click "Fees" link</li> </ul>																			
4	<ul style="list-style-type: none"> <li>Click on "Pay Fees"</li> </ul>	 <table border="1"> <thead> <tr> <th colspan="3">Outstanding:</th> </tr> <tr> <th>Date</th> <th>Invoice Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$20.00</td> </tr> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$242.00</td> </tr> <tr> <td>01/12/2018</td> <td>617932</td> <td>\$179.00</td> </tr> <tr> <td colspan="3">Total outstanding fees: \$441.00</td> </tr> </tbody> </table>	Outstanding:			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		
Outstanding:																				
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																				
5	<p>The following screen will load.</p> <ul style="list-style-type: none"> <li>Click <i>Continue Application</i> and follow instructions to pay.</li> </ul>	 <table border="1"> <thead> <tr> <th>Fees</th> <th>Qty.</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Hrly-DSD Rvw Fire Plan Proj</td> <td>1</td> <td>\$217.93</td> </tr> </tbody> </table> <p>TOTAL FEES: \$217.93 Note: This does not include additional inspection fees which may be assessed later.</p>	Fees	Qty.	Amount	Hrly-DSD Rvw Fire Plan Proj	1	\$217.93												
Fees	Qty.	Amount																		
Hrly-DSD Rvw Fire Plan Proj	1	\$217.93																		

## 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

- Select the "Development Permits" tab



3

Your records will be displayed

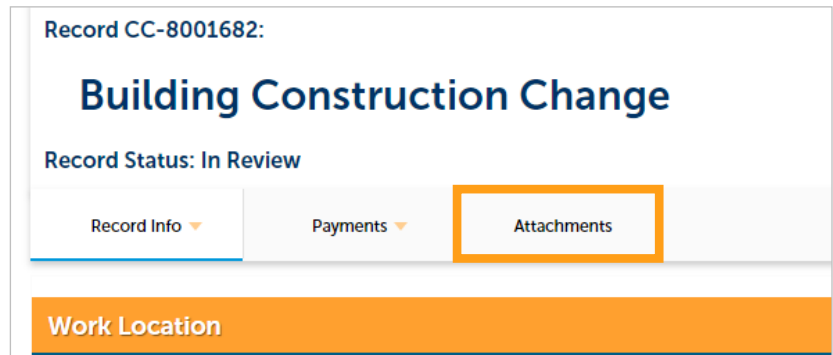
- Select the record you wish to print by clicking on the blue link

<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-8001662	In Review

4

The record details will be displayed

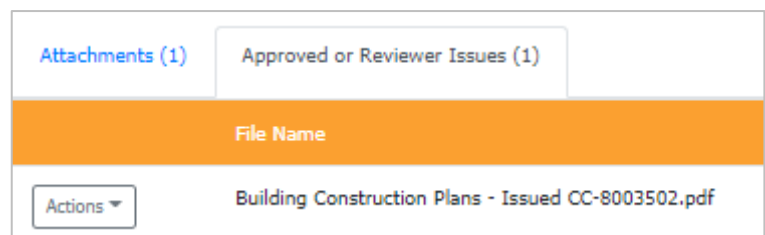
- Click the "Attachments" Tab



5

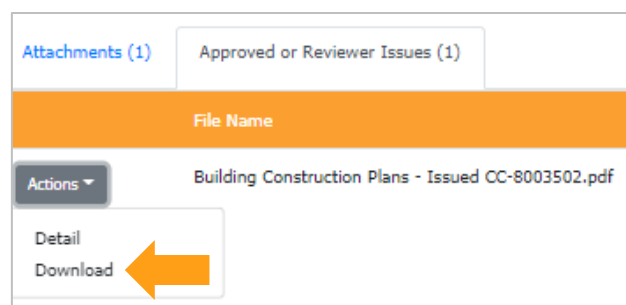
- Click the "Approved or Reviewer Issues" tab

The attachments for this CC project will be displayed

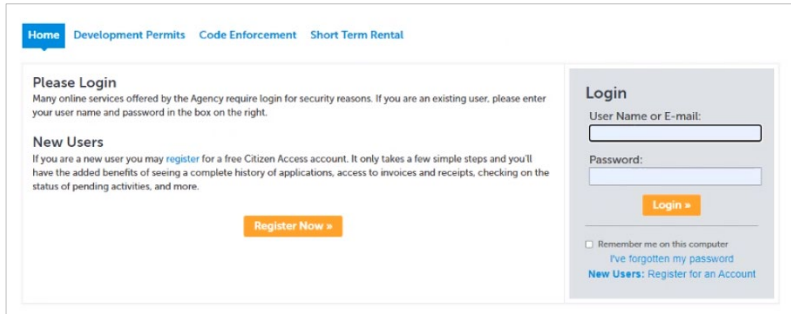
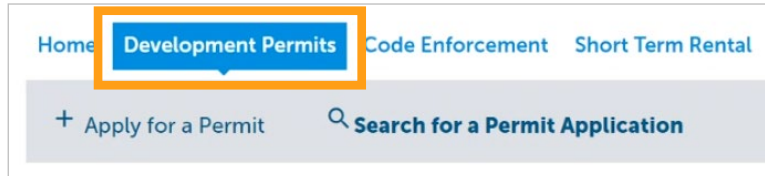
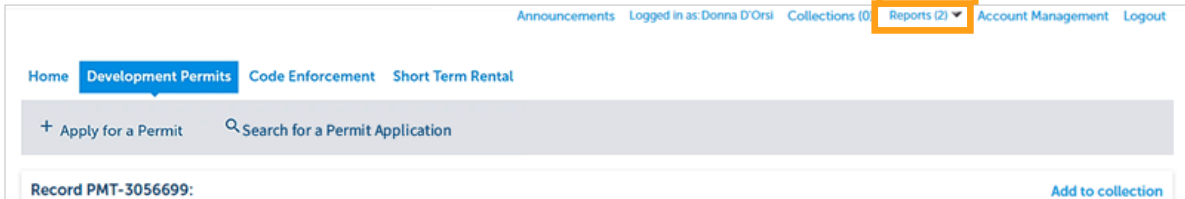


6

- Click on the Actions drop-down and click "Download"



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

Step	Action	Screen Reference															
1	<b>APPROVAL REPORT</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>																
2	<ul style="list-style-type: none"><li>Click on the Development Permits tab and your records will be displayed</li></ul>																
3	<ul style="list-style-type: none"><li>Click on the PMT you wish to print the Approval Report for</li></ul>	<table><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	<div>Record PMT-8001719: <b>Approval - Construction - Fire Pmt - Underground</b> Record Status: Issued Expiration Date: 01/29/2021 <div><div>Record Info</div><div>Payments</div><div>Attachments</div></div></div>															
5	<ul style="list-style-type: none"><li>Click on the "Reports" drop-down menu</li><li>Select "Approval"</li></ul>																

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
Development Permits
Code Enforcement
Short Term Rental

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 »

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

Remember me on this computer  
I've forgotten my password  
New Users: Register for an Account

2

- Click on Development Permits and your records will be displayed

Home
Development Permits
Code Enforcement
Short Term Rental

+ Apply for a Permit

Search for a Permit Application

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

- To generate the Invoice report, click on the "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		

Make note of the invoice number

Record Info ▼	Payments ▼	Attachments			
Fees					
<p><b>Paid:</b></p> <table> <tr> <td>Date 01/29/2021</td> <td>Invoice Number 80992</td> <td>Amount \$599.34</td> </tr> </table> <p>Total paid fees: \$599.34</p>			Date 01/29/2021	Invoice Number 80992	Amount \$599.34
Date 01/29/2021	Invoice Number 80992	Amount \$599.34			

- Click on the "Reports" drop down
- Select "Invoice"

[Announcements](#)
[Logged in as: Donna D'Orsi](#)
[Collections \(0\)](#)
[Reports \(2\) ▼](#)
[Account Management](#)
[Logout](#)

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 – WORKFLOW/RECORD STATUS MAPPING AND DEFINITIONS

Task Name	Workflow Task Status	Record Status (Project)	Process
Pre-Screen	In Queue	In Queue	Initial submittal from applicant
Pre-Screen	In Process	Pre-Screen	The Pre-Screen process has been started by staff and a due date is set
Pre-Screen	Updates Required	Updates Required	Staff determines during Pre-Screen that the applicant's submission is incomplete
Pre-Screen	Resubmitted	Resubmitted	The applicant has submitted any additional documents requested during Pre-Screen
Pre-Screen	Route to EPR	Pre-Screen	Staff has routed the applicable documents to EPR for plan review (e.g. plans)
Pre-Screen	Documents Routed to EPR	Pre-Screen	System confirmation that documents have been routed to EPR for plan review
Pre-Screen	Pending Invoice Payment	Application Pending Payment	Staff has deemed the submission complete, assessed fees for plan check, and the project is ready for review
Project Review	In Review	In Review	The status of the project review until all disciplines sign-off and the project is ready for issuance
Project Review	Recheck Required	In Review	Reviewer has requested a resubmittal of documents and/or information
Project Review	Final version submitted	In Review	The final version will be reviewed by all disciplines
Project Review	Review Complete	In Review	The project review has completed and requires one last assessment by issuance staff
Project Review	Ready for Issuance	Review Phase Complete	The review phase can be closed out and the project is ready for issuance
Issuance	In Progress	Review Phase Complete	Permit issuance is in progress
Issuance	Updates Required	Issuance Checklist Requested	Issuance Checklist items are needed prior to permit issuance
Issuance	Resubmitted	Issuance Checklist Submitted	Issuance Checklist items have been resubmitted by the applicant
Issuance	Approved Upon Final Payment	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
Issuance	Approved Upon Final Payment	Issued (When all Permits are set to Issued)	Inspection invoice(s) will be sent to customer. When all fees are paid, permit is issued.
Issuance	Closed	Closed (When all Permits are set to Closed)	The record is closed. Any changes to the building construction plans require a construction change application.

## APPENDIX B – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

### Sheet Numbering

Please make sure your sheet numbers are located in the bottom right corner of your plans. Use [the designated templates](#) or follow [sheet numbering styles](#) to ensure the timely processing of reviews.

### File Size

The max size of each file you can upload cannot exceed 200MB. File sizes larger than 200MB will be rejected.

**FIX:** Return to the source document and create PDF files that are below the file size limitation.

### Page Size

PDF files with page sizes 8.5- by 11-inches are accepted for DSD-approved fillable documents and required reports. However, plans must be at minimum 11- by 17-inches and a maximum of 36- by 48-inches.

**FIX:** Return to the source document and change the paper size to meet the requirements.

### Page Orientation

Having a mix of paper sizes and orientations is not a problem, as orientation issues will not prevent the file from being accepted. However, this will generate more difficult reviewing conditions for review teams. A warning will pop-up if different orientations are found to help you research whether any pages are upside down or improperly oriented.

**FIX:** Verify that pages are not upside down or improperly oriented.

### Password Protection

Files must not be password protected. If the PDF cannot be opened, the file will be rejected.

**FIX:** Remove the password protection to allow users to open the PDF.

### Annotations and Comments

An annotation is any 'object' that appears in the Adobe Reader 'Comment' panel. It could be a 'comment' or 'stamp' or font issue like SHX Text from AutoCad.

**FIX:** To remove annotations in a PDF, use the print to PDF option. This process eliminates annotations by "flattening" the PDF.