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.

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

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

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- I received a “Review Complete/Permit Ready for Payment” email; how do I pay my invoice?
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## HOW TO SUBMIT AN APPLICATION

<table>
<thead>
<tr>
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<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your online permitting account.  
      • Enter your username and password.*  
      * If you are a new user, see the [tutorial](#) on how to register for an account. |
| 2    | • Select “Development Permits”   |
| 3    | • Select “Apply for a Permit”   |
| 4    | • Read and acknowledge the disclaimer  
      • Click “Continue Application”   |
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](#).

### 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

1. Select “Building Construction”
2. Indicate if there is an address for the Project Site
3. Click “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”
Code Validation

Answer the Code enforcement Case question:

- If “no,” continue application:

- If “yes,” answer the additional questions:

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)

- When complete, click “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”

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

Related Permits

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

Indicate the submittal type requested and answer additional related questions:

Active Project Management

- 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: [ ]

Rapid Review submittal

- Are you requesting Active Project Management: [ ] Yes [ ] No
- Select Submittal Type: [ ]

- Accessory structures for single dwelling units (carports, patio covers, fences, and retaining walls) using City of San Diego standard designs contained in Information Submittal: [ ] Yes [ ] No
- Additional 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)

- Are you requesting Active Project Management: [ ] Yes [ ] No
- Select Submittal Type: [ ]

Wireless Communication Facility (WCF) submittals

- Are you requesting Active Project Management: [ ] Yes [ ] No
- Select Submittal Type: [ ] Wireless Communication

- Are you submitting a Wireless Communication Facilities project per IB-508: [ ] Yes [ ] No
- Do you request processing under the Spectrum Act per FCC Report and Order 14-163?: [ ] Yes [ ] No

Submittal Specific Requirements

- Answer questions to determine required documents
- Click “Continue Application”
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](#).

### 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.

### Address Validation
- Indicate if there is an address for the Project Site
- Click “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”

### 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”
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”

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

Related Permits

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

Historic Designation

- Specify whether the project has a historic designation and answer the additional related questions
- Click “Continue Application”
Apply for a Building Construction Permit

**Submittal Specific Requirements**

- Answer questions to determine required documents
- Click “Continue Application”

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**5h**

Go to step 6 to upload documents and complete application

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**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.

---

**Project Scope and Timeline**

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type
   - When complete, click “Continue Application”
Submittal Requirements

- Indicate if the design includes structural calculations
- Click “Continue Application”

Master Plan MDU and SDU Permit

Select a Record Type

- Select “Building Construction – Master Plan MDU” or “Building Construction – Master Plan SDU”

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

Occupancy Classification

Answer the questions regarding occupancy and process

- Click “Continue Application”
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 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”

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”

Submittal Requirements
- Indicate whether an associated discretionary permit is currently in process
- Click “Continue Application”

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.

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”

- 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”

---

**Workers’ Compensation Declaration**

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

Review the Application and return to previous steps by clicking on the numbered tabs at the top.
### 11
- Acknowledge the final certification
- Click “Continue Application”

### 12
Your record number will be created and displayed, and an email with further instructions will be sent.

### 13
You will receive a system generated email with your project number and what to expect next.
## I RECEIVED AN “UPDATES REQUIRED” EMAIL. HOW DO I UPLOAD THE REQUESTED DOCUMENTS?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your Online Permitting Account  
      • Enter your username and password. | ![Login Screen](image) |
| 2    | Open the “Updates Required” email.  
      • Click either of the email links to go to your account and make project updates | ![Email Screen](image) |
| 3    | Your project information will load  
      • Click the “Attachments” tab | ![Record Status Screen](image) |
Previously attached documents will be displayed.

- Click “Add Attachment”

Select “Choose File” and drag/drop or search your files to attach them.
- Click **Type** drop-down and select file type.
- Provide a brief description of the document.
- Click the “Submit” button.
The documents will be validated by Scout and be uploaded to the project record (PRJ)

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.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | Log into your [Online Permitting Account](#)  
Enter your username and password. | ![Login](#) |
| 2    | Open the “Review Pending Invoice Payment” email  
Click a link to log in to your account and make a payment | ![Login](#)  
Hello,

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

Pre-Screen for PRJ-81005336 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 619-440-5000

[Thank You,  
City of San Diego  
Development Services Department](#)
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

Verify that the record has the status: “Application Pending Payment”

- Click on “Payments”
- Select “Fees”

- Click on “Pay Fees”
I RECEIVED A “RECHECK REQUIRED” EMAIL FROM A REVIEW DISCIPLINE. HOW DO I LOOK FOR THE ISSUES REPORT?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [online permitting account](#)  
• Enter your username and password*  
* If you are a new user, see the [tutorial](#) on how to register for an account |  
| 2    | • Select the “Development Permits” tab |  
| 3    | Your records will be displayed  
• Select the PRJ you wish to see the Project Issues Report for |
• 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

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

I received a “Ready for Resubmittal” email. How do I submit the requested documents?

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

• Log into your [Online Permitting Account](#)
• Enter your username and password
2. Open the “Ready for Resubmittal” email
   - Click a link to log in to your account and update the project documents or information

3. Select the “Development Permits” tab
   - Your records will display with the current statuses.
   - Click on the blue PRJ link of the project

4. Your project information will load.
   - Click the “Attachments” tab

5. Previously attached documents will be displayed.
   - Click “Add Attachment”
Apply for a Building Construction Permit

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- 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?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The application is now in queue for issuance. Refer to the <a href="https://www.example.com">Permit Application Processing Timeline</a> for current issuance timelines.</td>
</tr>
</tbody>
</table>

**Screen Reference**

You can create an application or search for existing applications by following these steps:

- Click on 'Create an Application' to start a new application.
- Use the 'Search Applications' feature to look for existing applications.

**Screen Reference**

Follow the below steps to upload the requested documents:

- Click on 'Add Attachment'.
- 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 drop-down.
- Once you click 'Submit', wait for the page to reload confirming the document upload. Please do not try to refresh the page during this process.

**Screen Reference**

### We offer appointments for issuance of certain application types.

- **To schedule an appointment, click here.**

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
|      | Log into your [Online Permitting Account](https://www.example.com).
- Enter your username and password. |

**Screen Reference**

Log into your account and follow these steps:

- Enter your username and password.
- Click 'Login'.
- If you're a new user, you can register for a Citizen Access account. It only takes a few simple steps and you'll have the added benefit of saving a complete history of applications, access to invoices and receipts, and more.

**Screen Reference**

[Register Now](https://www.example.com)
Open the “Approved” email

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

2

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
Verify that the record has the status: “Approved Upon Final Payment”
- Click “Payments”
- Then, select “Fees”

Click “Pay Fees”

The following screen will load.
- Follow instructions to pay

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You will receive an Updates Required email if additional information is needed to issue the permit.</td>
<td></td>
</tr>
</tbody>
</table>

- Log into your [Online Permitting Account](#)
- Enter your username and password
Open the “Issuance Checklist Requested” email.
Click on a link to log in to your account and submit documents

Select the “Development Permits” tab
Your records will display with the current statuses.
Click on the blue PRJ link of the project

Your project information will load.
Click the “Attachments” tab
Previously attached documents will be displayed.

- Click “Add Attachment”

- Select “Choose File” and drag/drop or search your files to attach them
- Click 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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [Online Permitting Account](#)  
       • Enter your username and password | ![Log into Online Permitting Account](#) |
| 2    | • Select the “Development Permits” tab | ![Select Development Permits tab](#) |
| 3    | Your records will be displayed  
       • Select the PRJ record you wish to print by clicking on the blue link | ![Select PRJ record](#) |
| 4    | The record details will be displayed  
       • Click the “Attachments” tab | ![Record details](#) |
| 5    | The attachments for this project will be displayed.  
       Status will be Approved | ![Attachments](#) |
HOW DO I SCHEDULE INSPECTIONS?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Log into your <a href="#">Online Permitting Account</a></td>
<td><img src="#" alt="Step 1" /></td>
</tr>
<tr>
<td></td>
<td>• Enter your username and password</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>• Click “My Records” and your records will be displayed</td>
<td><img src="#" alt="Step 2" /></td>
</tr>
<tr>
<td>3</td>
<td>• Click on the permit number for which you would like to schedule an inspection. The status must be “Issued” to schedule an inspection.</td>
<td><img src="#" alt="Step 3" /></td>
</tr>
<tr>
<td>4</td>
<td>Click the “Record Info” tab for drop-down options</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>• Click “Inspections”</td>
<td></td>
</tr>
</tbody>
</table>
| 6 | The inspections screen will appear, showing upcoming and completed inspections.  
• Click the “Actions” link of the inspection you would like to schedule |
| 7 | • Click the “Schedule” link |
• 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”

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”

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.
### Apply for a Building Construction Permit

**Click “Continue”**

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

### HOW TO SUBMIT A CONSTRUCTION CHANGE APPLICATION

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• To log into your <a href="#">Online Permitting Account</a>, enter your username and password, and press the Login button.</td>
<td>![Login screenshot]</td>
</tr>
<tr>
<td>2</td>
<td>• Click the “Development Permits” tab • Click on “Apply for a Permit”</td>
<td>![Apply for Permit screenshot]</td>
</tr>
<tr>
<td>3</td>
<td>• Read the General Disclaimer and then place a check mark confirming your acceptance. • Then, click “Continue Application”</td>
<td>![General Disclaimer screenshot]</td>
</tr>
<tr>
<td>Step</td>
<td>Instructions</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td></td>
</tr>
</tbody>
</table>
| 4    | Select “Building Construction Change.”  
Use this record for construction changes to Accela projects, if your project was a PTS or Hybrid project, use the Hybrid system to apply for you construction change. |
| 5    | • Enter the PRJ # in the exact format PRJ-XXXXXXX  
• Provide a narrative of the changes proposed  
• Enter the permits affected by this construction change application  
• Click “Continue Application” |
| 6    | • Click “Add a Row” |
| 7    | • Enter related permit numbers using the format PMT-1234567  
• Click “Submit” and the PMT will be added |
• Repeat if more permits are related to this construction change
• Click “Continue Application”

8

9

• Click “Add” to upload the documents that reflect the proposed change.

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”
Your uploaded files will be displayed

- Click “Continue Application”

<table>
<thead>
<tr>
<th>File Name</th>
<th>File Size</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Construction Plans.PDF</td>
<td>4.00 MB</td>
<td>Building Construction</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Log into your <a href="#">Online Permitting Account</a> by entering your username and password and then clicking on the Login button.</td>
<td><img src="#" alt="Login Screen" /></td>
</tr>
<tr>
<td>2</td>
<td>• Click a link to log in to your account and make a payment</td>
<td><img src="#" alt="Payment Screen" /></td>
</tr>
</tbody>
</table>
| 3    | Your record will be displayed  
• Click “Payments” Tab  
• Click “Fees” link | ![Record Screen](#) |

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|
### Apply for a Building Construction Permit

**Rev. 8/19/2021**

#### 4
- Click “Pay Fees”

![Pay Fees]

#### 5
- The following screen will load.
- Click “Continue Application” and follow instructions to pay.

![Continue Application]

### HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into your <a href="#">Online Permitting Account</a> by entering your username and password and then clicking on the Login button.</td>
<td><img src="#" alt="Login" /></td>
</tr>
<tr>
<td>2</td>
<td>Select the “Development Permits” tab</td>
<td><img src="#" alt="Development Permits" /></td>
</tr>
</tbody>
</table>
| 3    | Your records will be displayed
- Select the record you wish to print by clicking on the blue link | ![Record Display](#) |
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” dropdown and click “Download”
HOW DO I APPLY FOR A DEFERRED FIRE SUBMITTAL?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select a record type</td>
<td><img src="image" alt="Select a record type" /></td>
</tr>
<tr>
<td></td>
<td>• Select “Deferred Fire Submittal”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click “Continue Application”</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Application Info</td>
<td><img src="image" alt="Application Info" /></td>
</tr>
<tr>
<td></td>
<td>Provide:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The PRJ number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Scope</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Whether it is for a single family home or duplex</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>• Click “Add a Row,” and a window will pop up</td>
<td><img src="image" alt="Click Add a Row" /></td>
</tr>
</tbody>
</table>
4. Add the PMT number in the pop up window using the format PMT-1234567
4. Add additional PMTs by clicking “Add a Row” again, until all PMTs have been added
4. Click “Continue Application”

**Deferred Fire Permit Types**

- Select the requested *Deferred Fire Permits*
- Click “Continue Application”

**Add attachments**

- Click the “Add” button
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”.

8. Review the application and return to previous steps by clicking on the numbered tabs at the top.
   - Click “Continue Application.”
Your record will be created and displayed, and an email with further instructions will be sent.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Select a record type</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Select “Deferred Submittal” to submit plans for items that were deferred from your building permit plans</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click “Continue Application”</td>
<td></td>
</tr>
</tbody>
</table>

[Continue Application]
Apply for a Building Construction Permit

Application Info

Provide:

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

Submittal Validation

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

PRJ-90035395

* Please provide scope of the Deferred Submittal:

Deferred: certain wall

2

3

- Click “Add a Row,” and a window will pop up

RELATED PERMITS

Showing 0 of 0

No records found.

Add a Row  Edit Selected  Delete Selected

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

* Permit Number:

PMT-8003956

Submit  Cancel

5

Add attachments

- Click the “Add” button

The maximum file size allowed is 200 MB.

File Name  File Size  Type

No attachments added

Add
Apply for a Building Construction Permit

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”

Next step: Review

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

Deferred Submittal

Step 6: Review

Address Validation

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

Address

3232 65th Av

Parcel

[Image of a step 6 review interface]
Your record will be created and displayed, and an email with further instructions will be sent.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>APPROVAL REPORT</strong>&lt;br&gt;• Log into your Online Permitting Account&lt;br&gt;• Enter your username and password</td>
<td><img src="#" alt="Login Screen" /></td>
</tr>
<tr>
<td>2</td>
<td>• Click the “Development Permits” tab and your records will be displayed</td>
<td><img src="#" alt="Development Permits Screen" /></td>
</tr>
<tr>
<td>3</td>
<td>• Click on the PMT you wish to print the Approval Report for</td>
<td><img src="#" alt="PMT Screen" /></td>
</tr>
</tbody>
</table>
The selected record will be displayed

5

- Click on the “Reports” drop-down menu
- Select “Approval” from the menu

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

- Click on “Submit”

INVOICE REPORT

1

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

2

- Click on “Development Permits” and your records will be displayed
3. Locate your record in the list displayed.
   - Click on the blue link to select that record

4. To generate the Invoice report, click on the “Payments” Tab and then on “Fees”

5. Make note of the invoice number

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

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

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

TABLE OF CONTENTS

- How to submit an application
- 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?
- How to submit a construction change application
- 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your online permitting account.  
      • Enter your username and password.*  
      * If you are a new user, see the tutorial on how to register for an account. | ![Login Screen](image) |
| 2    | • Select “Development Permits” | ![Development Permits Screen](image) |
| 3    | • Select “Apply for a Permit” | ![Apply for a Permit Screen](image) |
| 4    | • Read and acknowledge the disclaimer  
      • Click “Continue Application” | ![Disclaimer Screen](image) |
### 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](#).

<table>
<thead>
<tr>
<th>Building Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval - Process - Agreement</td>
</tr>
<tr>
<td>Building Construction</td>
</tr>
<tr>
<td>Building Construction - CIP or Public Project</td>
</tr>
<tr>
<td>Building Construction - Master Plan Accessory Structure</td>
</tr>
<tr>
<td>Building Construction - Master Plan MDU</td>
</tr>
<tr>
<td>Building Construction - Master Plan SDU</td>
</tr>
<tr>
<td>Building Construction - Special Programs</td>
</tr>
<tr>
<td>Building Construction Change</td>
</tr>
<tr>
<td>Deferred Fire Submittal</td>
</tr>
<tr>
<td>Deferred Submittal</td>
</tr>
<tr>
<td>Demolition</td>
</tr>
<tr>
<td>Fire</td>
</tr>
<tr>
<td>Fire Construction Change</td>
</tr>
<tr>
<td>Photovoltaic Construction Change</td>
</tr>
<tr>
<td>Photovoltaic Residential Project</td>
</tr>
<tr>
<td>Plan - Mechanical/Electrical/Plumbing Standalone</td>
</tr>
<tr>
<td>Sign</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTS Electronic Submittal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grading, Right of Way, Mapping Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred As Graded</td>
</tr>
<tr>
<td>Engineering Construction Change</td>
</tr>
<tr>
<td>Grading, ROW, Mapping - Associated Submittal</td>
</tr>
<tr>
<td>Grading, ROW, Mapping - Standalone</td>
</tr>
<tr>
<td>Right of Way - Dry Utilities</td>
</tr>
<tr>
<td>Right of Way - Minor - Rapid Review</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discretionary Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discretionary Project</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Traffic &amp; Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Control Permit</td>
</tr>
<tr>
<td>Transportation Permit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval - Process - Agreement</td>
</tr>
</tbody>
</table>

- Miscellaneous Applications
- Others

### 6

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

**ADDRESS VALIDATION**

- Do you have an address for the project site?: [ ] Yes [ ] No

[Continue Application »](#)
**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”
**Code Validation**

Answer the Code enforcement Case question:

- If “no,” continue application:

If “yes,” answer the additional questions:

![Code Enforcement](image)

Jump to a permit type for the next step:

- Fire Permit
- Demo Permit
- Sign Permit
- Mechanical/Electrical/Plumbing Permit

**Fire Permit**

Provide:

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

- Select permit type and answer additional questions.

- When completed, click “Continue Application.”

![Fire Permit](image)
Apply for a Standalone Permit

Click here to move on to step 10

Demo Permit
Provide:
1. Scope
2. Processing timeline
3. Applicant type
4. Associated building permit approval numbers, if applicable

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

Click here to move on to step 10

Sign Permit
Provide:
1. Scope
2. Processing timeline
3. Applicant type

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

Click here to move on to step 10

RETURN TO TOP
**Mechanical/Electrical/Plumbing Permit**

Provide:

1. Scope
2. Processing timeline
3. Applicant type

- Select the permit type
- Click "Continue Application"

**Historic Designation**

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

If no:

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

Required documents will be listed

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

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

Upload any Additional Documents you wish to include with your submittal

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

- Click “Add”
• 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”

Workers’ Compensation Declaration

• Select the insurance declaration statement that applies to this project
• Click “Continue Application”
Review Application
Review the Application and return to previous steps by clicking on the numbered tabs at the top.
• Acknowledge the final certification
• Click “Continue Application”

![Image: By checking this box, I agree to the above certification.]

Continue Application »

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 assessed or permit issuance has been processed.

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

View Record Details »

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

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?**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [Online Permitting Account](#)  
     • Enter your username and password. | ![Log into your Online Permitting Account](#) |
| 2    | Open the “Updates Required” email.  
     • Click either of the email links to go to your account and make project updates | ![Open the “Updates Required” email.](#) |
| 3    | Your project information will load  
     • Click the “Attachments” tab | ![Your project information will load](#) |

---

Hello,

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

Your application has been Pre-Screened and requires updates. Please see attached report for additional required information and comments.

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

Requested information must be submitted within 30 days of this email or this application will be Withdrawn.

An email notification will be sent with the next steps to complete the submittal process.

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

---

**Record PRJ-8001577:**

**Fire**

**Record Status: Updates Required**

- [Record Info](#)
- [Payments](#)
- [Attachments](#)
Previously attached documents will be displayed.

- Click “Add Attachment”

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

---

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [Online Permitting Account](#)  
• Enter your username and password. | ![Login Screen](#) |
| 2    | • Open the “Review Pending Invoice Payment” email  
• Click a link to log in to your account and make a payment | ![Invoice Payment Email](#) |

---

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:

• Log in 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 619-446-5900

Thank You,
City of San Diego
Development Services Department
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

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

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

---

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [online permitting account](#)  
• Enter your username and password*  
*If you are a new user, see the [tutorial](#) on how to register for an account | ![Login Screen]  
**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 CitizenAccess account. It only takes a few simple steps and you will have the added benefits of seeing all history of applications, access to reserves and receipts, checking on the status of pending activities, and more. |
| 2    | Select “Development Permits” | ![Development Permits Screen]  
**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 CitizenAccess account. It only takes a few simple steps and you will have the added benefits of seeing all history of applications, access to reserves and receipts, checking on the status of pending activities, and more. |
| 3    | Your records will be displayed  
• Select the PRJ you wish to see the Project Issues Report for | ![Records Screen]  
**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 CitizenAccess account. It only takes a few simple steps and you will have the added benefits of seeing all history of applications, access to reserves and receipts, checking on the status of pending activities, and more. |
Previously attached documents will be displayed.
You will see your Project Issues Report by discipline displayed.
Click the “Actions” drop-down

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You will receive an email for Recheck Required if there are corrections to be made to the plans or if additional information is needed.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>• Log into your Online Permitting Account</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>• Enter your username and password</td>
<td></td>
</tr>
</tbody>
</table>

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 saving a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.
Apply for a Standalone Permit

2

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

3

- Select “Development Permits”
- Your records will display with the current statuses.
- Click on the blue PRJ link of the project

4

- Your project information will load.
- Click the “Attachments” Tab

5

- Previously attached documents will be displayed.
- Click “Add Attachment”

Hello,

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

All review disciplines have completed their reviews for PRJ-8001577. 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
Apply for a Standalone Permit

---

**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

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

---

**7**

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

---

RETURN TO TOP
I RECEIVED A “FINAL VERSION SIGNED OFF” EMAIL. WHAT DO I DO NEXT?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The application is now in queue for issuance. Refer to the <a href="#">Permit Application Processing Timeline</a> for current issuance timelines.</td>
</tr>
<tr>
<td></td>
<td>We offer appointments for issuance of certain application types.</td>
</tr>
<tr>
<td>1</td>
<td>To schedule an appointment, click here.</td>
</tr>
</tbody>
</table>

**Screen Reference**

<table>
<thead>
<tr>
<th>Home</th>
<th>SDS Permits</th>
<th>SDS Code Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create an Application</td>
<td>Search Applications</td>
<td></td>
</tr>
</tbody>
</table>

**Record PRJ-1048644:** Building Construction

**Record Status:** Reviews Complete

**Record Info:** Payments

---

**Important:** 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:

1. Click on “Choose File” and add the document.
2. 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.
3. Once you click “Submit”, wait for the page to reload confirming the document upload. Please do not try to refresh the page 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.

**If the “Add Attachment” button doesn’t disappear, that confirms that you have not submitted all the requested documents.**

---

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into your <a href="#">Online Permitting Account</a></td>
</tr>
<tr>
<td>1</td>
<td>Enter your username and password</td>
</tr>
</tbody>
</table>

**Screen Reference**

**Login**

- **User Name or E-mail:**
- **Password:**
- **Remember me on this computer**
- **New Users:** Register for an Account

---

**Book Now**
Open the “Approved” email

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

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
Verify that the record has the status: “Approved Upon Final Payment”

- Click “Payments”
- Then, select “Fees”

Click “Pay Fees”

The following screen will load.

- Follow instructions to pay

---

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into your <a href="#">Online Permitting Account</a></td>
<td><img src="image" alt="Login Screen" /></td>
</tr>
<tr>
<td></td>
<td>Enter your username and password</td>
<td></td>
</tr>
</tbody>
</table>

You will receive an Updates Required email if additional information is needed to issue the permit.
2

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

---

3

- Select “Development Permits”

Your records will display with the current statuses.

- Click on the blue PRJ link of the project

Your project information will load.

- Click the “Attachments” tab

---

```
Hello,

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

Plan check for PRJ-8001577 has been completed. There may be outstanding plan check fees that must be paid prior to uploading the requested Issuance Checklist Form 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 619-466-5800.

Thank You,
City of San Diego
Development Services Department
```
Previously attached documents will be displayed.

- Click “Add Attachment”

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Log into your <a href="#">Online Permitting Account</a></td>
<td><img src="image1.png" alt="Login Screen" /></td>
</tr>
<tr>
<td></td>
<td>• Enter your username and password</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>• Select “Development Permits”</td>
<td><img src="image2.png" alt="Development Permits" /></td>
</tr>
<tr>
<td>3</td>
<td>Your records will be displayed</td>
<td><img src="image3.png" alt="Records Screen" /></td>
</tr>
<tr>
<td></td>
<td>• Select the record you wish to print by clicking on the blue link</td>
<td></td>
</tr>
</tbody>
</table>
The record details will be displayed
- Click the “Attachments” tab

The attachments for this project will be displayed

Click on the “Actions” drop-down and click “Download”

HOW DO I SCHEDULE INSPECTIONS?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | - Log into your Online Permitting Account  
      - Enter your username and password | [Login Screen Reference] |
Click on “My Records” and your records will be displayed.

Click on the permit number for which you would like to schedule inspection. The status must be **Issued** to schedule an inspection.

Click on the “Record Info” tab for drop-down options.

Click on “Inspections”.

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).
• Click on the ‘Schedule’ link

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

If no changes are needed, click on “Continue”
The following screen will be displayed. Review the information and if correct then click “Finish.” If not correct, then click “Back” and you can edit the information or click “Cancel” to begin the process from the start.

Include any additional notes for the inspector here.

- Click “Continue”

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

### HOW TO SUBMIT A CONSTRUCTION CHANGE APPLICATION

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• To log into your <a href="#">Online Permitting Account</a>, enter your username and password, and press the Login button.</td>
<td>![Login Screen]</td>
</tr>
</tbody>
</table>
| 2    | • Click on “Development Permits” tab  
• Click on “Apply for a Permit” | ![Permit Application Screen] |
<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 3 | • Read the General Disclaimer and then place a check mark confirming your acceptance.  
   • Then, click “Continue Application” |
| 4 | Select “Building Construction Change.”  
   Use this record for construction changes to Accela projects, if your project was a PTS or Hybrid project, use the Hybrid system to apply for your construction change. |
| 5 | • Enter the PRJ # in the exact format PRJ-XXXXXXX  
   • Provide a narrative of the changes proposed.  
   • Enter the permits affected by this construction change application. |
Click “Add” to upload the documents that reflect the proposed changes.

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

---

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

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

2. 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

---

3. Your record will be displayed

- Click “Payments” Tab
- Click “Fees” link

---

4. Click on “Pay Fees”

---

5. The following screen will load.

- Click “Continue Application” and follow instructions to pay.
### HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into your Online Permitting Account by entering your username and password and then clicking on the Login button.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Select “Development Permits”</td>
<td></td>
</tr>
</tbody>
</table>
| 3    | Your records will be displayed
  - Select the record you wish to print by clicking on the blue link |
| 4    | The record details will be displayed
  - Click the “Attachments” tab |
The attachments for this project will be displayed

<table>
<thead>
<tr>
<th>Action</th>
<th>Project Contacts Information PRJ-8001711.pdf</th>
<th>108.59 KB</th>
<th>Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Fire Permit Worksheet PRJ-8001711.pdf</td>
<td>108.58 KB</td>
<td>Uploaded</td>
</tr>
<tr>
<td>Action</td>
<td>Fire Protection Plans PRJ-8001711.pdf</td>
<td>1.2 MB</td>
<td>Uploaded</td>
</tr>
</tbody>
</table>

6

- Click on the “Actions” dropdown and click “Download”

HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>APPROVAL REPORT</td>
<td><img src="image" alt="Login" /></td>
</tr>
<tr>
<td></td>
<td>• Log into your <a href="image">Online Permitting Account</a></td>
<td><img src="image" alt="Login" /></td>
</tr>
<tr>
<td></td>
<td>• Enter your username and password</td>
<td><img src="image" alt="Login" /></td>
</tr>
<tr>
<td>2</td>
<td>• Click the “Development Permits” tab and your records will be displayed</td>
<td><img src="image" alt="Login" /></td>
</tr>
<tr>
<td>3</td>
<td>• Click on the PMT you wish to print the approval report for</td>
<td><img src="image" alt="Login" /></td>
</tr>
</tbody>
</table>
4. The selected record will be displayed.

5. Click on the “Reports” drop-down menu
   Select “Approval”

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

**INVOICE REPORT**

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

2. Click the “Development Permits” tab and your records will be displayed
Locate your record in the list displayed.

- Click on the blue link to select that record

To generate the Invoice report, click the “Payments” tab, then “Fees”

Make note of the invoice number

- Click on the “Reports” drop down
- Select “Invoice” from the menu

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

- Click “Submit”
- Invoice of Permit or Project will be displayed in PDF format.
# Appendix A – Workflow/Record Status Mapping and Definitions

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

When new permit applications are received, DSD will review the documents for completeness, assess required permit fees and assign the project to a reviewer. Reviewers will send out their cycle issues report as they complete each cycle, but resubmittal can only happen after all reviews have been complete.

Applicants must address all cycle issues prior to resubmitting any new plans. You cannot resubmit to each specific discipline – resubmittals are for all disciplines at the same time.

- For help with user accounts or uploading documents, email 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Log into your online permitting account.</td>
</tr>
<tr>
<td></td>
<td>• Enter your username and password.*</td>
</tr>
<tr>
<td></td>
<td>* If you are a new user, see the <a href="#">tutorial</a> on how to register for</td>
</tr>
<tr>
<td></td>
<td>an account.</td>
</tr>
<tr>
<td>2</td>
<td>• Select the “Development Permits” tab</td>
</tr>
<tr>
<td>3</td>
<td>• Select “Create an Application”</td>
</tr>
<tr>
<td>4</td>
<td>• Read and acknowledge the disclaimer</td>
</tr>
<tr>
<td></td>
<td>• Click “Continue Application”</td>
</tr>
</tbody>
</table>
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.

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

2. Click “Continue Application”
**Submittal Validation**

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

![SUBMITTAL VALIDATION]

**6b**

**ADDRESS VALIDATION**

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

![ADDRESS VALIDATION]

**6c**

- 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 523, How to Obtain a Permit for a Sidewalk Café.
- See Section 142.0560(j), for Driveway and Access Regulations.
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”

- Click “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

- When complete, click “Continue Application”

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

**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”

**Address Validation**
- Indicate if there is an address for the Project Site
- Click “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)

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”
**Code Validation**

Answer the Code enforcement Case question:

- If “no,” continue application:

- If “yes,” answer the additional questions

**Permit Specific Requirements**

- Select permit type and answer any additional questions
- Click “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

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.

#### Submittal Validation
- Enter an existing Accela PRJ number to continue.

- If the PRJ number is invalid, select “Grading, ROW, Mapping - Standalone” to complete your application.

#### Address Validation
- Indicate if there is an address for the project site.
- Click “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)

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”
**Code Validation**

Answer the Code enforcement Case question:

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

**Permit Specific Requirements**

- Select permit type and answer any additional questions
- Click “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

When complete, click “Continue Application”

Go to step 7 to upload documents and complete application
Apply for an Engineering Permit

<table>
<thead>
<tr>
<th>Select a Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>6a</td>
</tr>
<tr>
<td>• Select “Engineering Construction Change”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grading, Right of Way, Mapping Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Deferred As Graded</td>
</tr>
<tr>
<td>○ Engineering Construction Change</td>
</tr>
<tr>
<td>○ Grading, ROW, Mapping - Associated Submittal</td>
</tr>
<tr>
<td>○ Grading, ROW, Mapping - Standalone</td>
</tr>
<tr>
<td>○ Right of Way - Dry Utilities</td>
</tr>
<tr>
<td>○ Right of Way - Minor - Rapid Review</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6b</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enter the PRJ# in the exact format PRJ-XXXXXX</td>
</tr>
<tr>
<td>• Provide a narrative of the changes proposed</td>
</tr>
<tr>
<td>• Click “Continue Application”</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>6c</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Click “Add a Row”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELATED PERMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Showing 0-0 of 0</td>
</tr>
<tr>
<td>No records found.</td>
</tr>
</tbody>
</table>

| Add a Row | Edit Selected | Delete Selected |

<table>
<thead>
<tr>
<th>6d</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enter the PMT number you want to associate with this construction change</td>
</tr>
<tr>
<td>• Click “Submit” and the PMT will be added</td>
</tr>
</tbody>
</table>
After the PMT is validated, it will be displayed.

- Click “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.

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”
• 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”

Review Application
Review the Application and return to previous steps by clicking on the numbered tabs at the top.
• Acknowledge the final certification
• Click Continue Application

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

You will receive a system generated email with your project number and what to expect next.
# I RECEIVED AN “UPDATES REQUIRED” EMAIL. HOW DO I UPLOAD THE REQUESTED DOCUMENTS?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [Online Permitting Account](#)  
• Enter your username and password. | ![Login Screen](image) |
| 2    | Open the ‘Updates Required’ email.  
• Click either of the email links to go to your account and make project updates | ![Email Link](image) |
| 3    | Your project information will load  
• Click the “Attachments” Tab | ![Attachments Tab](image) |

---

Hello,

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

Your application has been Pre-Screened and requires updates. Please see attached report for additional required information and comments.

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

Requested information must be submitted within 30 days of this email or this application will be Withdrawn.

An email notification will be sent with the next steps to complete the submittal process.

**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
Previously attached documents will be displayed.

- Click “Add Attachment”

- Select ‘Choose File’ and drag/drop or search your files to attach them
- Click ‘Type’ drop-down and select file type
- Provide a brief description of the document
- Click the Submit button
The documents will be validated by Scout and be uploaded to the project record (PRj)  

**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.

---

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [Online Permitting Account](#)  
• Enter your username and password. | ![Login Screen](#) |
| 2    | • Open the ‘Review Pending Invoice Payment’ email  
• Click a link to log in to your account and make a payment | ![Email Preview](#) |

---

Hello,

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

Pre-Screen for PRJ-0005334 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
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

Verify that the record has the status: “Application Pending Payment”

- Click on “Payments”
- Select “Fees”

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [online permitting account](#)  
• Enter your username and password*  
*If you are a new user, see the [tutorial](#) on how to register for an account | ![Login](#) |
| 2    | • Select “Development Permits” | ![Development Permits](#) |
| 3    | Your records will be displayed  
• Select the PRJ you wish to see the Project Issues Report for | ![Project Issues Report](#) |
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?**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You will receive an email for Recheck Required if there are corrections to be made to the plans or if additional information is needed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Log into your Online Permitting Account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Enter your username and password</td>
<td></td>
</tr>
</tbody>
</table>
Open the “Ready for Resubmittal” email
Click a link to log in to your account and update the project documents or information

Select the “Development Permits” tab
Your records will display with the current statuses.
Click on the blue PRJ link of the project

Your project information will load.
Click the “Attachments” Tab

Previously attached documents will be displayed.
Click on “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

***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.

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?**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The application is now in queue for issuance. Refer to the <a href="#">Permit Application Processing Timeline</a> for current issuance timelines.</td>
<td><img src="#" alt="Permit Application Processing Timeline" /></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into your <a href="#">Online Permitting Account</a>. Enter your username and password.</td>
<td><img src="#" alt="Online Permitting Account" /></td>
</tr>
</tbody>
</table>
Open the “Approved” email
   • Click on the email link that says “Online Permitting Account” to login to your account and upload documents

2

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
Verify that the record has the status: Approved Upon Final Payment.
- Select “Payments” tab
- Then, select “Fees”

Click on “Pay Fees”

The following screen will load.
- Follow instructions to pay

---

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You will receive a Recheck Required email if there are corrections to be made to the plans or if additional information is needed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Log into your <a href="#">Online Permitting Account</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enter your username and password</td>
<td></td>
</tr>
</tbody>
</table>
Apply for an Engineering Permit

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

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3

- Select the “Development Permits” tab
- Your records will display with the current statuses.
- Click on the blue PRj link of the project

4

- Your project information will load.
- Click the “Attachments” Tab
Previously attached documents will be displayed.

- Click “Add Attachment”

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

Repeat until all requested documents have been uploaded

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

Tip: When your resubmittal contains all the required documents, the Add button will disappear.
### PERMIT STATUS IS “ISSUED.” HOW DO I DOWNLOAD MY APPROVED PLANS?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [Online Permitting Account](#)  
      • Enter your username and password | ![Login Screen](#) |
| 2    | • Select the “Development Permits” tab | ![Development Permits Tab](#) |
| 3    | Your records will be displayed  
      • Select the PRJ record you wish to print by clicking on the blue link | ![Record Details](#) |
| 4    | The record details will be displayed  
      • Click the “Attachments” Tab | ![Attachments Tab](#) |
| 5    | The attachments for this project will be displayed.  
      Status will be “Approved” | ![Files Table](#) |
The document name will contain the word “Issued”
- Click on the Actions dropdown and click “Download”

### How Do I Schedule Inspections?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | • Log into your [Online Permitting Account](#)  
• Enter your username and password | ![Login Screen](#) |
| 2    | • Click on “My Records” and your records will be displayed | ![My Records Screen](#) |
| 3    | • Click on the permit number for which you would like to schedule inspection.  
The status must be “Issued” to schedule an inspection. | ![Permit Status Screen](#) |
4. Click on “Record Info” button for drop-down options

5. • Click on “Inspections”

The inspections screen will appear, showing upcoming and completed inspections.

6. • Click on the “Actions” link of the inspection you would like to schedule

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

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

If no changes are needed, click on “Continue”

The following screen will be displayed. Review the information and if correct then click “Finish.”

If not correct, then click ‘Back’ and you can edit the information or click ‘Cancel’ to begin the process from the start.

Include any additional notes for the inspector here.
I RECEIVED A “PENDING INVOICE PAYMENT” EMAIL FOR MY CONSTRUCTION CHANGE. HOW DO I PAY?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Log into your <a href="#">Online Permitting Account</a> by entering your username and password and then clicking on the Login button.</td>
<td><img src="#" alt="Login Screen" /></td>
</tr>
</tbody>
</table>
| 2    | • Click a link to log in to your account and make a payment | ![Payment Screen](#) 

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
### HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into your <a href="#">Online Permitting Account</a> by entering your username and password and then clicking on the Login button.</td>
<td><img src="Image" alt="Login Screen" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>• Select the “Development Permits” tab</td>
<td></td>
</tr>
</tbody>
</table>
| 3 | Your records will be displayed  
  • Select the record you wish to print by clicking on the blue link |
| 4 | The record details will be displayed  
  • Click the “Attachments” Tab |
| 5 | • 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?

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
</thead>
</table>
| 1    | **APPROVAL REPORT**  
- Log into your [Online Permitting Account](#)  
- Enter your username and password | ![Login Screen](image) |
| 2    |  
- Click on the Development Permits tab and your records will be displayed | ![Development Permits Tab](image) |
| 3    |  
- Click on the PMT you wish to print the Approval Report for | ![Record PMT-8001719](image) |
| 4    | The selected record will be displayed | ![Record PMT-8001719](image) |
| 5    |  
- Click on the “Reports” drop-down menu  
- Select “Approval” | ![Reports Dropdown](image) |
| 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” |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INVOICE REPORT</strong></td>
<td></td>
</tr>
</tbody>
</table>
  
  1 | Log into your [Online Permitting Account](#)  
  - Enter your username and password |
| 2 |  
  - Click on Development Permits and your records will be displayed |
| 3 |  
  - Locate your record in the list displayed.  
  - Click on the blue link to select that record |
• To generate the Invoice report, click on the “Payments” Tab and then on “Fees”

Make note of the invoice number

• Click on the “Reports” drop down
• Select “Invoice”

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

• Click on Submit
• Invoice of Permit or Project will be displayed in PDF format.
## APPENDIX A – WORKFLOW/RECORD STATUS MAPPING AND DEFINITIONS

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

Apply for an Engineering Permit

Rev. 8/19/2021
# 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.