The City of SAN DIEGO

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

The City of SAN DIEGO

DSD ONLINE PERMITS

Apply for a Building Construction Permit

Development Services

Overview

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

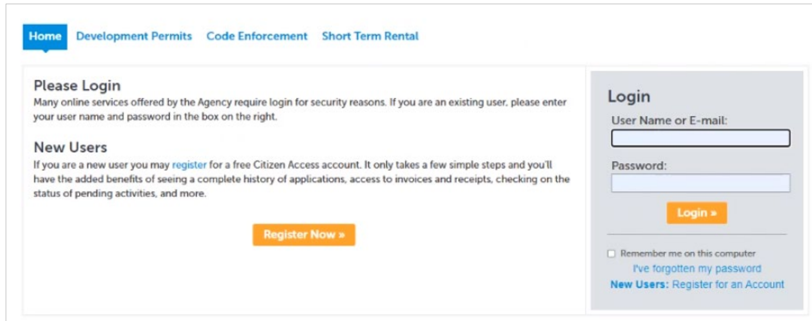
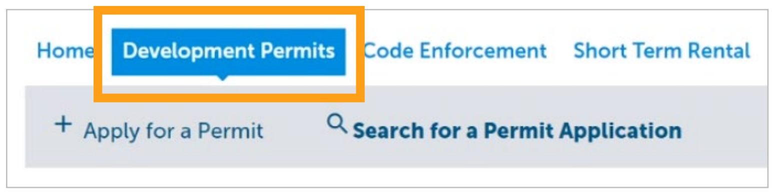
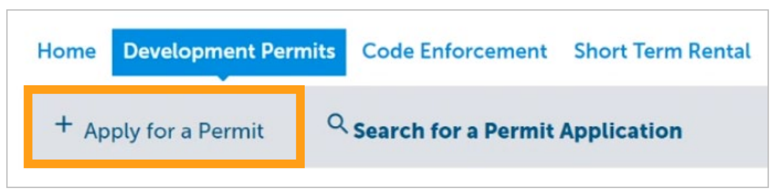
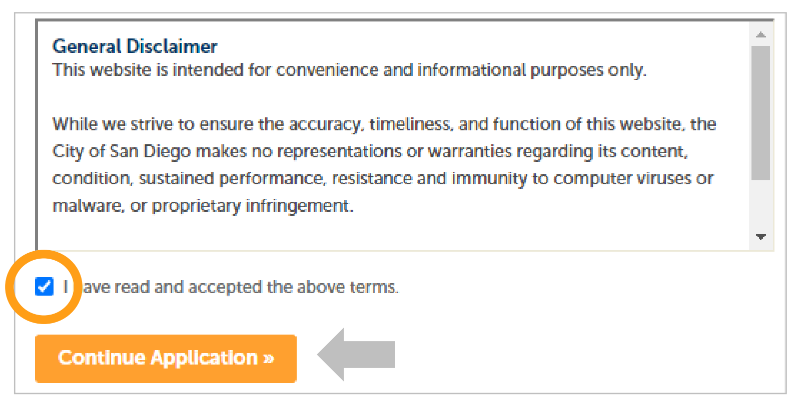
Before you begin, please review the information about the permit submittal requirements at sandiego.gov/dsd.

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

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

TABLE OF CONTENTS

HOW TO SUBMIT AN APPLICATION

Step	Action	Screen Reference
1	• Log into your online permitting account. • Enter your username and password.* * If you are a new user, see the tutorial on how to register for an account.	
2	• Select "Development Permits"	
3	• Select "Apply for a Permit"	
4	• Read and acknowledge the disclaimer • Click "Continue Application"	

5

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

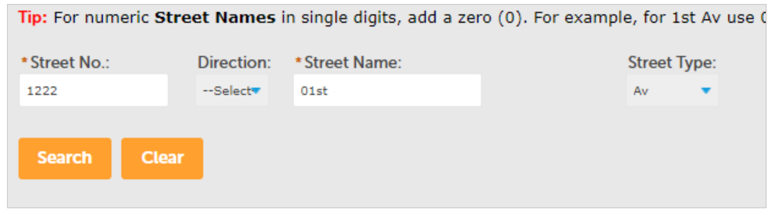
5a

1. Select "Building Construction"
2. Indicate if there is an address for the Project Site
3. Click "Continue Application"

5b

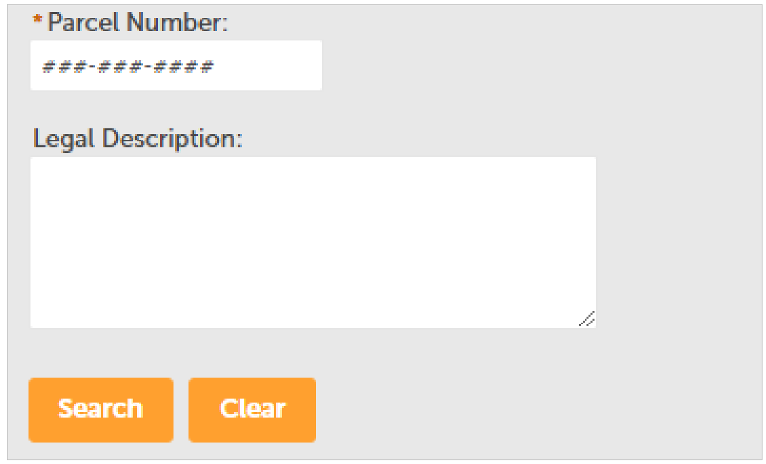
Address or Parcel Entry

- 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 #

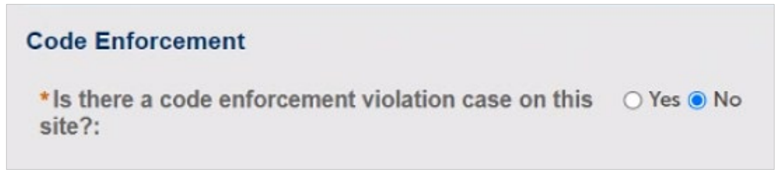
- Click “Continue Application”

5c

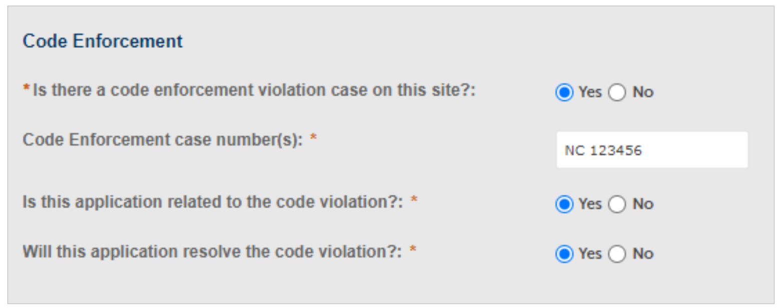
Code Validation

Answer the Code enforcement Case question:

- If "no," continue application:



- If "yes," answer the additional questions:



5d

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"

5e

Permit Specific Requirements

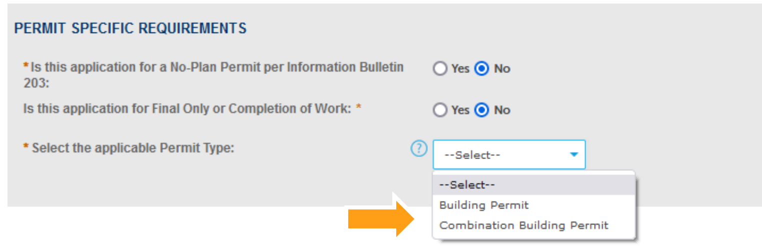
- Answer the No-Plan Permit question

If not a No-Plan Permit, select:

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

  OR

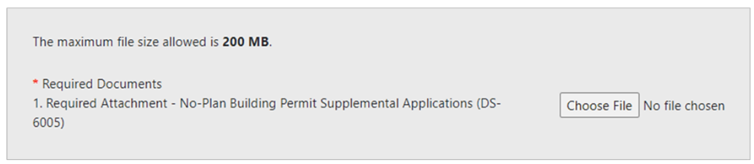
- "Combination Building Permit" for single family dwelling or duplex



- Click "Continue Application"

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

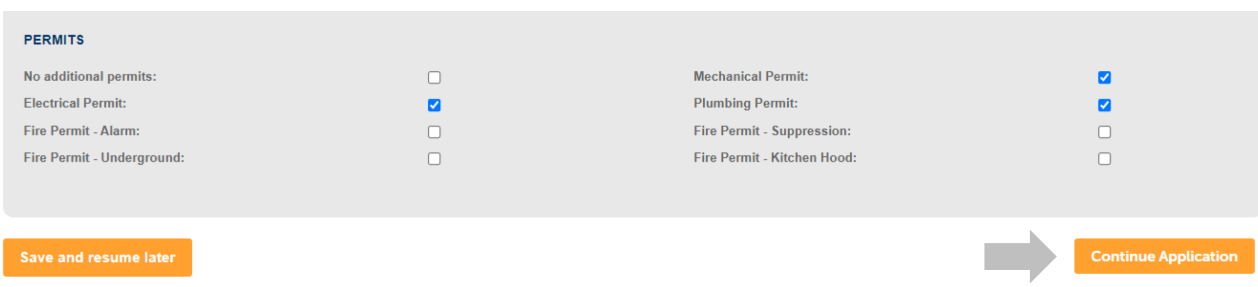
- Go to step 6 for full document upload instructions



5f

Related Permits

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

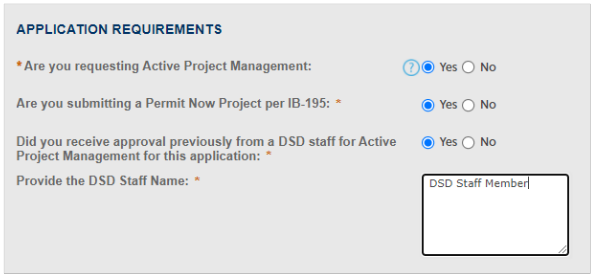


5g

Application Specific Requirements

Indicate the submittal type requested and answer additional related questions:

Active Project Management



APPLICATION REQUIREMENTS

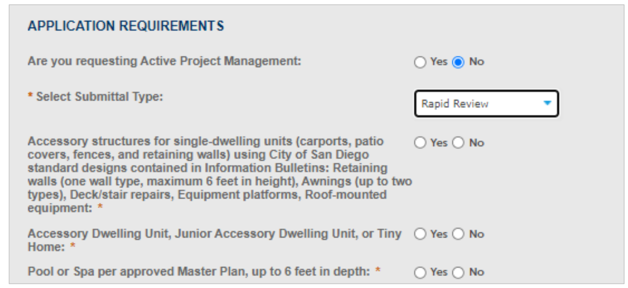
* Are you requesting Active Project Management: ? Yes No

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

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

Provide the DSD Staff Name: * DSD Staff Member

Rapid Review submittal



APPLICATION REQUIREMENTS

Are you requesting Active Project Management: Yes No

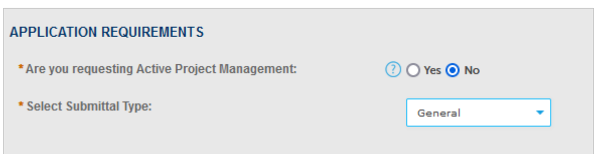
* Select Submittal Type: Rapid Review

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

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

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

General submittal
(Select Building or Combination permit)

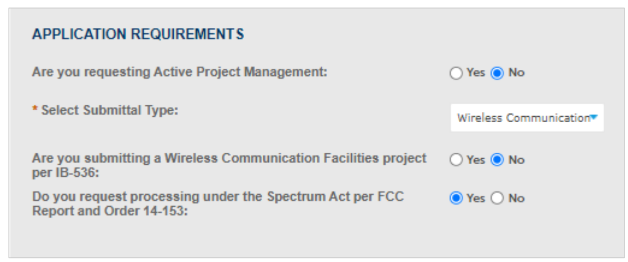


APPLICATION REQUIREMENTS

* Are you requesting Active Project Management: ? Yes No

* Select Submittal Type: General

Wireless Communication Facility (WCF) submittals



APPLICATION REQUIREMENTS

Are you requesting Active Project Management: Yes No

* Select Submittal Type: Wireless Communication

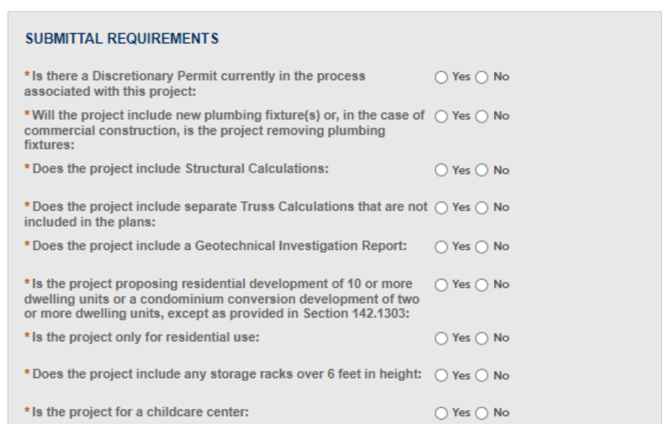
Are you submitting a Wireless Communication Facilities project per IB-536: Yes No

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

5h

Submittal Specific Requirements

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



SUBMITTAL REQUIREMENTS

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

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

* Does the project include Structural Calculations: Yes No

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

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

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

* Is the project only for residential use: Yes No

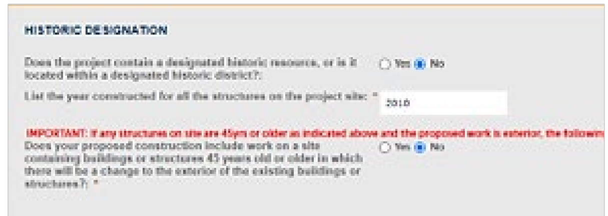
* Does the project include any storage racks over 6 feet in height: Yes No

* Is the project for a childcare center: Yes No

5i

Historic Designation

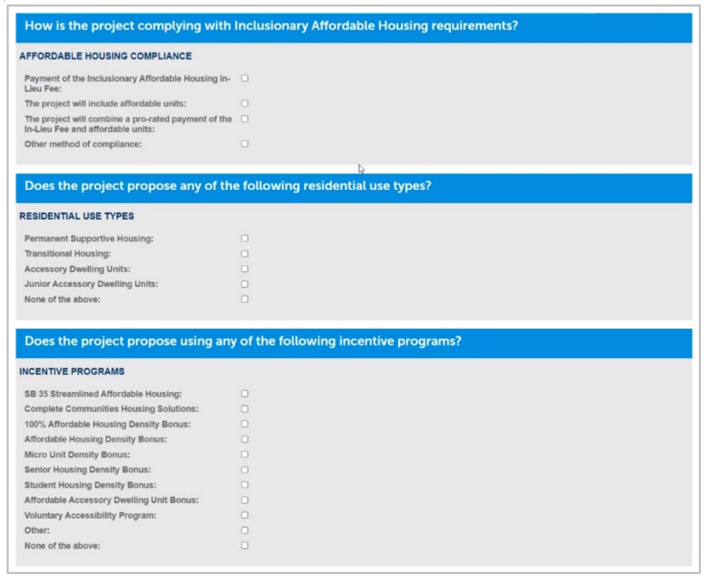
- Specify whether the project has a historic designation and answer the additional related questions
- Click “Continue Application”



5j

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

5a

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.

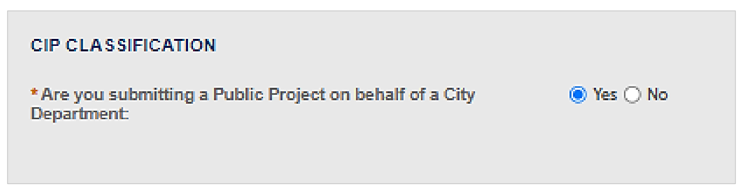
Note: For PTS Permits, please refer to instruction in the OpenDSD User Guide to PTS Projects.

5b

CIP Classification

Answer the CIP classification question.

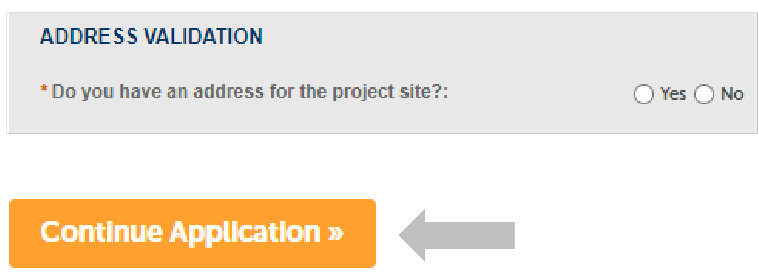
If the answer to the classification question is “No,” you will need to submit to a different permit type.



5c

Address Validation

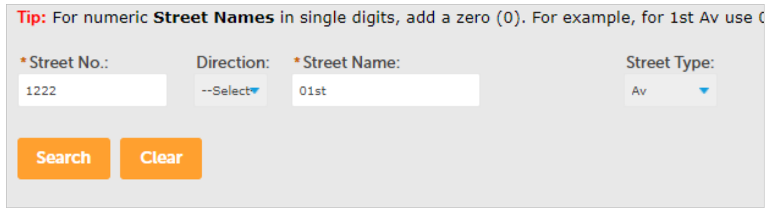
- Indicate if there is an address for the Project Site
- Click “Continue Application”



5d

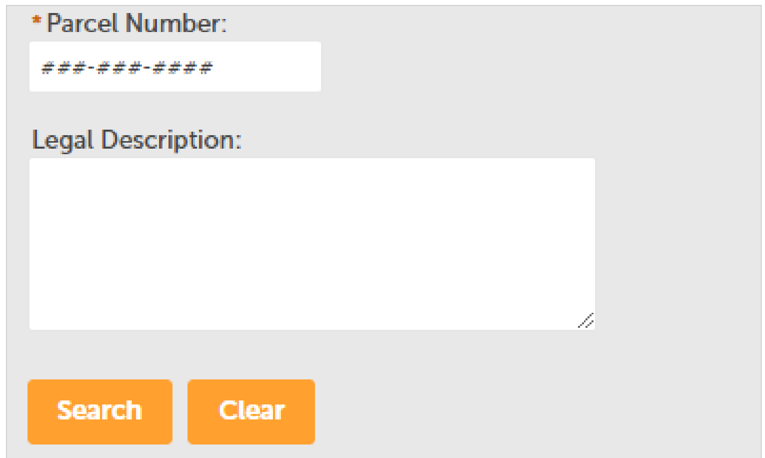
Address or Parcel Entry

- 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”

5e

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”

5f

Permit Specific Requirements

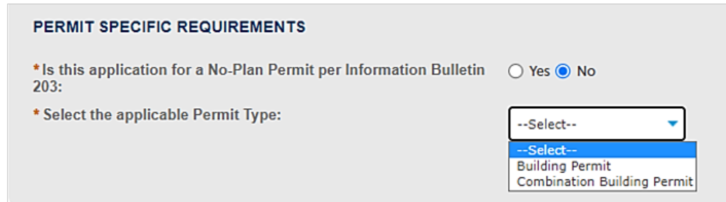
- Answer the No-Plan Permit question

If not a No-Plan Permit, select:

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

  OR

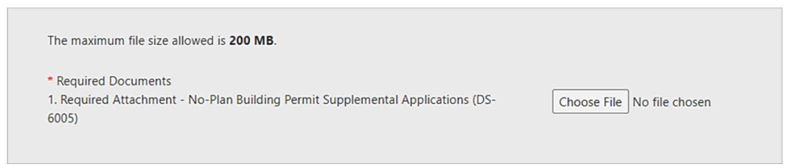
- Combination Building Permit for single family dwelling or duplex



- Click "Continue Application"

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

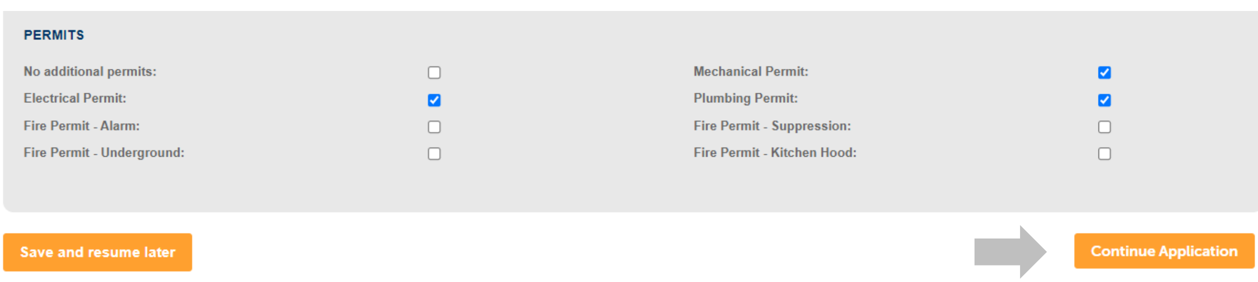
- Go to step 6 for full document upload instructions



5g

Related Permits

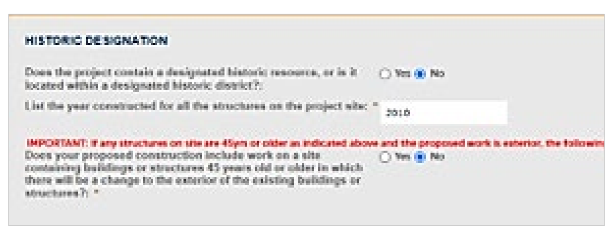
- Select the permits you want associated with the Building Permit application, or select "No additional permits."
- Click "Continue Application"



5h

Historic Designation

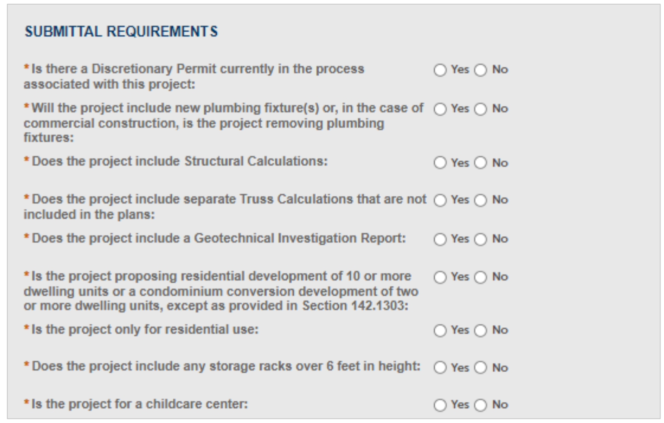
- Specify whether the project has a historic designation and answer the additional related questions
- Click "Continue Application"



5h

Submittal Specific Requirements

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



Go to step 6 to upload documents and complete application

Master Plan Accessory Structure Permit

5a

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.

5b

Project Scope and Timeline

Provide the following:

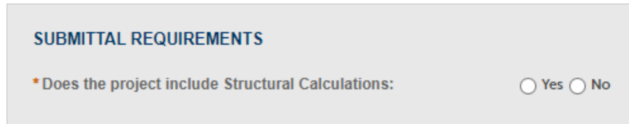
1. Scope
2. Processing timeline
3. Applicant type

- When complete, click "Continue Application"

5c

Submittal Requirements

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



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

Master Plan MDU and SDU Permit

5a

Select a Record Type

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

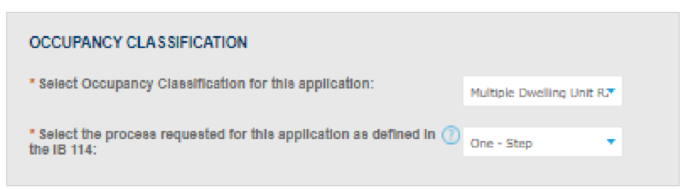
Use this record to ***establish a design*** and to submit phases for a Master Plan Multi Dwelling Unit or a Master Plan Single Dwelling

5b

Occupancy Classification

Answer the questions regarding occupancy and process

- Click "Continue Application"

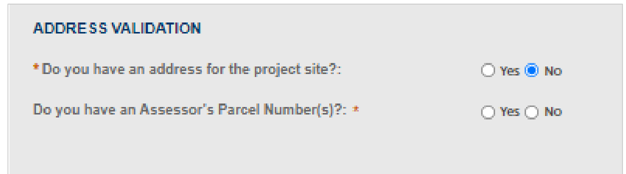


5c

Address Validation

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

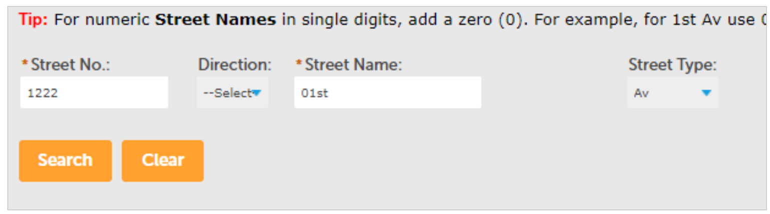
- Click "Continue Application"



5d

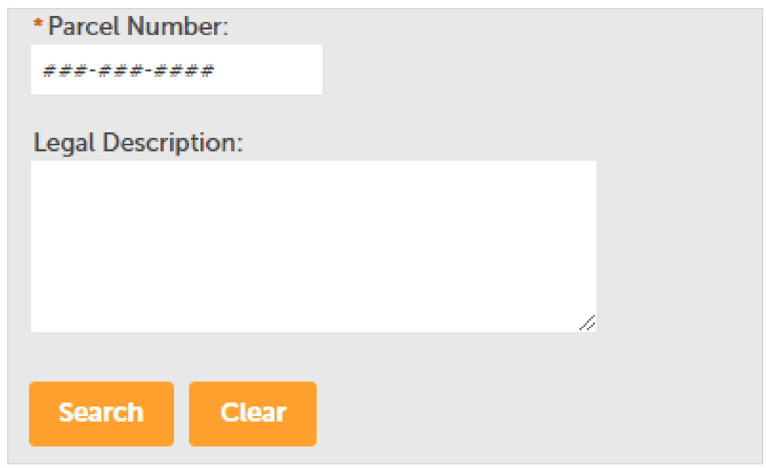
Address or Parcel Entry

- 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)

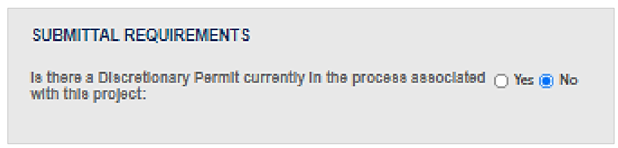


- Enter any additional parcels or addresses, if it applies to your project and include the Unit # or Suite #

- Click "Continue Application"

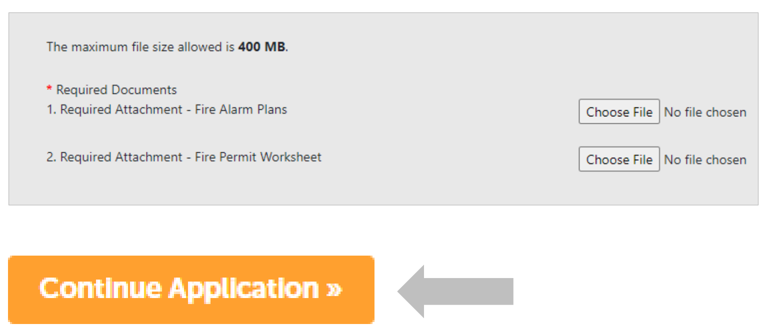
- For **Master Plan MDUs**, go to step 6 to upload documents and complete application
- For **Master Plan SDUs**, continue with the following steps

5e	**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”
5f	**Submittal Requirements** • Indicate whether an associated discretionary permit is currently in process • Click “Continue Application”
i	Go to [step 6](#) to upload documents and complete application



Required Documents

6	**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](#)

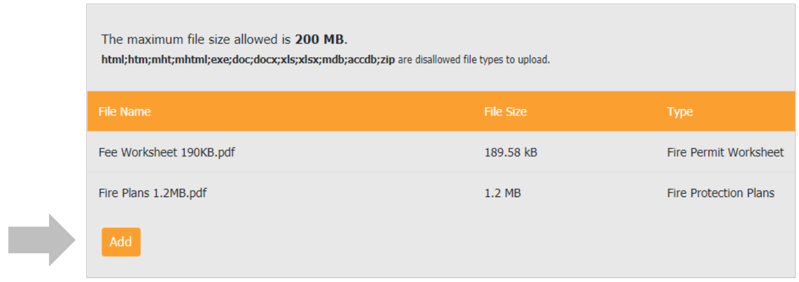


7

Additional Documents

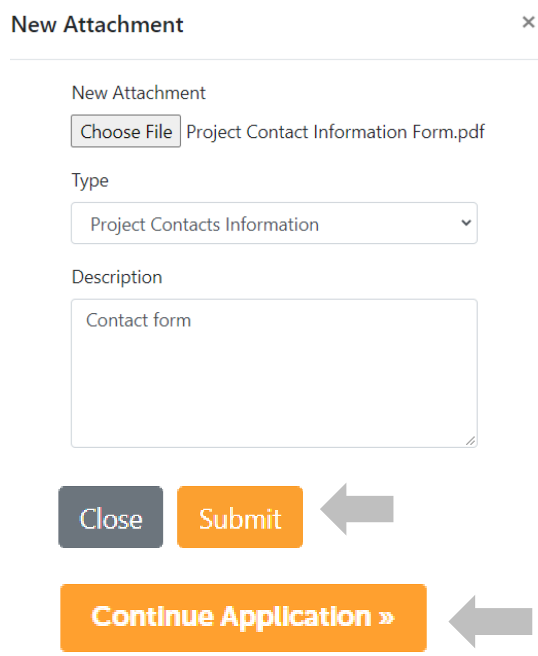
Upload any Additional Documents you wish to include with your submittal

- Click “Add”



8

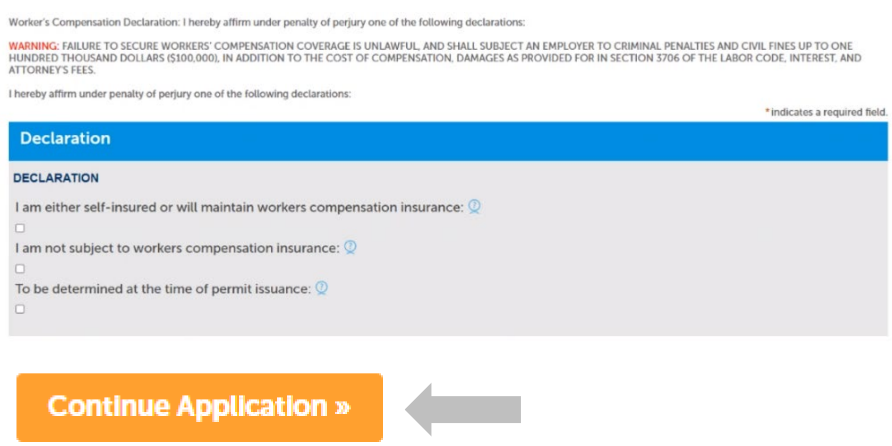
- Select “Choose File” and drag/drop or search your files to attach them
- Click *Type* drop-down and select file type
- Provide a brief description of the document
- Click the “Submit” button
- Click “Continue Application”



9

Workers’ Compensation Declaration

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



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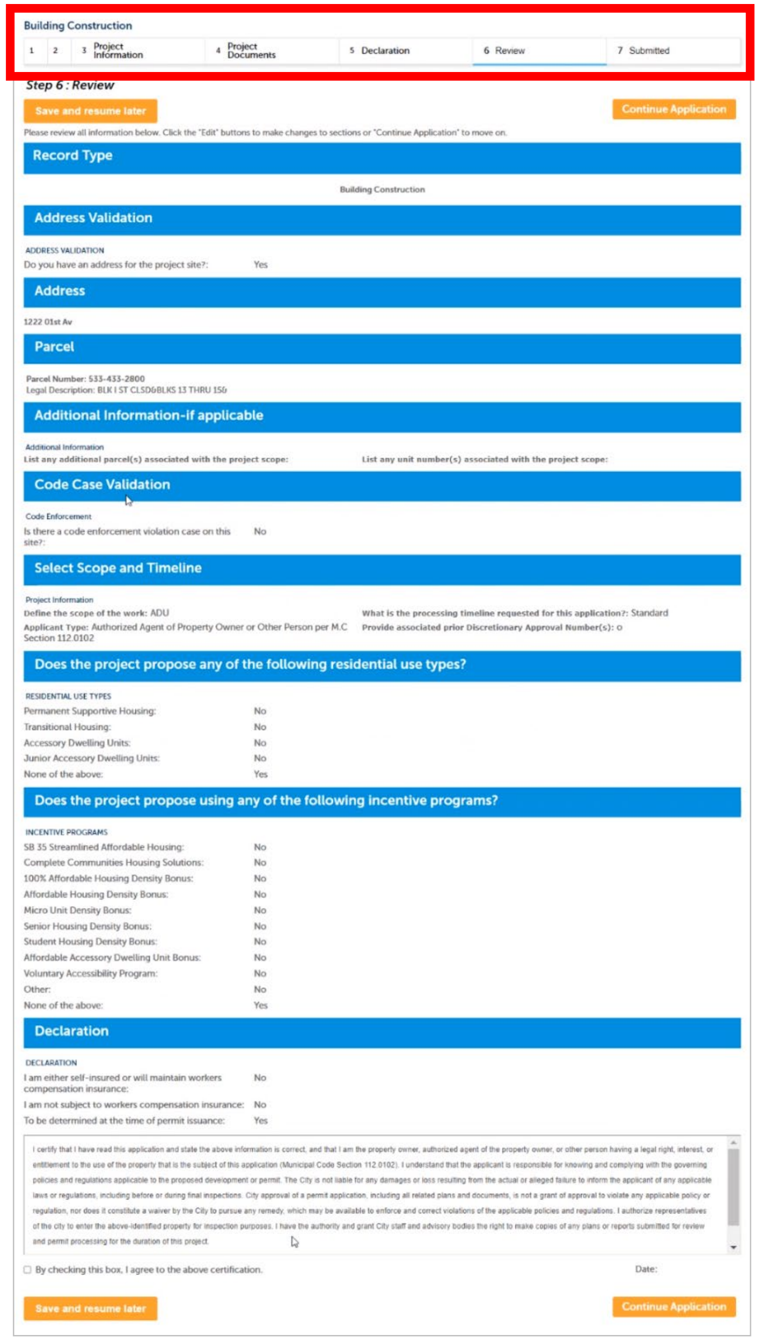
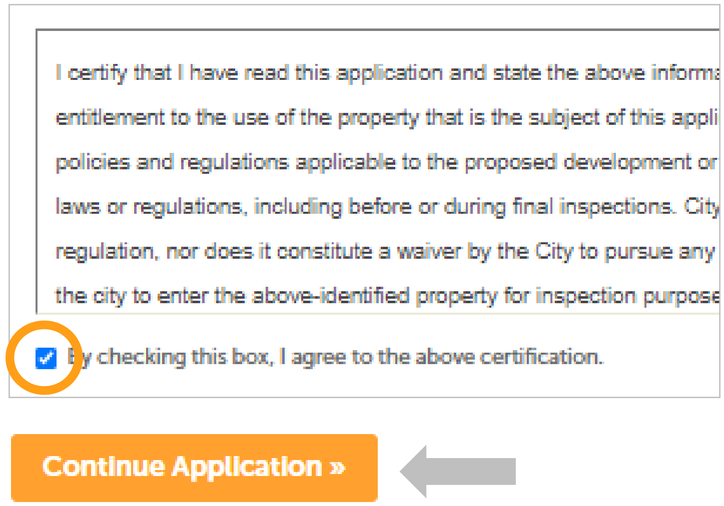
Review Application

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



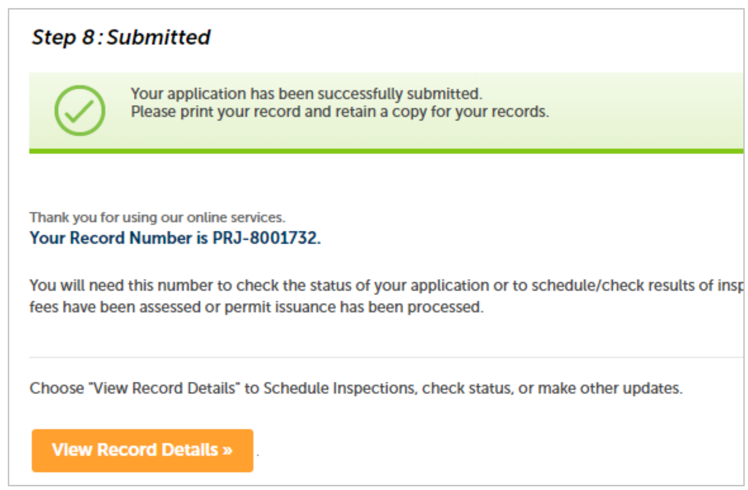
11

- Acknowledge the final certification
- Click “Continue Application”



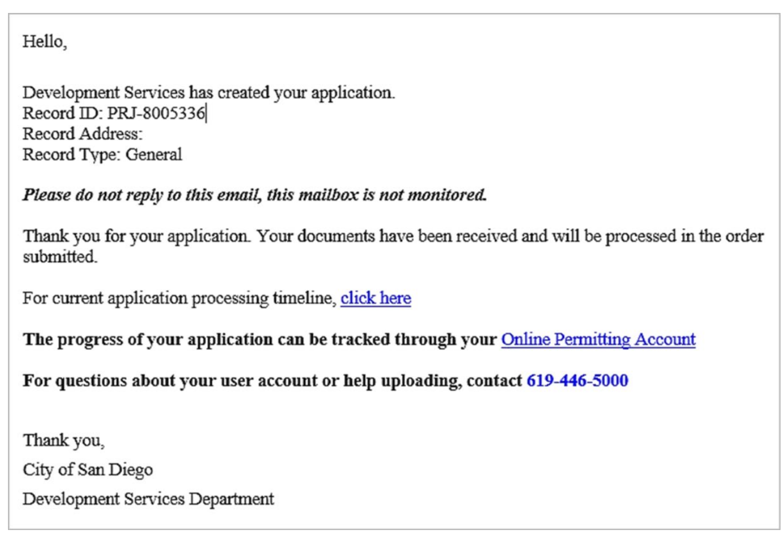
12

Your record number will 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.



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

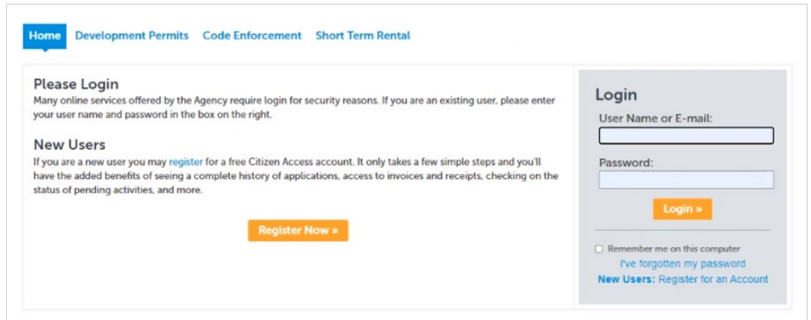
Thank you,
City of San Diego
Development Services Department

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

<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>1</td><td>

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

</td><td>

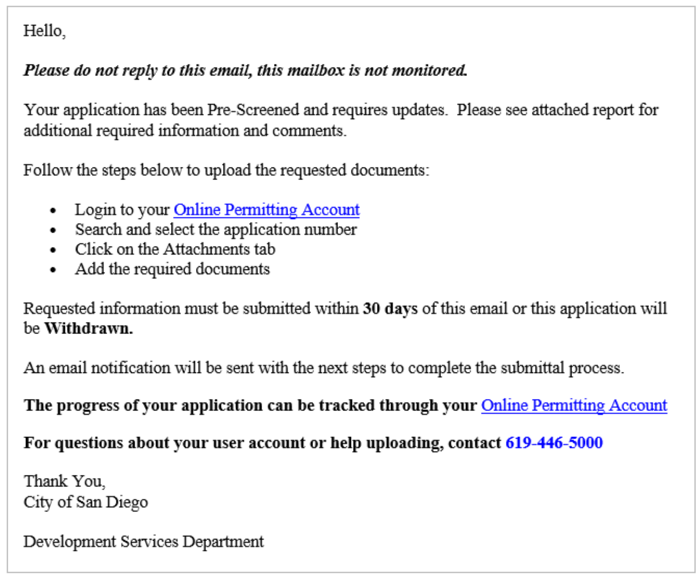


</td></tr>
<tr><td>2</td><td>

Open the "Updates Required" email.

- Click either of the email links to go to your account and make project updates

</td><td>



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

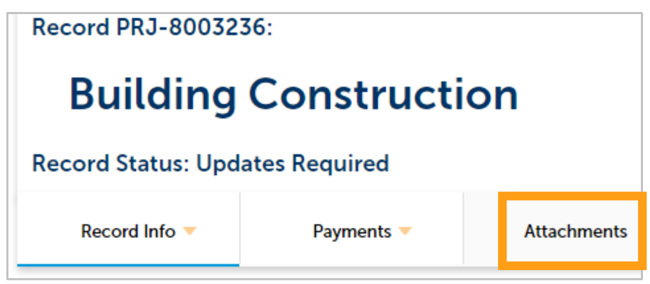
Development Services Department

</td></tr>
<tr><td>3</td><td>

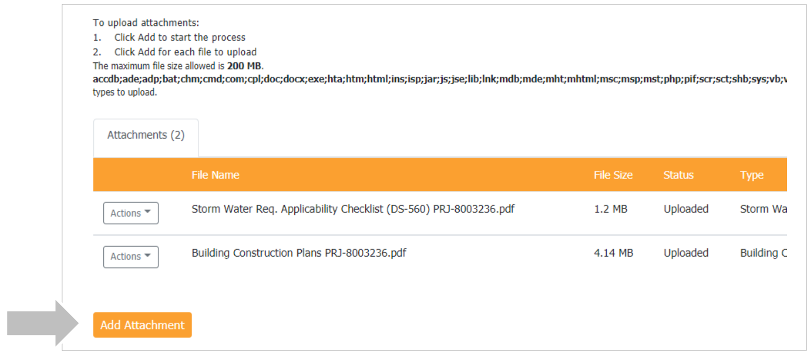
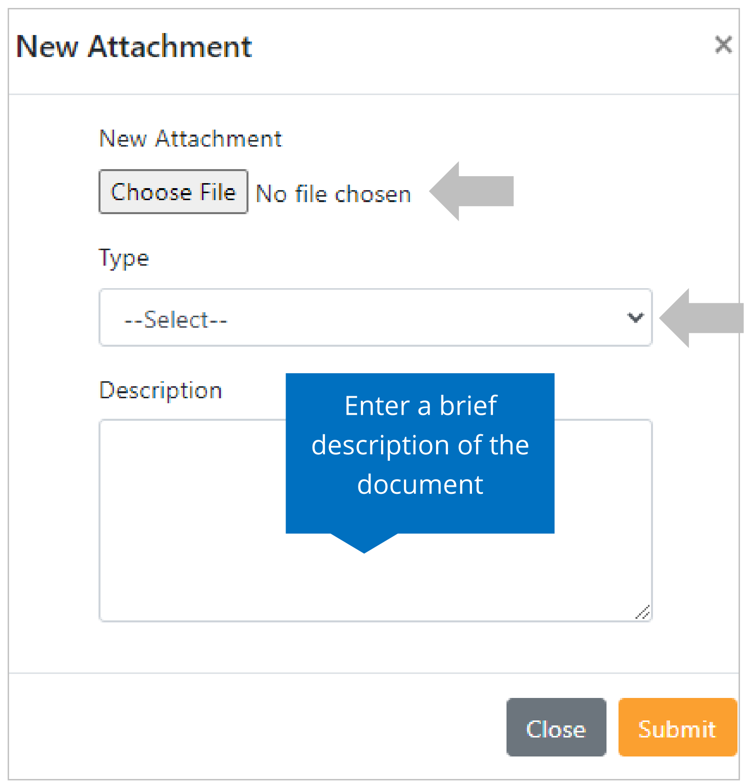
Your project information will load

- Click the "Attachments" tab

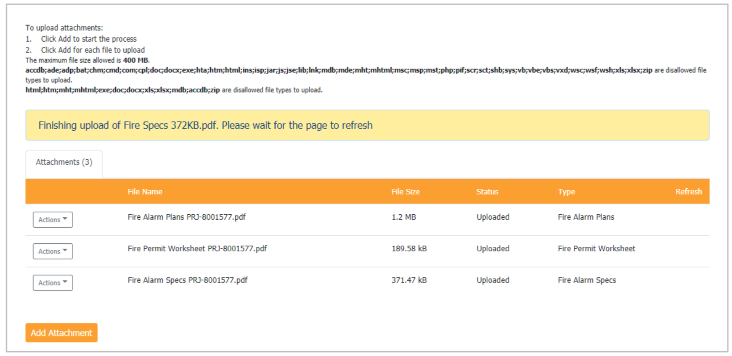
</td><td>



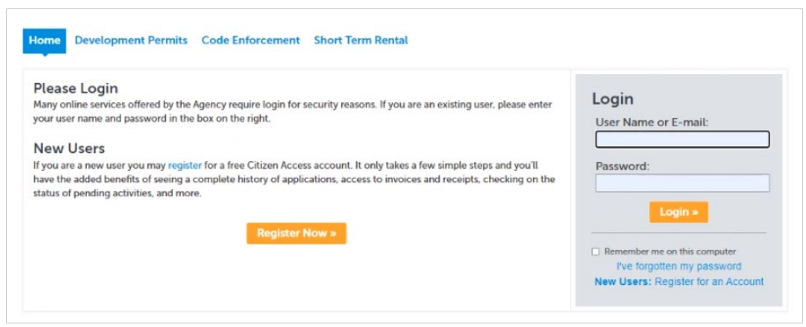
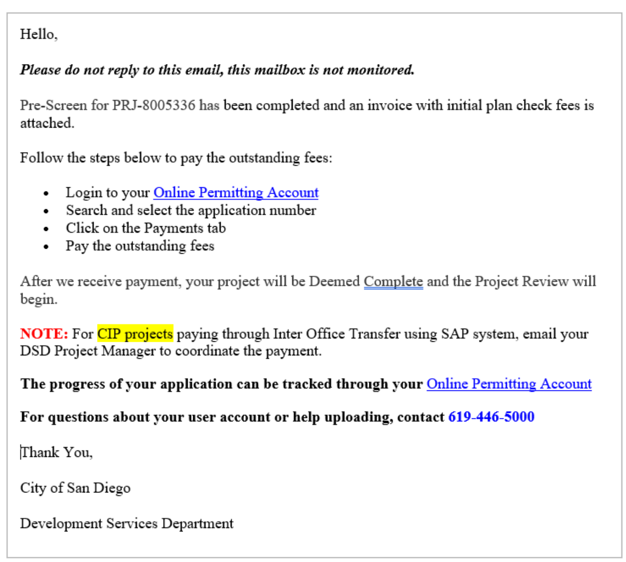
</td></tr>
</table>

4	Previously attached documents will be displayed. • Click “Add Attachment”	
5	• Select “Choose File” and drag/drop or search your files to attach them • Click *Type* drop-down and select file type • Provide a brief description of the document • Click the “Submit” button	

<table>
<tr><td>6</td><td>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.</td><td>
</td></tr>
</table>

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

<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>1</td><td>Log into your Online Permitting Account
Enter your username and password.</td><td>
</td></tr>
<tr><td>2</td><td>Open the “Review Pending Invoice Payment” email
Click a link to log in to your account and make a payment</td><td>
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,

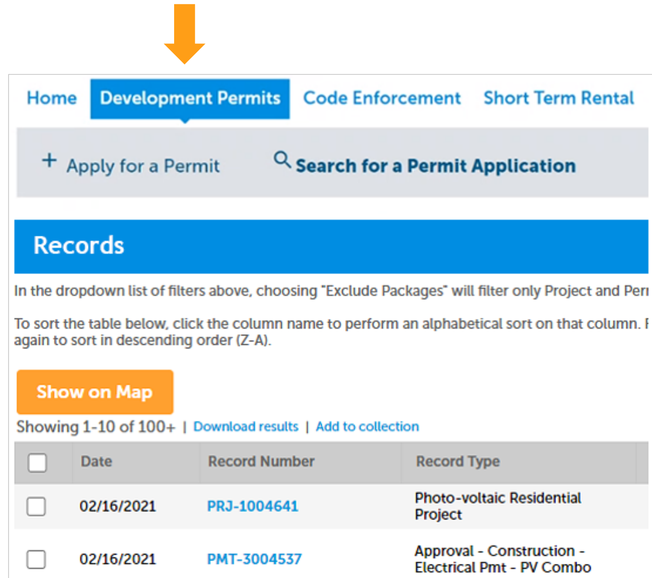
City of San Diego

Development Services Department</td></tr>
</table>

3

Click on the “Development Permits” tab.

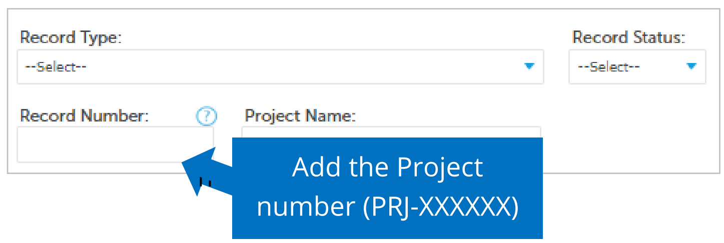
- Select the record listed in the email



OR

Scroll down to the search field for Records

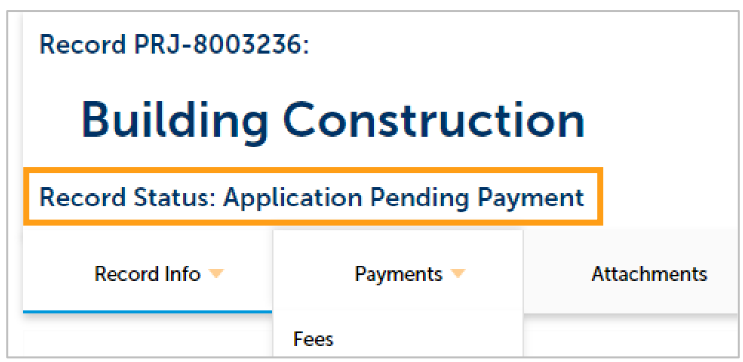
- Input the PRJ into the General Search in this format: **PRJ-1234567**



4

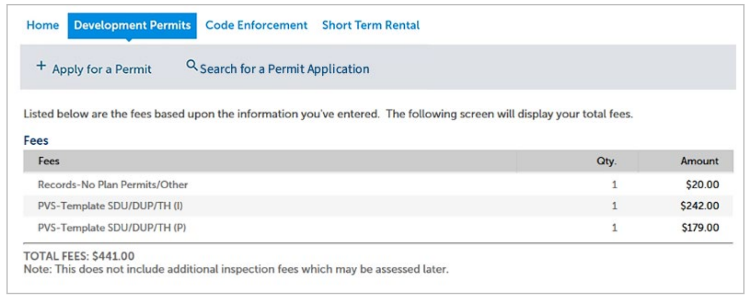
Verify that the record has the status: “Application Pending Payment”

- Click on “Payments”
- Select “Fees”



5

- Click on “Pay Fees”

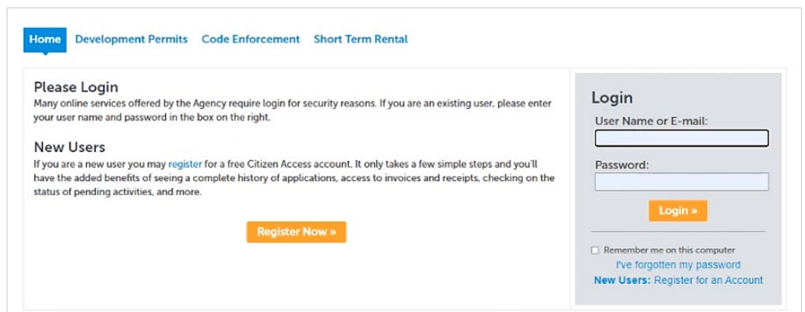
<table>
<tr><td>6</td><td>The following screen will load. Follow instructions to pay.</td><td>
</td></tr>
</table>

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

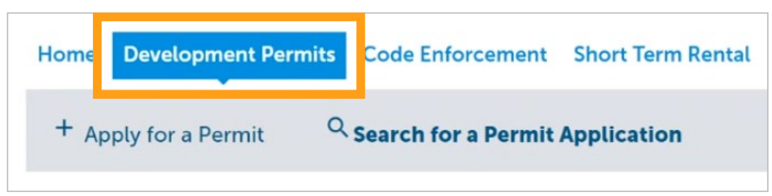
<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>1</td><td>

- Log into your online permitting account
- Enter your username and password*

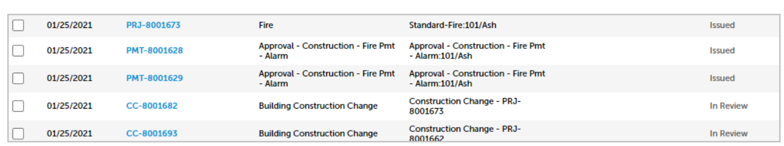
* If you are a new user, see the tutorial on how to register for an account

</td><td>
</td></tr>
<tr><td>2</td><td>

- Select the "Development Permits" tab

</td><td>
</td></tr>
<tr><td>3</td><td>Your records will be displayed

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

</td><td>
</td></tr>
</table>

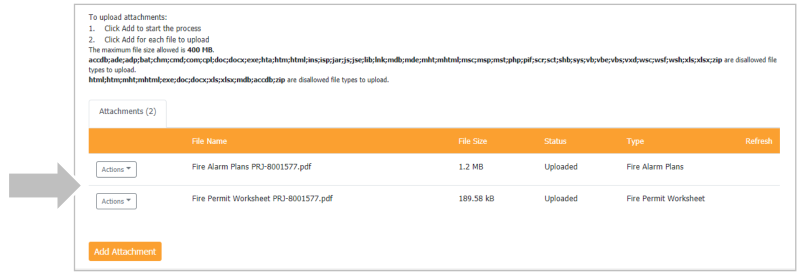
<table>
<tr>
<td>4</td>
<td>

- 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

</td>
<td>


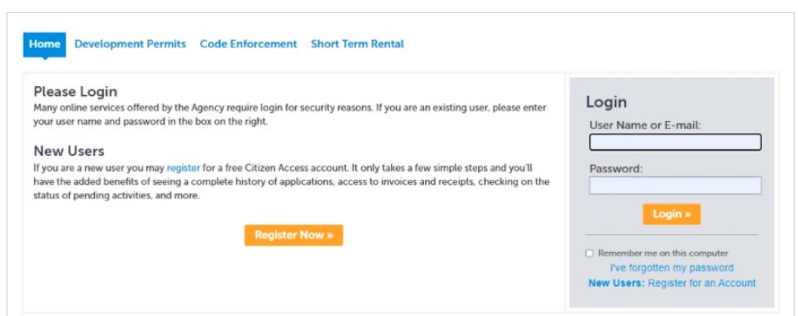
</td>
</tr>
<tr>
<td>5</td>
<td>Click “Download” and the selected Project Issues Report will download</td>
<td>


</td>
</tr>
</table>

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

<table>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Reference</th>
</tr>
<tr>
<td>i</td>
<td colspan="2">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>
</tr>
<tr>
<td>1</td>
<td>

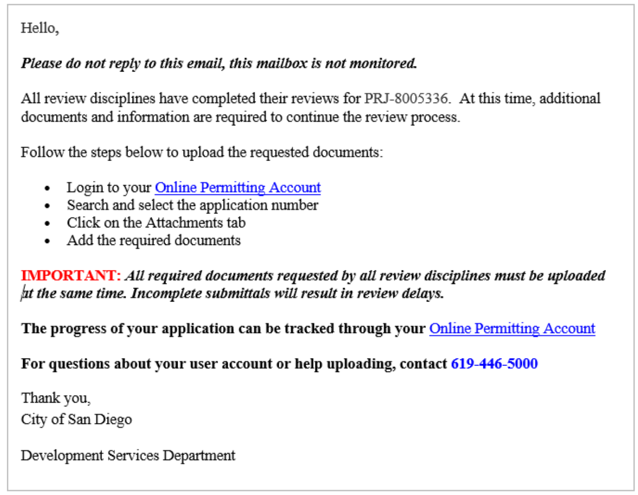
- Log into your [Online Permitting Account]
- Enter your username and password

</td>
<td>


</td>
</tr>
</table>

2

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



Hello,

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

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

Follow the steps below to upload the requested documents:

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

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

The progress of your application can be tracked through your Online Permitting Account

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

Thank you,
City of San Diego

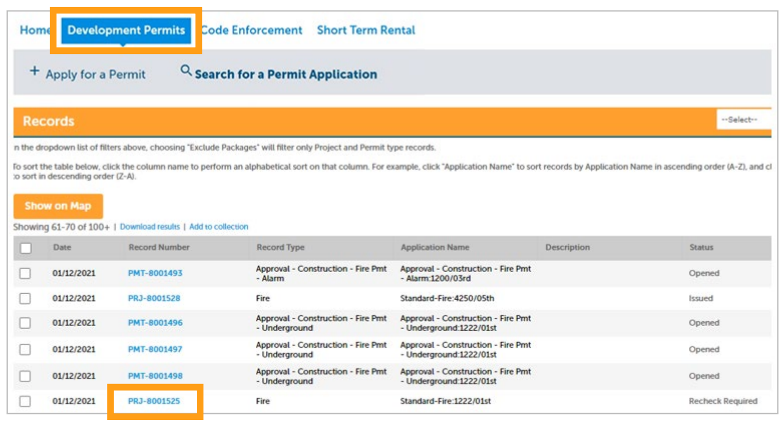
Development Services Department

3

- Select the “Development Permits” tab

Your records will display with the current statuses.

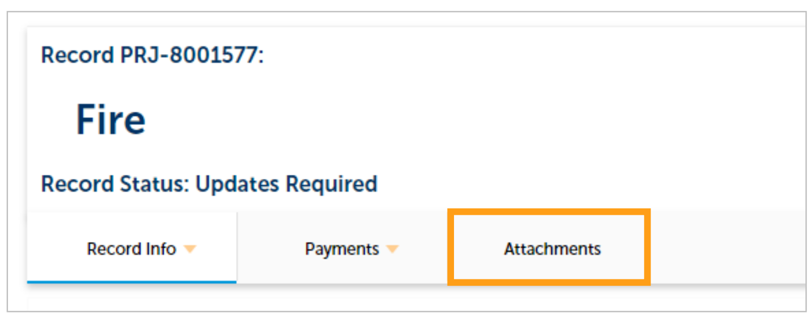
- Click on the blue PRJ link of the project



4

Your project information will load.

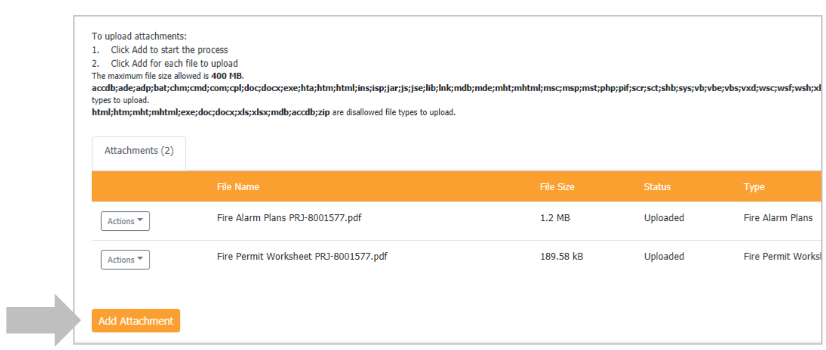
- Click the “Attachments” tab



5

Previously attached documents will be displayed.

- Click “Add Attachment”



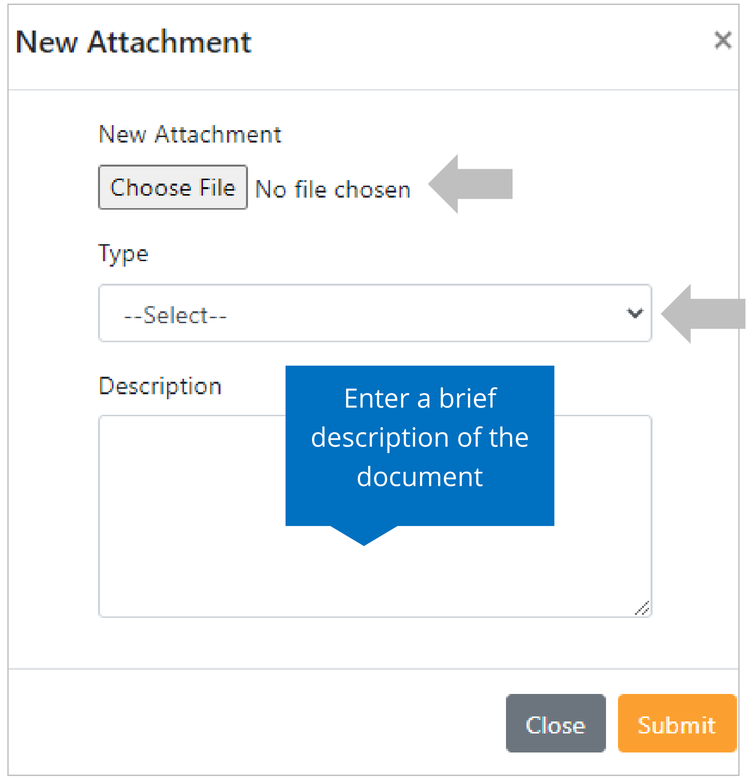
6

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

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

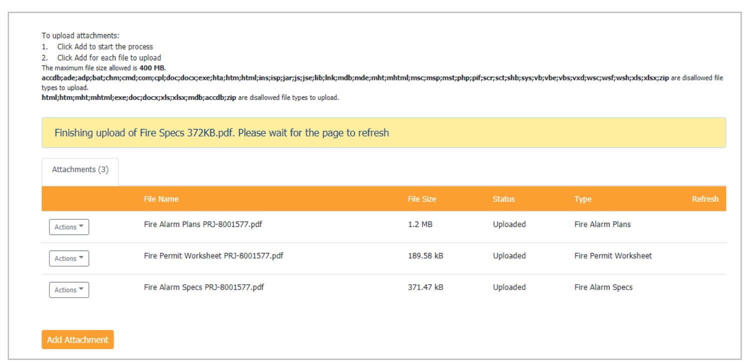
Tips:

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

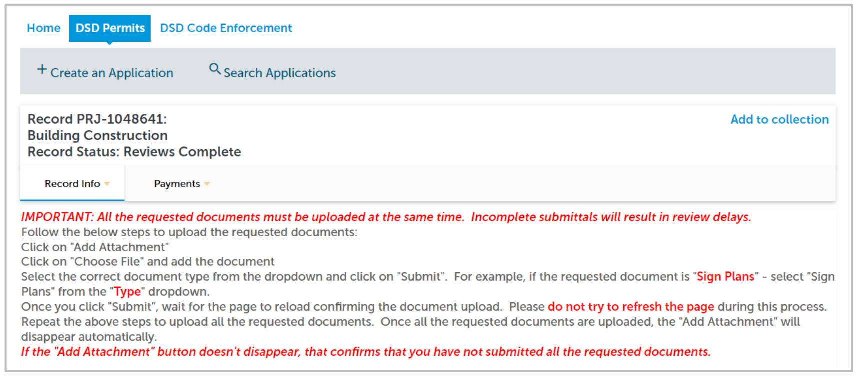
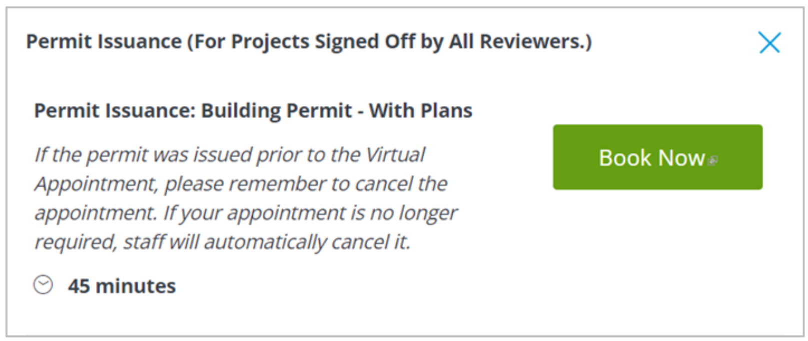


7

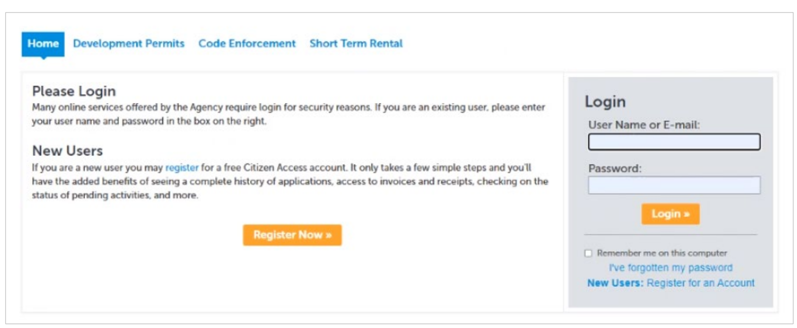
The documents will be validated by Scout and be uploaded to the project record (PRJ)



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

Step	Action	Screen Reference
i	The application is now in queue for issuance. Refer to the Permit Application Processing Timeline for current issuance timelines.	
1	We offer appointments for issuance of certain application types. • To schedule an appointment, click here.	

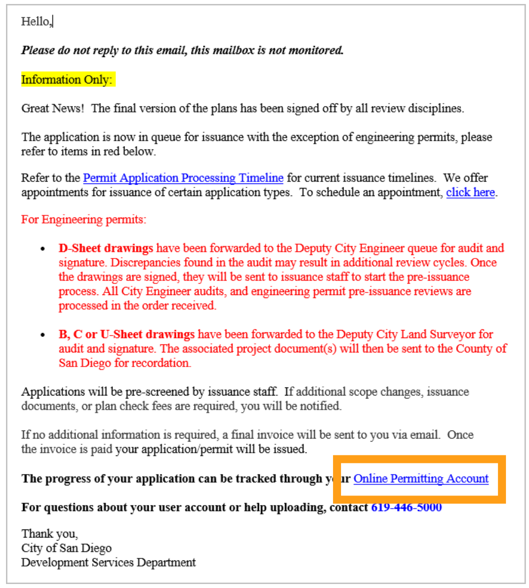
I RECEIVED A “REVIEW COMPLETE/PERMIT READY FOR PAYMENT” EMAIL. HOW DO I PAY MY INVOICE?

Step	Action	Screen Reference
1	• Log into your Online Permitting Account • Enter your username and password	

2

Open the "Approved" email

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



Hello,

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

Information Only:

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

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

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

For Engineering permits:

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

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

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

The progress of your application can be tracked through your Online Permitting Account

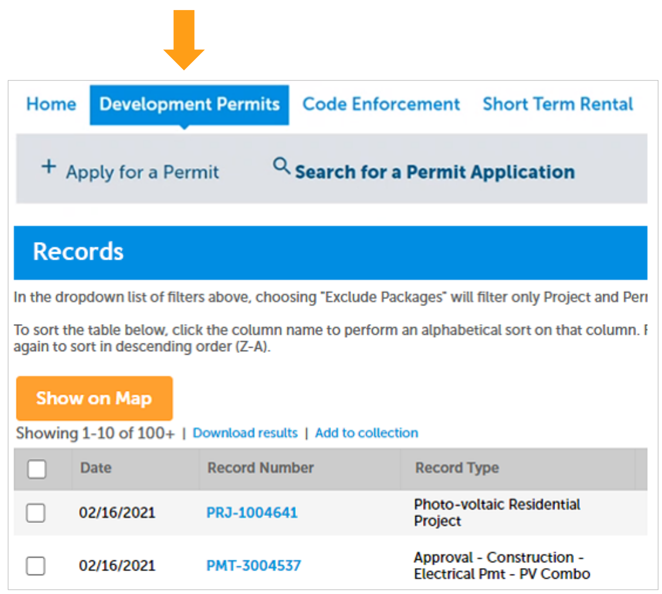
For questions about your user account or help uploading, contact 619-446-5000

Thank you,
City of San Diego
Development Services Department

3

Click the "Development Permits" tab.

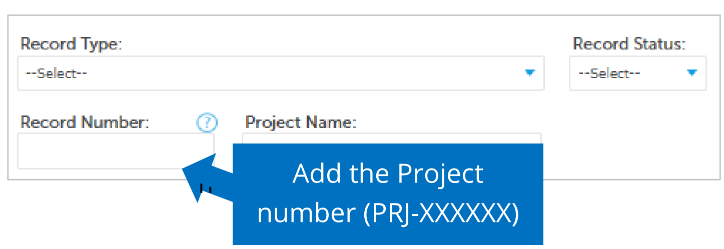
- Select the record listed in the email



OR

Scroll down to the search field for Records

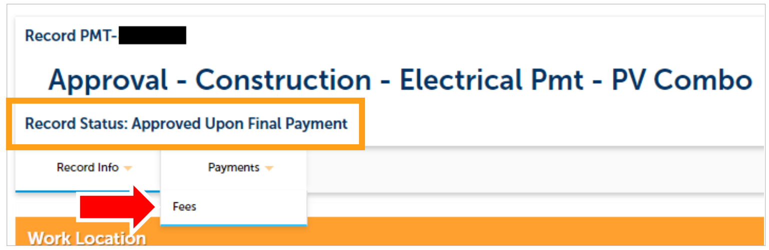
- Input the PRJ into the General Search in this format: **PRJ-1234567**



4

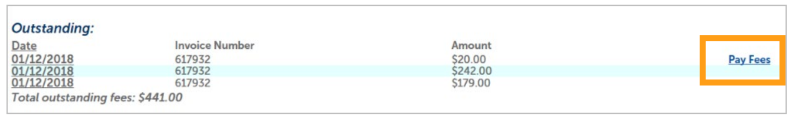
Verify that the record has the status: "Approved Upon Final Payment"

- Click "Payments"
- Then, select "Fees"



5

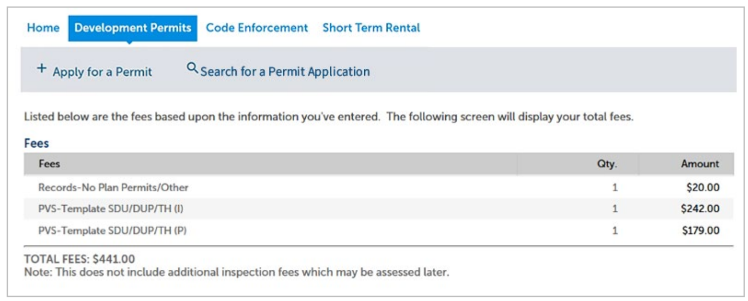
Click "Pay Fees"



6

The following screen will load.

- Follow instructions to pay

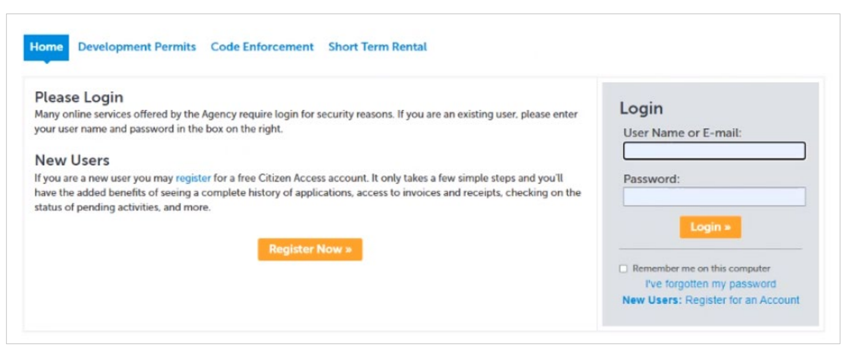


I RECEIVED A "ISSUANCE CHECKLIST REQUESTED" EMAIL. HOW DO I SUBMIT THE REQUESTED DOCUMENTS?

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

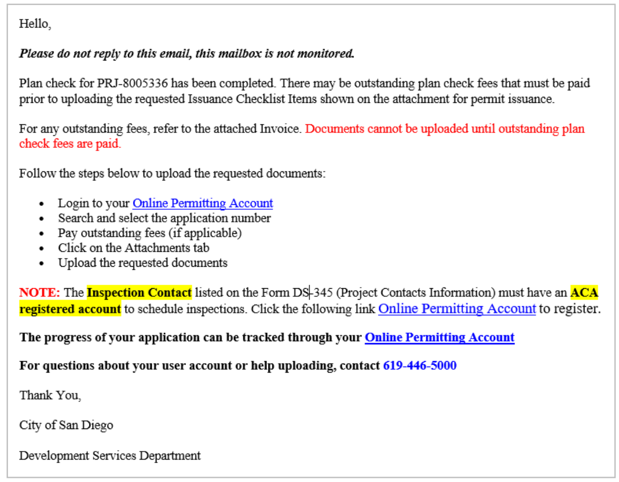
1

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



2

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



Hello,

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

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

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

Follow the steps below to upload the requested documents:

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

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

The progress of your application can be tracked through your Online Permitting Account

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

Thank You,

City of San Diego

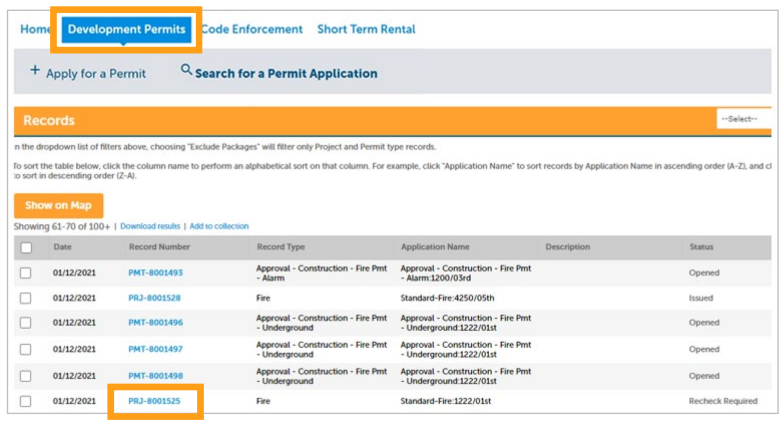
Development Services Department

3

- Select the “Development Permits” tab

Your records will display with the current statuses.

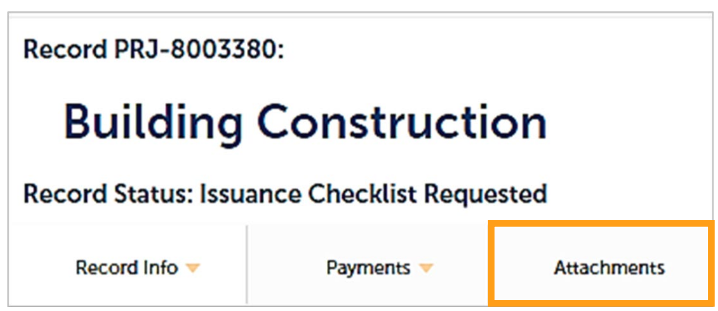
- Click on the blue PRJ link of the project



4

Your project information will load.

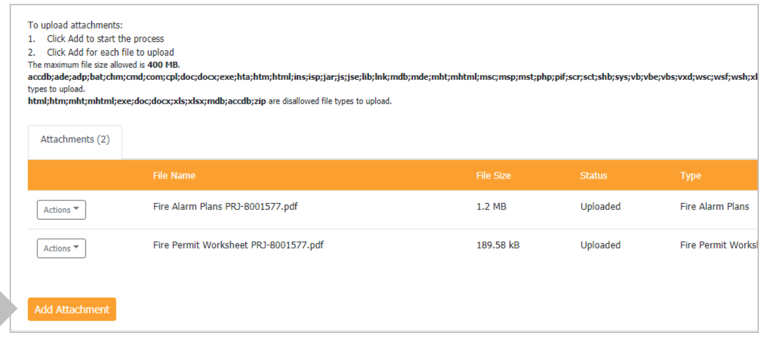
- Click the “Attachments” tab



5

Previously attached documents will be displayed.

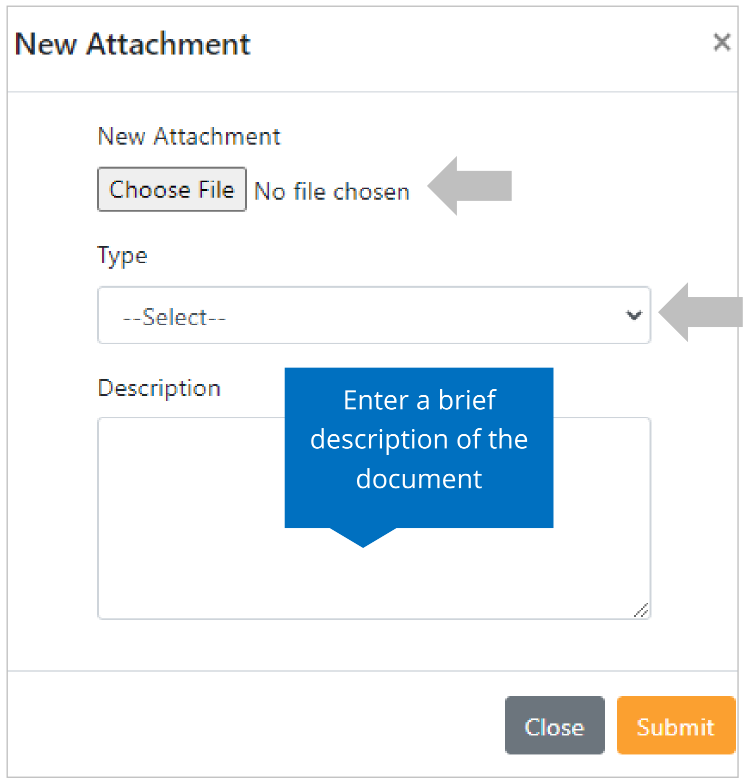
- Click "Add Attachment"



6

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

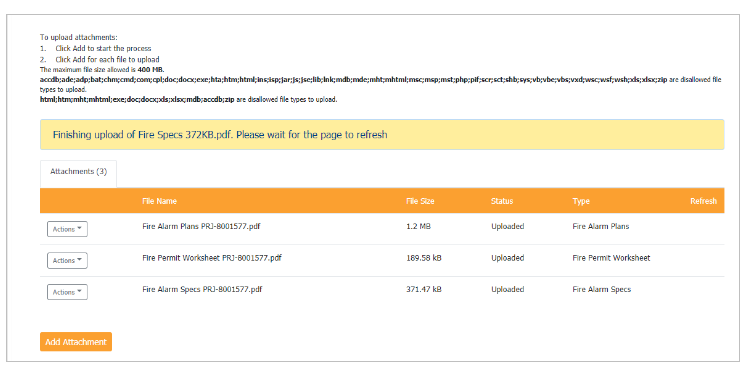
Repeat until all requested documents have been uploaded



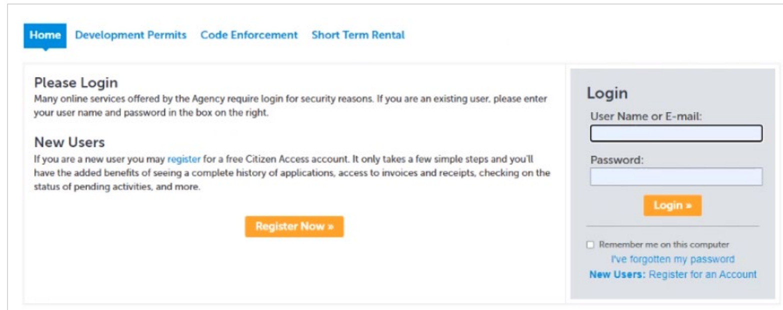
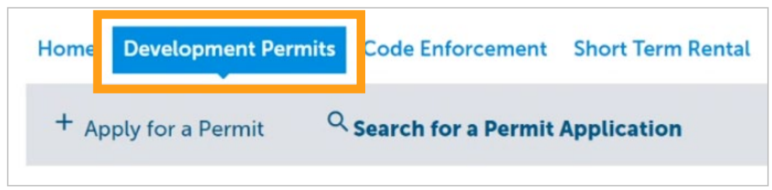
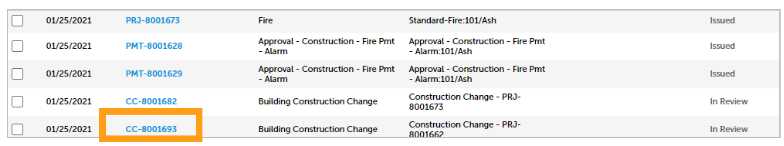
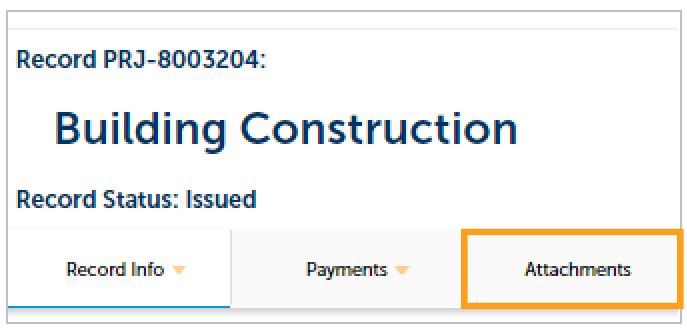
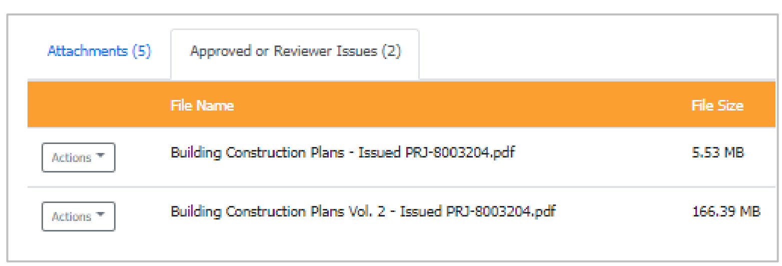
7

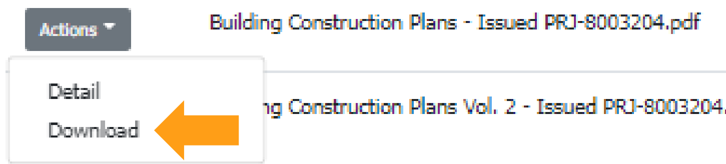
The documents will be validated by Scout and be uploaded to the project record (PRJ)

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

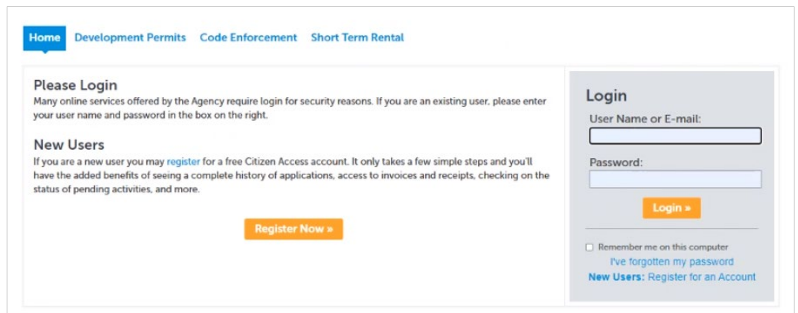
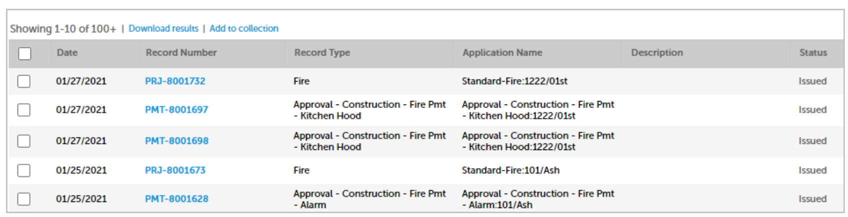
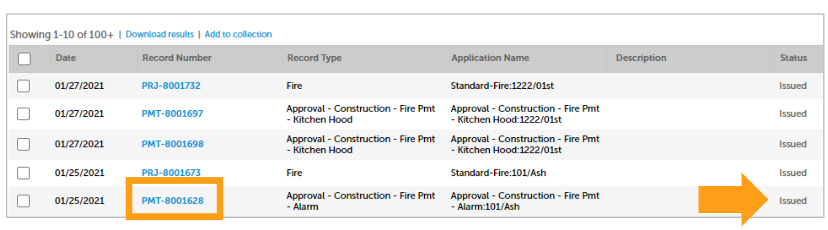


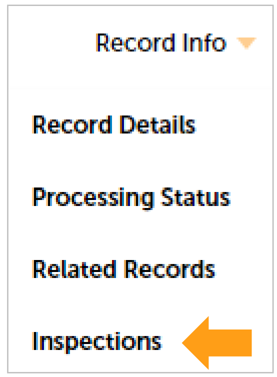
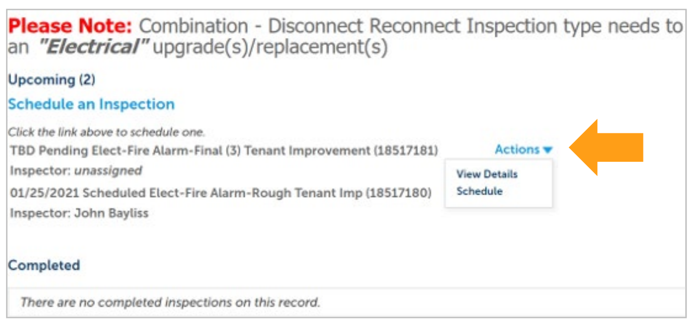
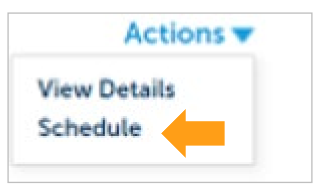
PERMIT STATUS IS "ISSUED." HOW DO I DOWNLOAD MY APPROVED PLANS?

Step	Action	Screen Reference
1	• Log into your [Online Permitting Account](#) • Enter your username and password	
2	• Select the "Development Permits" tab	
3	Your records will be displayed • Select the PRJ record you wish to print by clicking on the blue link	
4	The record details will be displayed • Click the "Attachments" tab	
5	The attachments for this project will be displayed. Status will be *Approved*	

<table>
<tr><td>6</td><td>The document name will contain the word “Issued”
Click on the “Actions” drop-down and click “Download”</td><td>
</td></tr>
</table>

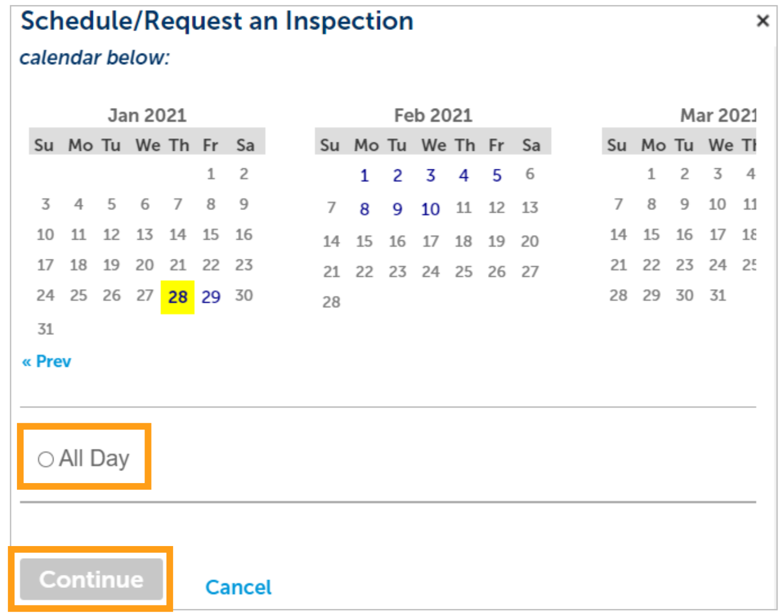
HOW DO I SCHEDULE INSPECTIONS?

<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>1</td><td>Log into your Online Permitting Account
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>
</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>
</td></tr>
</table>

4	Click the “Record Info” tab for drop-down options	
5	• Click “Inspections”	
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	

8

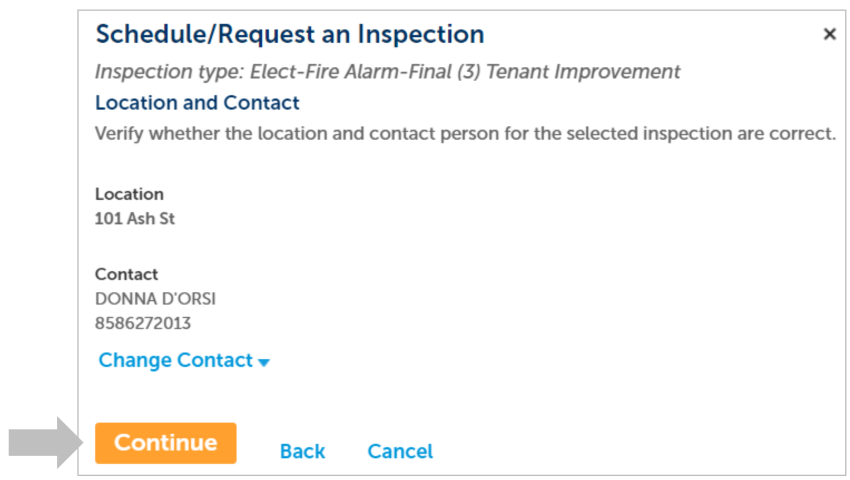
- Select the date on which you would like the inspection. It must be a future date, not the same day.
- Next, click the "All Day" radio button
- Finally, click "Continue"



9

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

If no changes are needed, click "Continue"

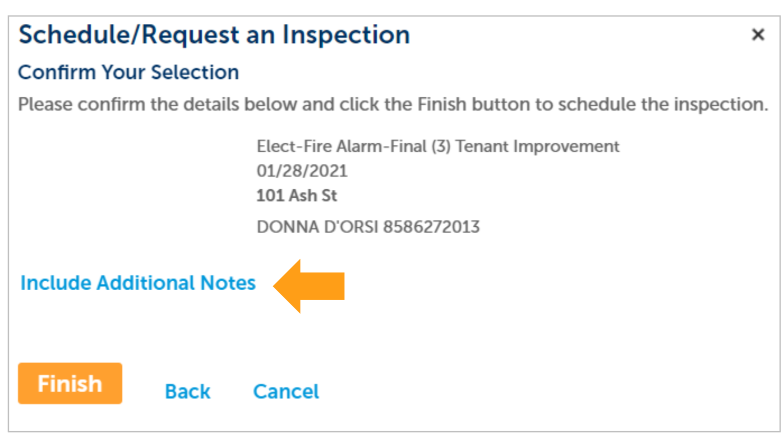


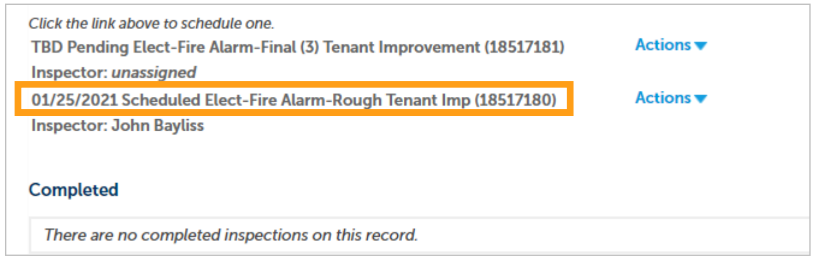
10

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

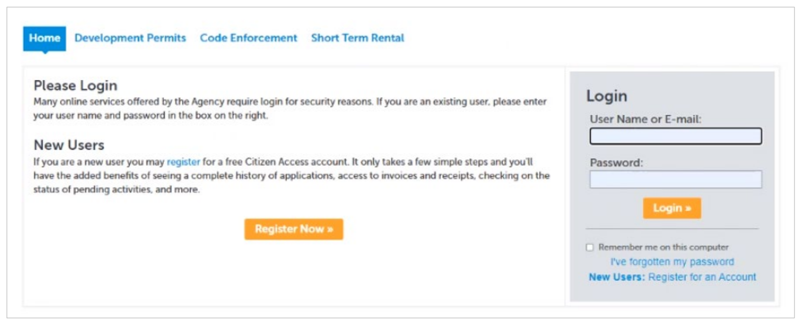
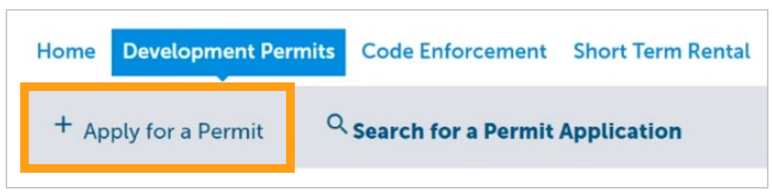
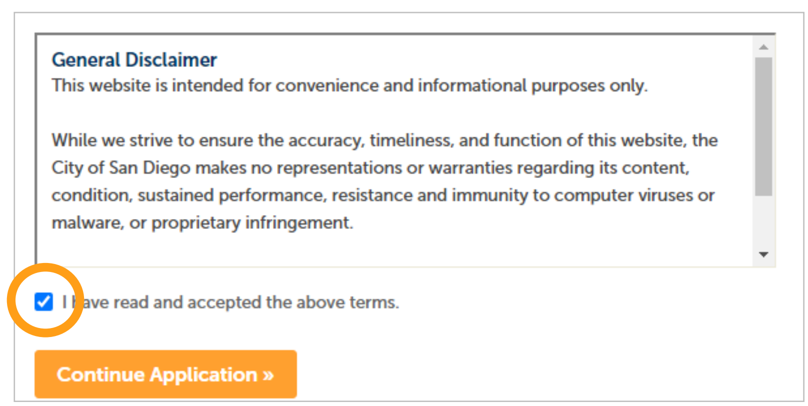
If not correct, then click "Back" and you can edit the information or click "Cancel" to begin the process from the start.

Include any additional notes for the inspector here.



11	• Click "Continue" You will be returned to the Inspections screen where you can confirm that the inspection was properly scheduled.	

HOW TO SUBMIT A CONSTRUCTION CHANGE APPLICATION

Step	Action	Screen Reference
1	• To log into your [Online Permitting Account](), enter your username and password, and press the Login button.	
2	• Click the "Development Permits" tab • Click on "Apply for a Permit"	
3	• Read the General Disclaimer and then place a check mark confirming your acceptance. • Then, click "Continue Application"	

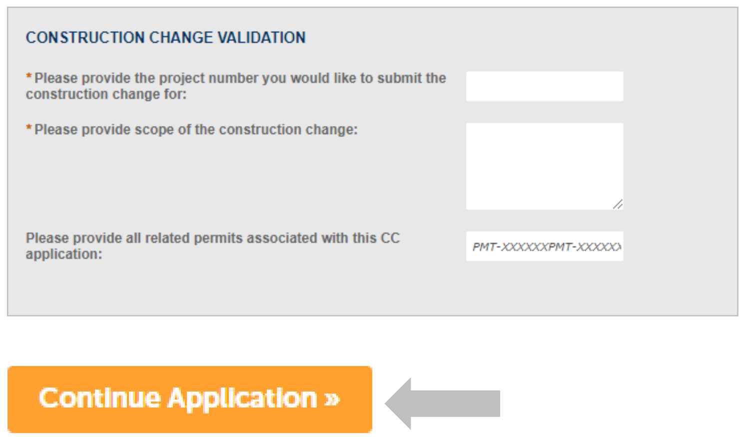
4

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 you construction change.

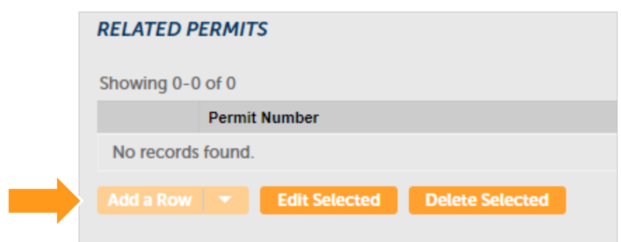
5

- 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”



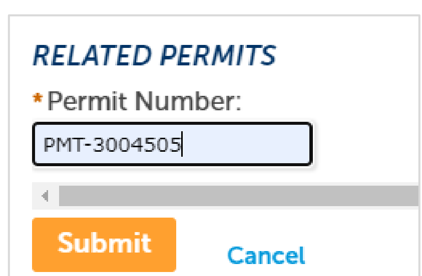
6

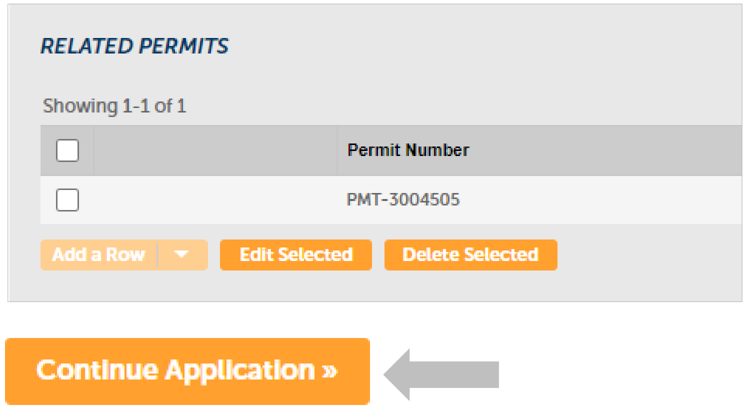
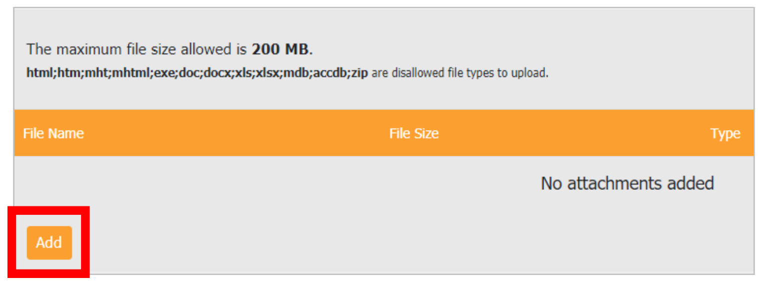
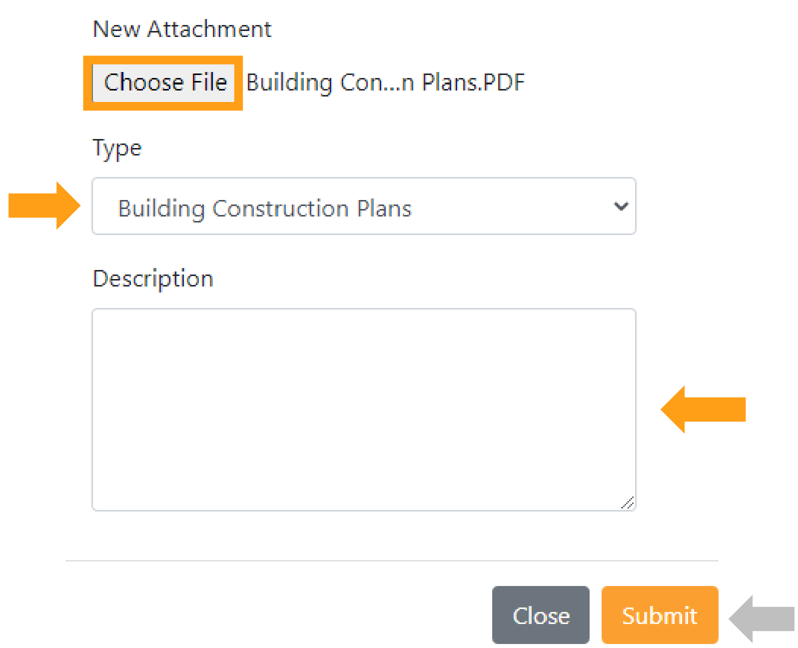
- Click “Add a Row”



7

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

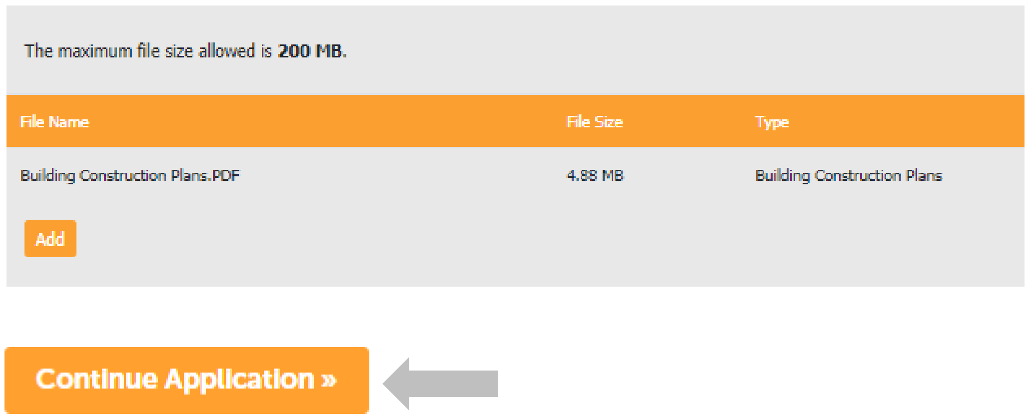


8	• Repeat if more permits are related to this construction change • Click “Continue Application”	
9	• Click “Add” to upload the documents that reflect the proposed change.	
10	• Click “Choose File” and select from your computer. • Provide the *Type* of document you are uploading • Provide a brief description of the document • Click “Submit”	

11

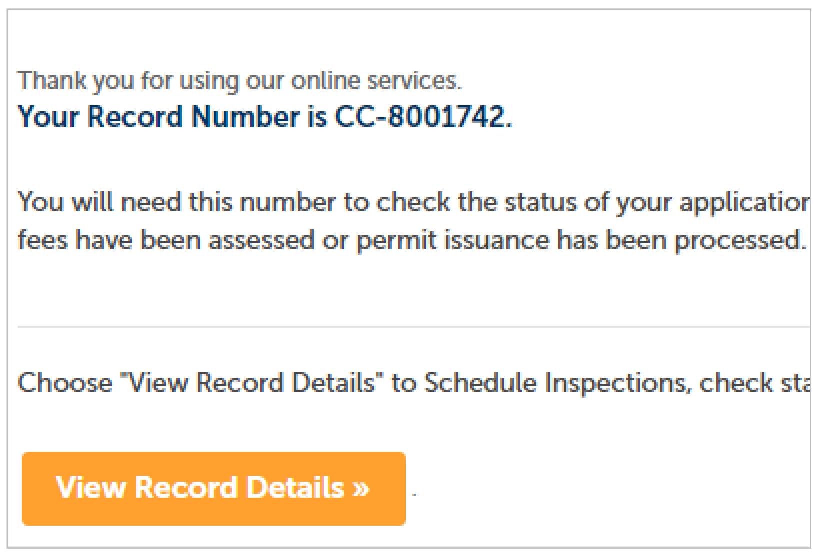
Your uploaded files will be displayed

- Click “Continue Application”

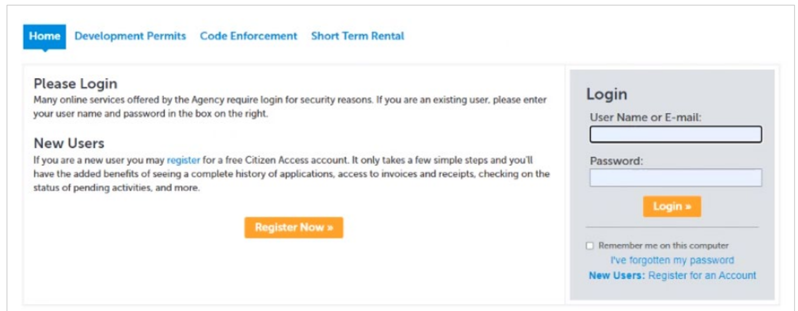
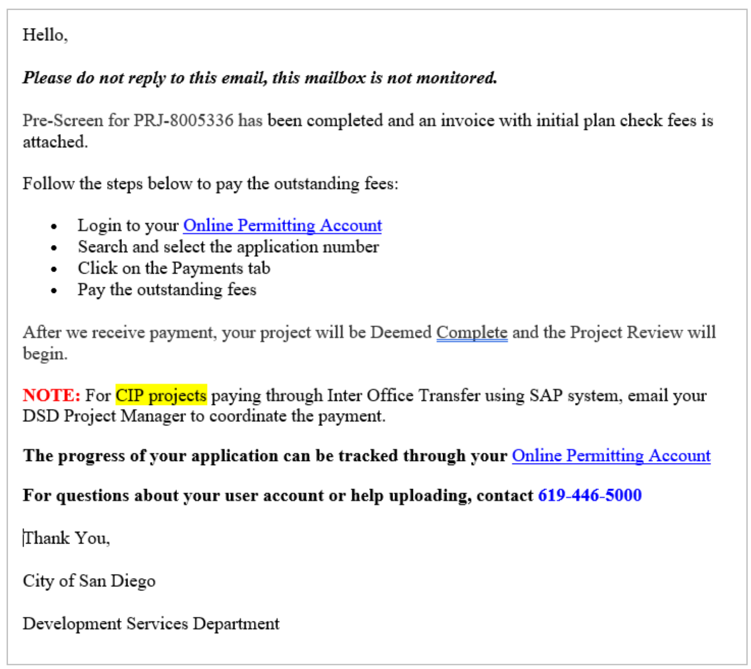
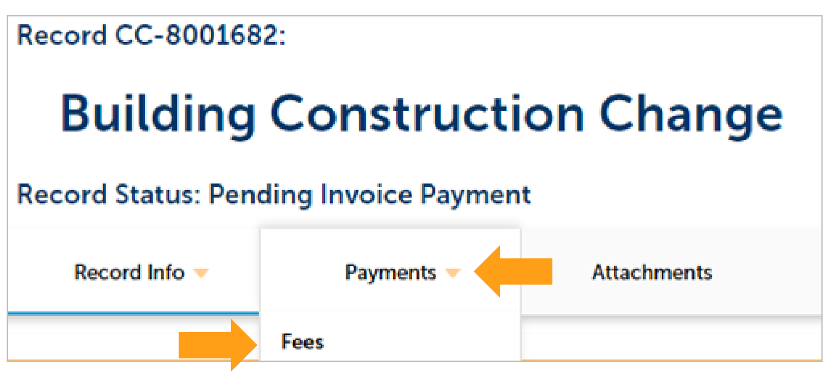


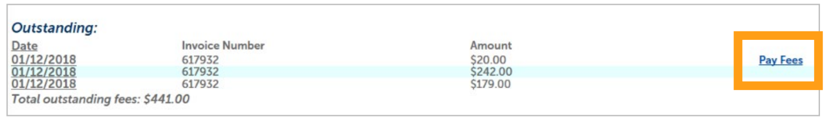
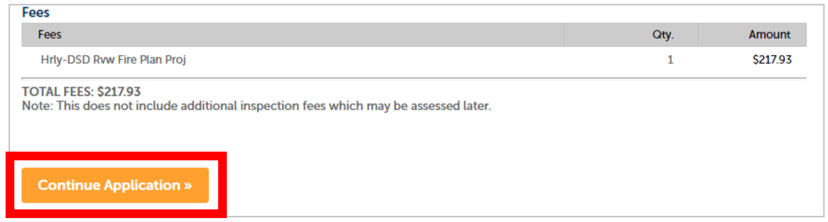
12

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

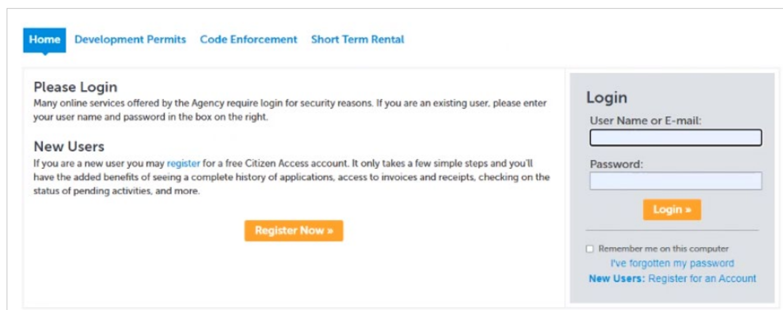
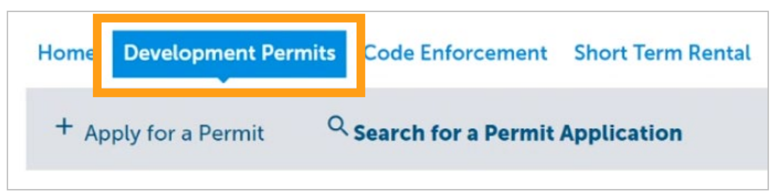
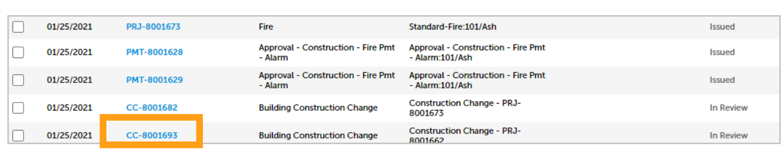


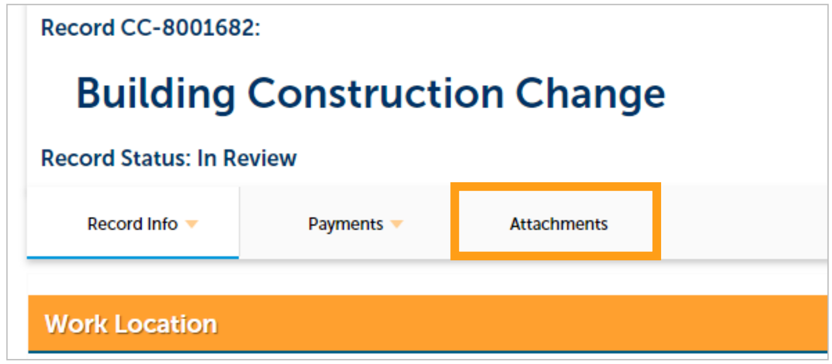
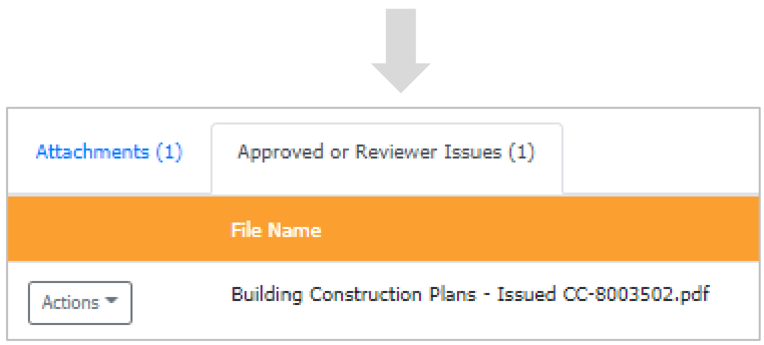
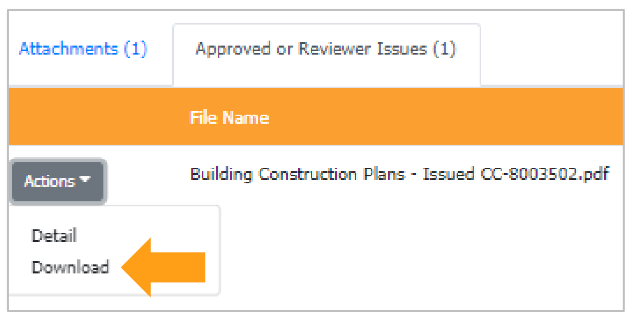
I RECEIVED A "PENDING INVOICE PAYMENT" EMAIL FOR MY CONSTRUCTION CHANGE. HOW DO I PAY?

Step	Action	Screen Reference
1	• Log into your Online Permitting Account by entering your username and password and then clicking on the Login button.	
2	• 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	

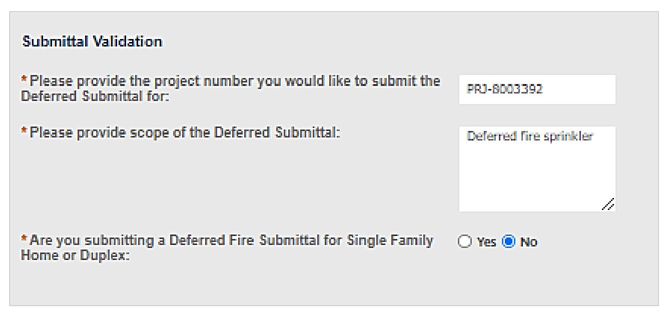
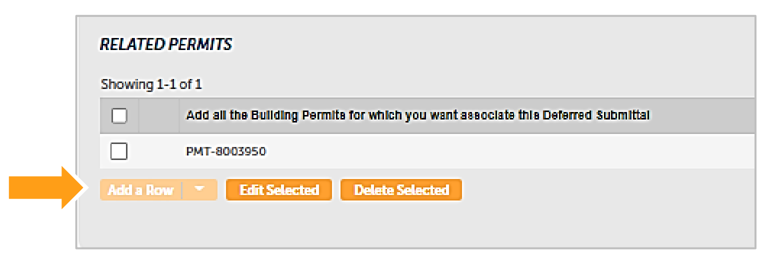
Step	Action	Screen Reference
4	• Click "Pay Fees"	
5	The following screen will load. • Click "Continue Application" and follow instructions to pay.	

HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

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

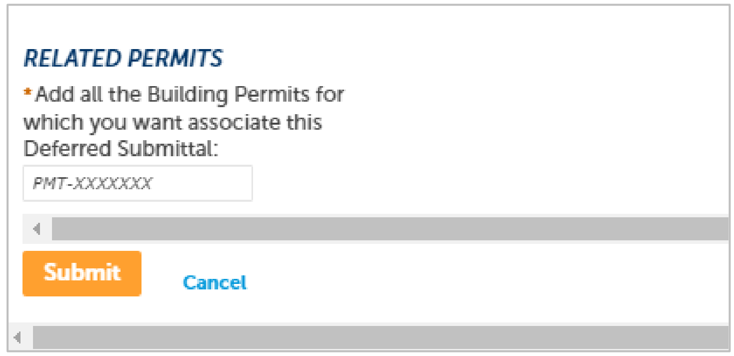
4	The record details will be displayed • Click the “Attachments” tab	
5	• Click the “Approved or Reviewer Issues” tab The attachments for this CC project will be displayed	
6	• Click on the “Actions” drop-down and click “Download”	

HOW DO I APPLY FOR A DEFERRED FIRE SUBMITTAL?

Step	Action	Screen Reference
1	**Select a record type** • Select "Deferred Fire Submittal" • Click "Continue Application"	
2	**Application Info** Provide: • The PRJ number • Scope • Whether it is for a single family home or duplex	
3	• Click "Add a Row," and a window will pop up	

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”



5

Deferred Fire Permit Types

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

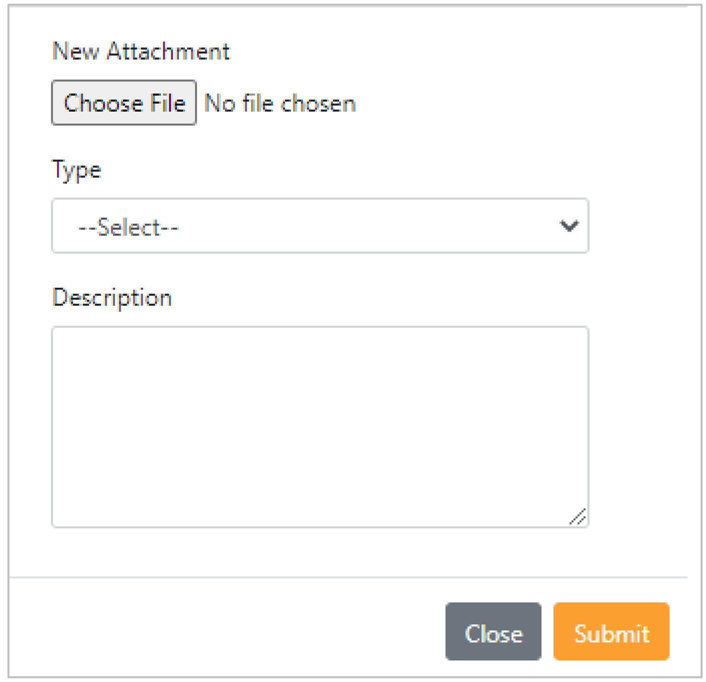
6

Add attachments

- Click the “Add” button

7

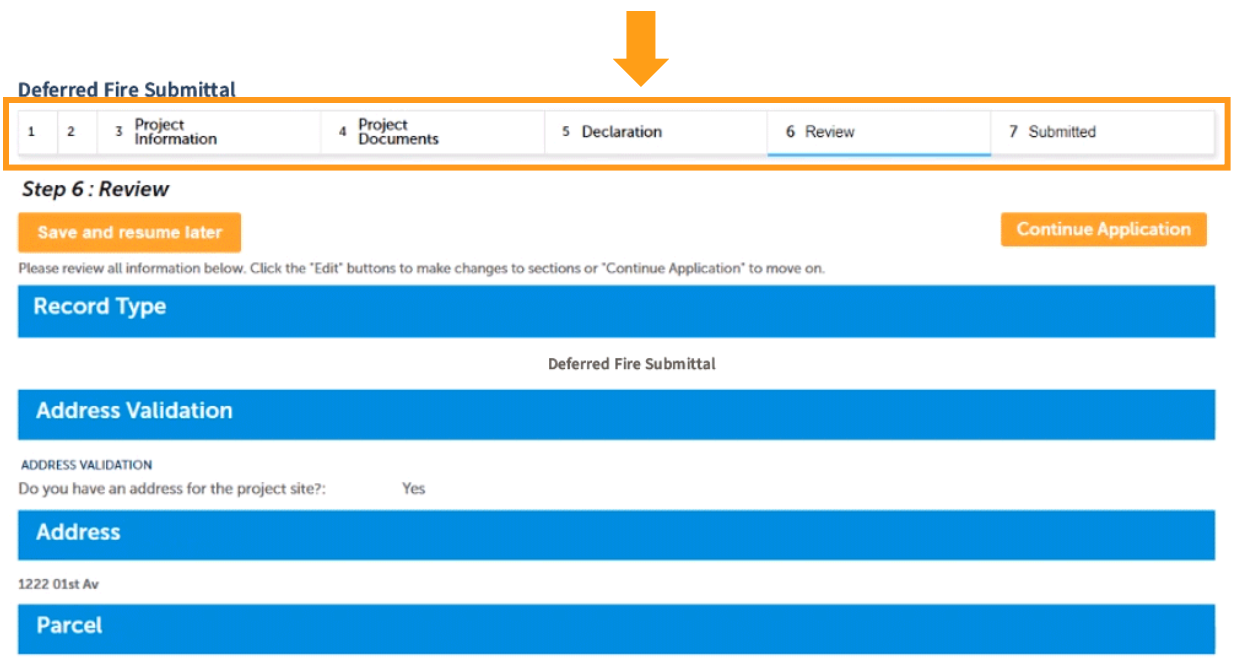
- Select “Choose File” and drag/drop or search for your files to attach them
- Click the *Type* drop-down and select file type
- Provide a brief description of the document
- Click the “Submit” button
- Repeat until all documents have been uploaded
- Click “Continue Application”

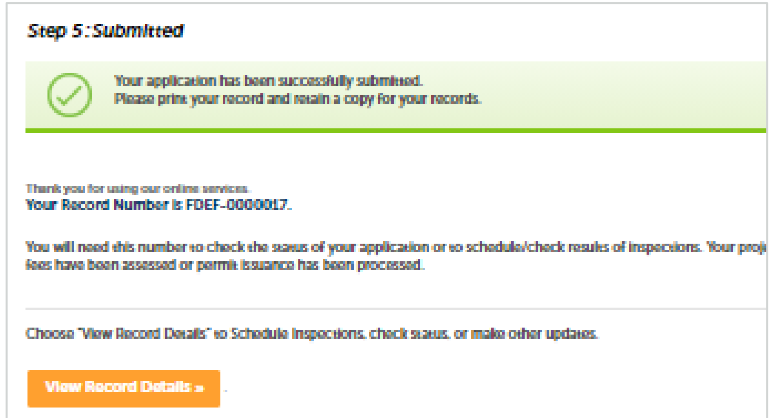


8

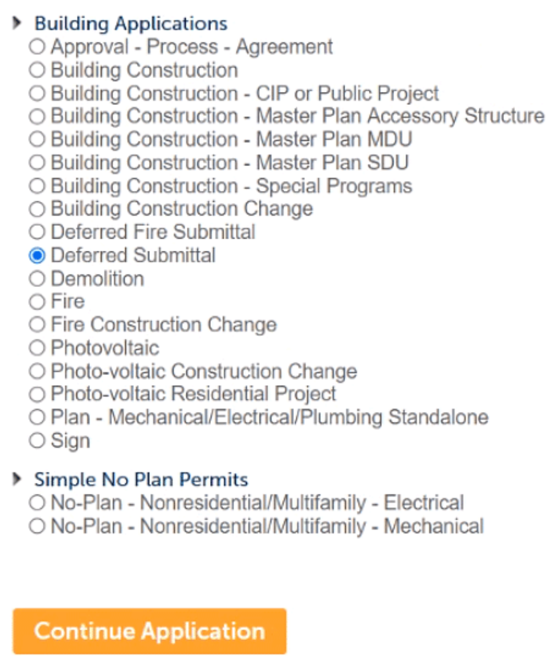
Review

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



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

HOW DO I APPLY FOR A DEFERRED SUBMITTAL?

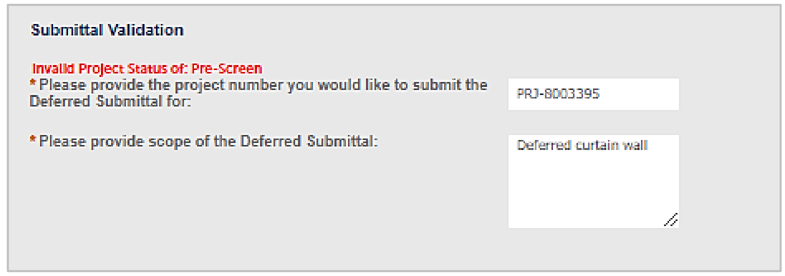
Step	Action	Screen Reference
1	**Select a record type** • Select "Deferred Submittal" to submit plans for items that were deferred from your building permit plans • Click "Continue Application"	

2

Application Info

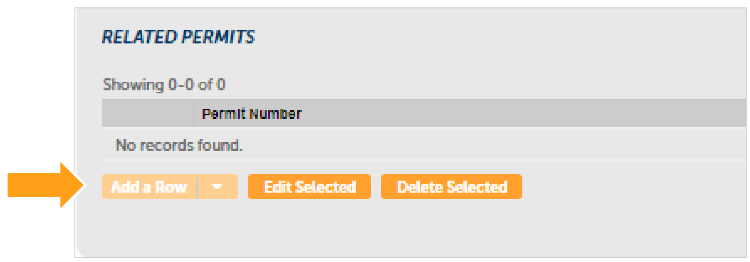
Provide:

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



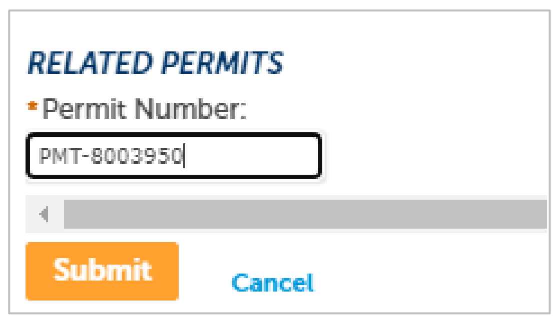
3

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



4

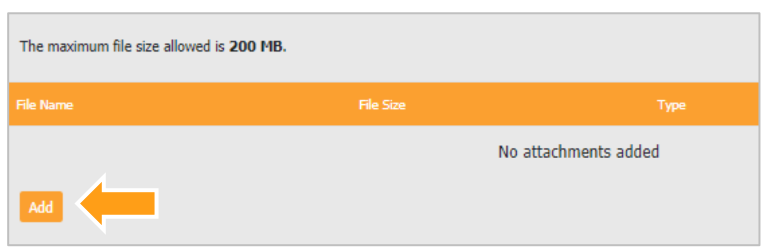
- Add the PMT number in the pop up window using the format PMT-1234567
- Add additional PMTs by clicking “Add a Row” again, until all PMTs have been added
- Click “Continue Application”



5

Add attachments

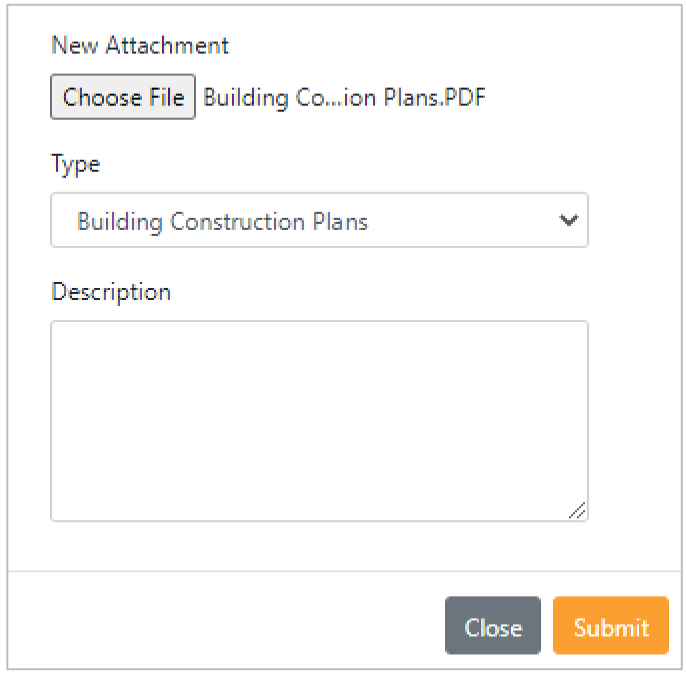
- Click the “Add” button



Development Services

6

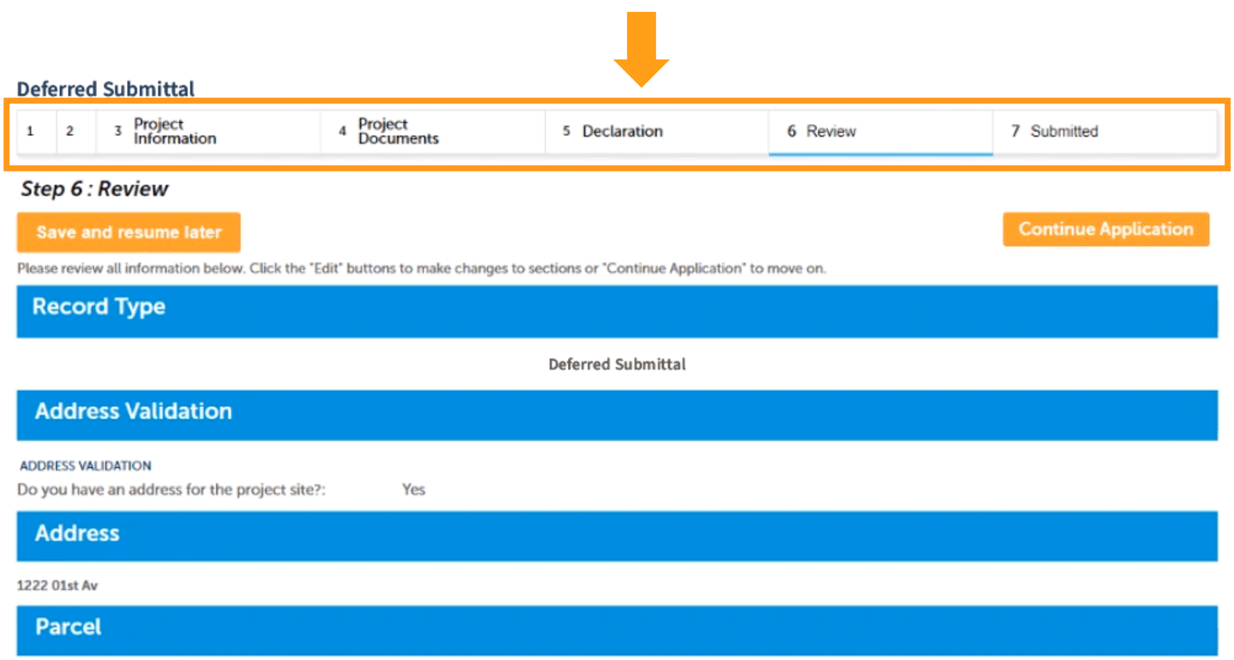
- Select "Choose File" and drag/drop or search for your files to attach them
- Click the *Type* drop-down and select file type (Building Construction Plans)
- Provide a brief description of the document
- Click the "Submit" button
- Repeat until all documents have been uploaded
- Click "Continue Application"

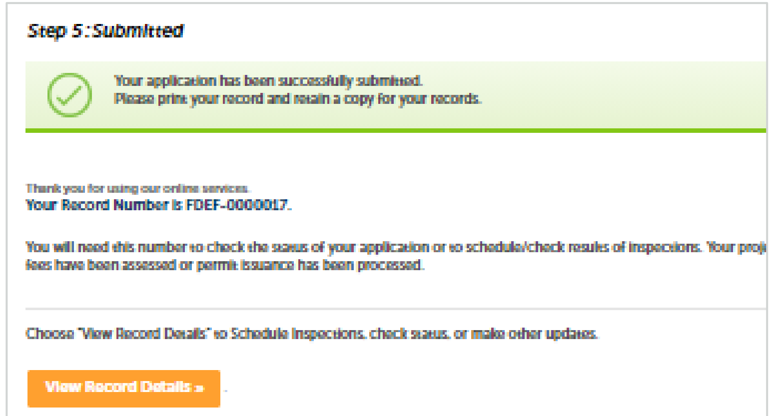


7

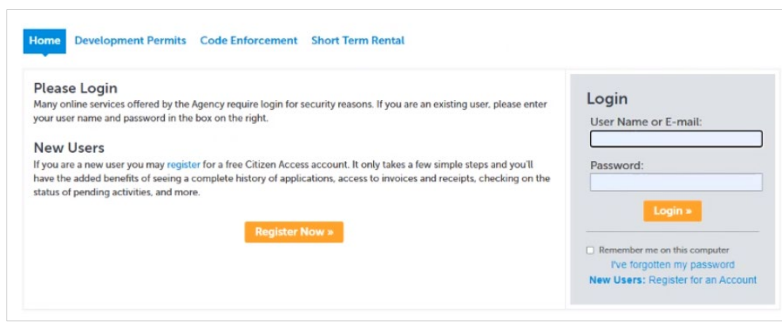
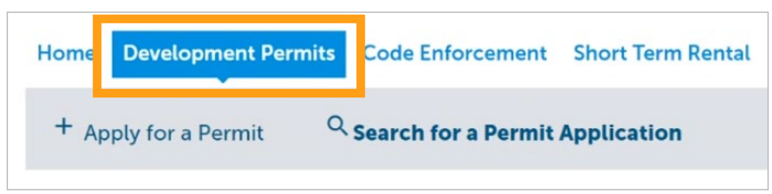
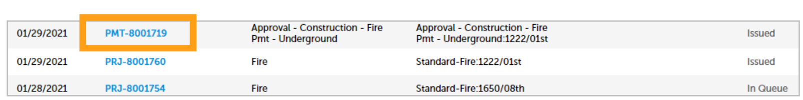
Review

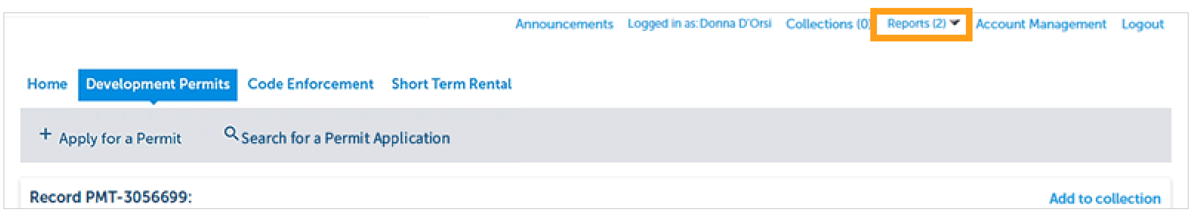
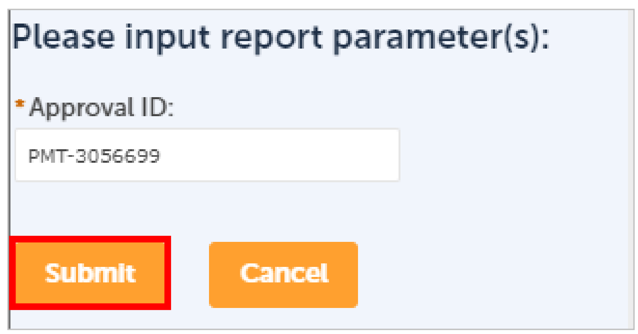
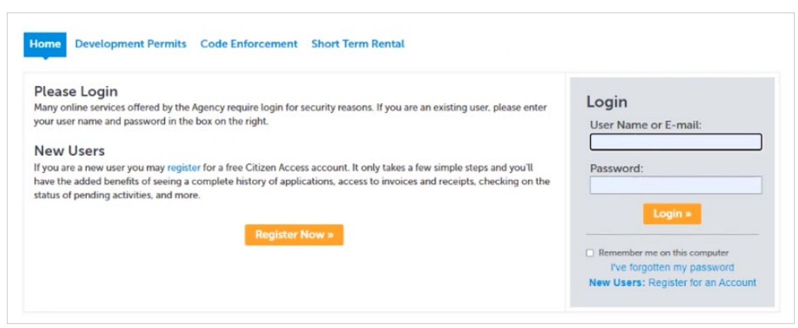
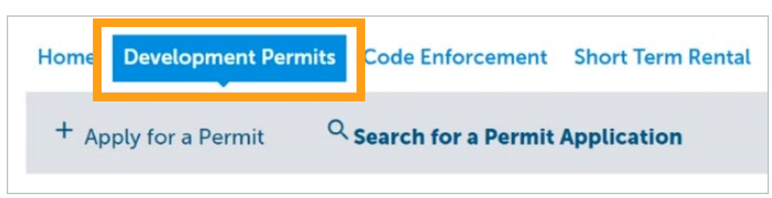
- Review the application and return to previous steps by clicking on the numbered step tabs
- Click "Continue Application"

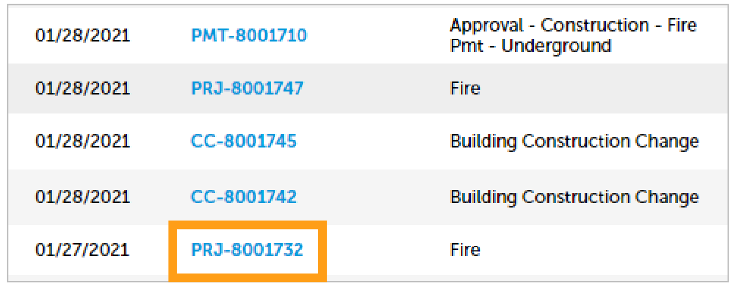
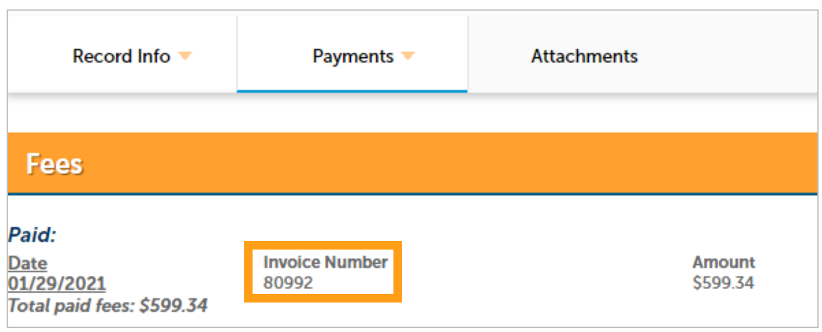


8	Your record will be created and displayed, and an email with further instructions will be sent.	

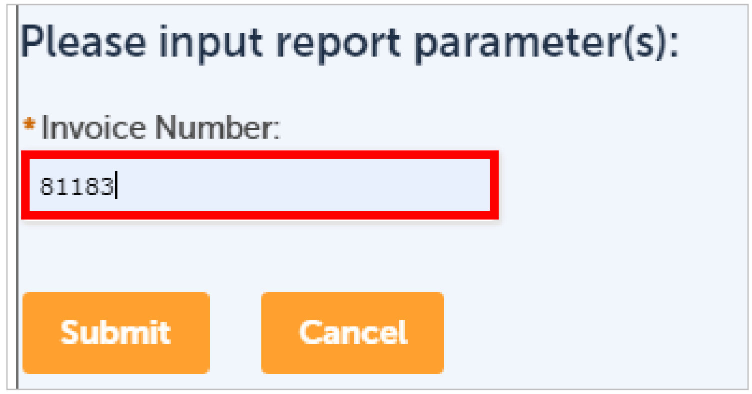
HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?

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

4	The selected record will be displayed	
5	• Click on the “Reports” drop-down menu • Select “Approval” from the menu 	
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”	
	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	

7	A pop-up window will open. Make sure that the correct invoice number appears. If not, enter the invoice number. • Click on "Submit" • Invoice of Permit or Project will be displayed in PDF format.



APPENDIX A – WORKFLOW/RECORD STATUS MAPPING AND DEFINITIONS

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

APPENDIX B – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

Sheet Numbering

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

File Size

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

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

Page Size

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

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

Page Orientation

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

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

Password Protection

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

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

Annotations and Comments

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

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

The City of SAN DIEGO

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 ccustomers to apply for permits online and upload plans and documents for review 24/7.

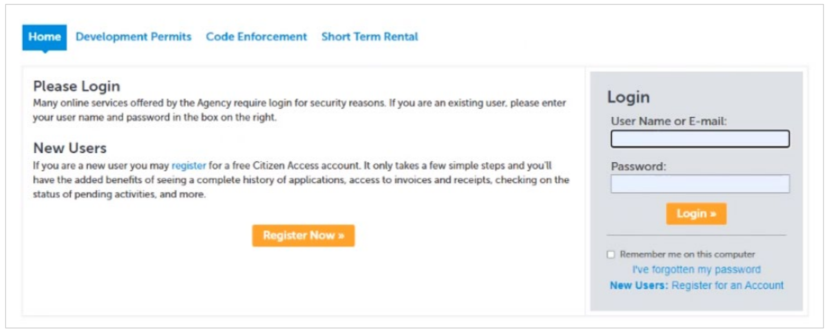
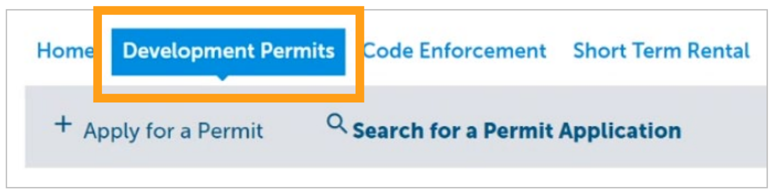
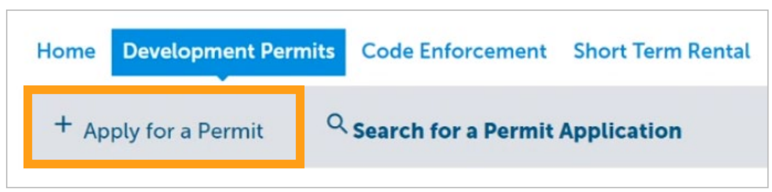
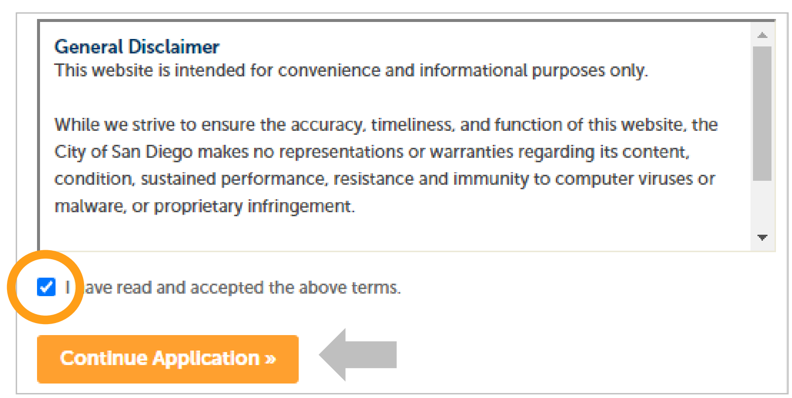
Before you begin, please review the information about the permit submittal requirements at sandiego.gov/dsd.

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

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

TABLE OF CONTENTS

HOW TO SUBMIT AN APPLICATION

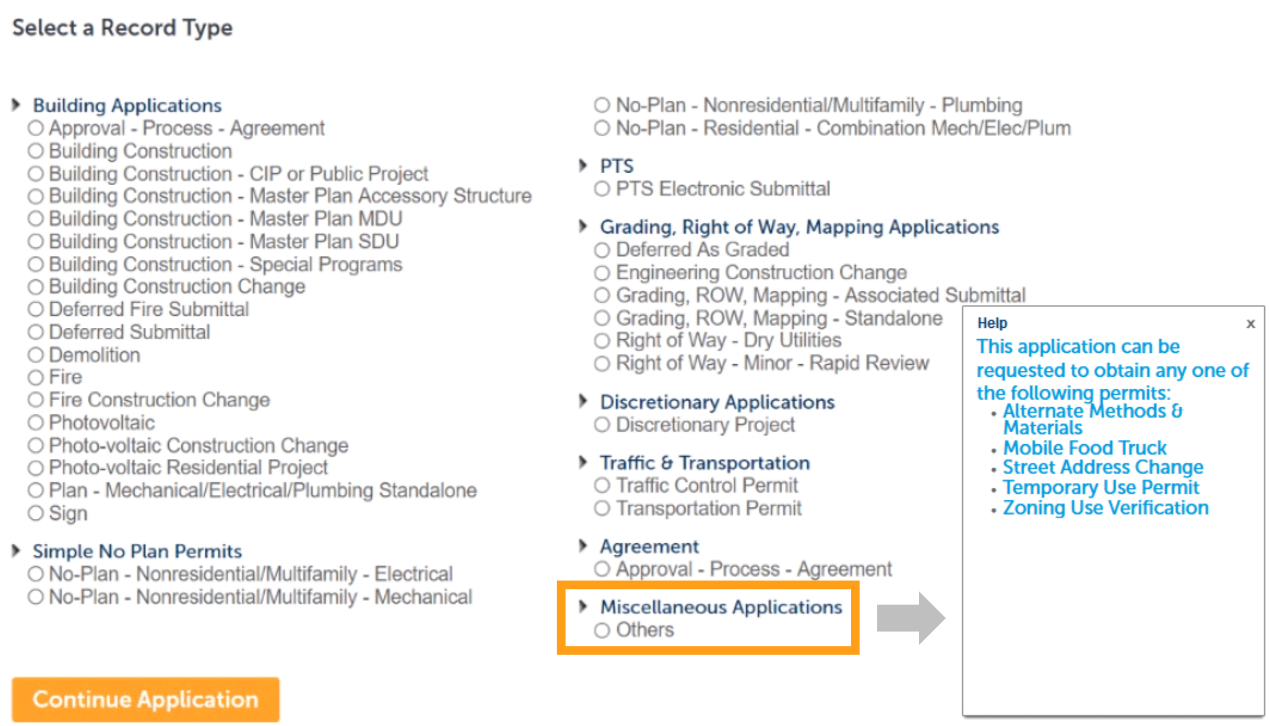
Step	Action	Screen Reference
1	• Log into your online permitting account. • Enter your username and password.* * If you are a new user, see the tutorial on how to register for an account.	
2	• Select "Development Permits"	
3	• Select "Apply for a Permit"	
4	• Read and acknowledge the disclaimer • Click "Continue Application"	

5

Select a Record Type

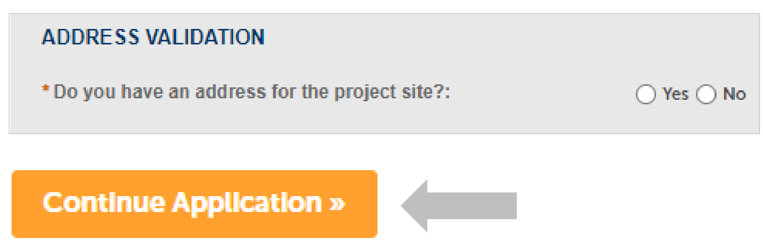
- Select the permit type you would like to apply for and click *Continue Application*

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



6

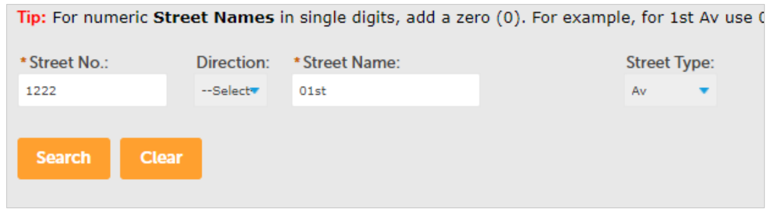
- Indicate if there is an address for the Project Site
- Click "Continue Application"



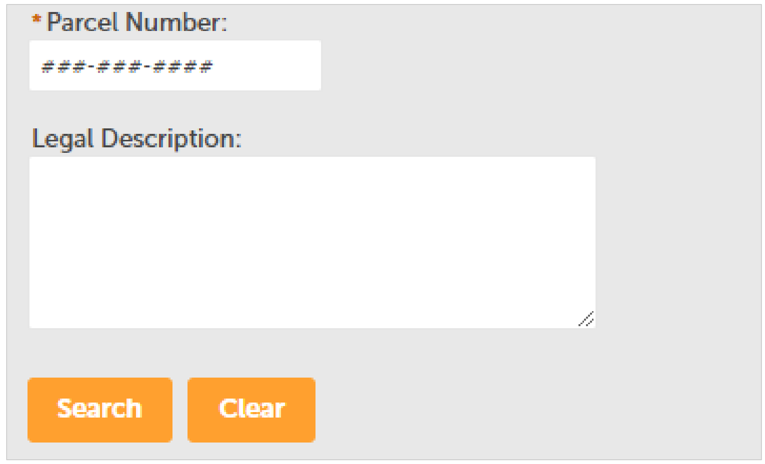
7

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 #

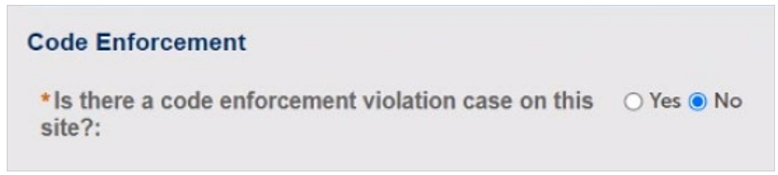
- Click "Continue Application"

8

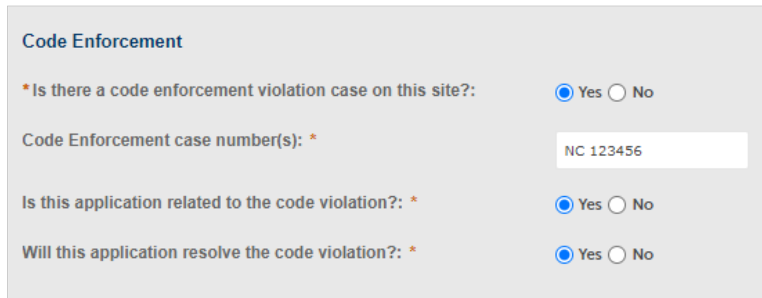
Code Validation

Answer the Code enforcement Case question:

- If “no,” continue application:



If “yes,” answer the additional questions:



Jump to a permit type for the next step:

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

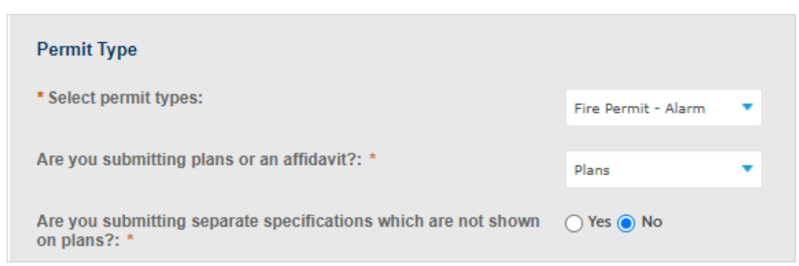
9

Fire Permit

Provide:

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

- Select permit type and answer additional questions.



- When completed, click “Continue Application.”

Click here to move on to step 10

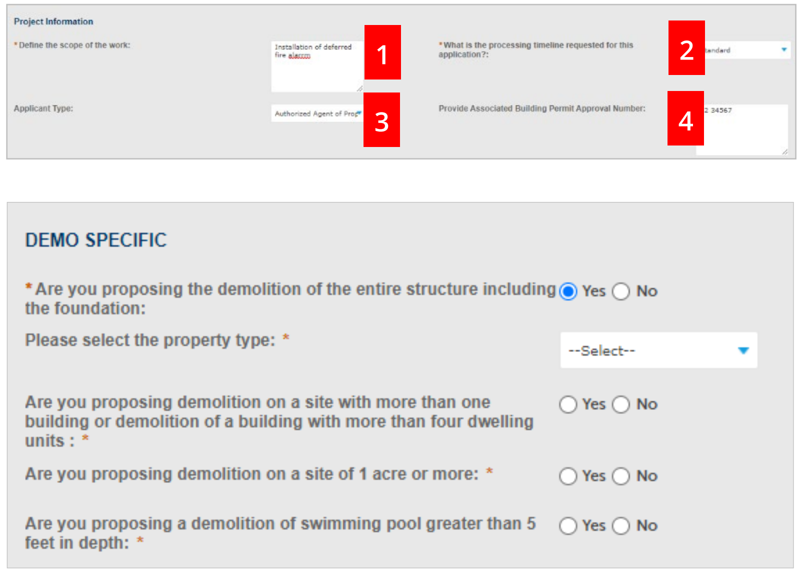
9

Demo Permit

Provide:

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

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



Click here to move on to step 10

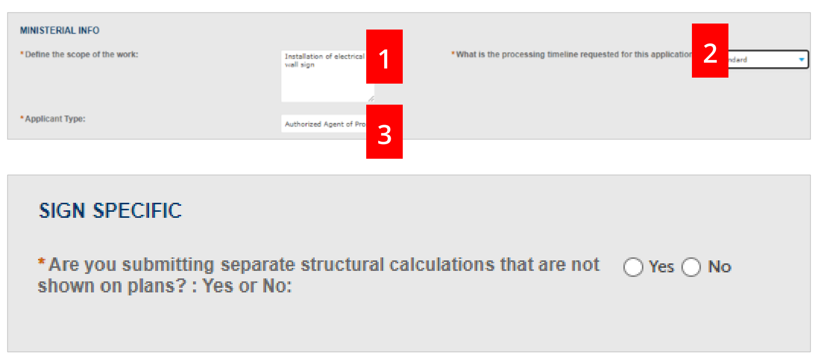
9

Sign Permit

Provide:

1. Scope
2. Processing timeline
3. Applicant type

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



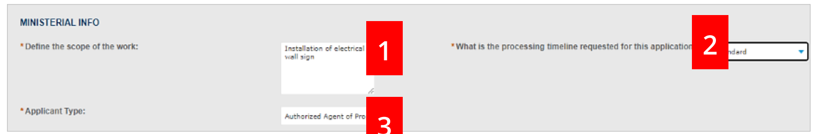
Click here to move on to step 10

9

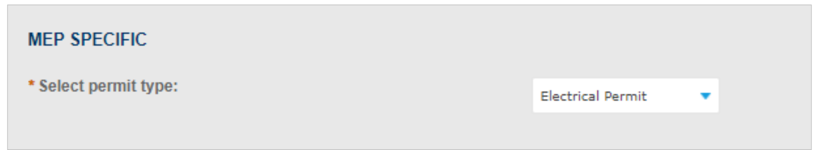
Mechanical/Electrical/Plumbing Permit

Provide:

1. Scope
2. Processing timeline
3. Applicant type



- Select the permit type
- Click "Continue Application"

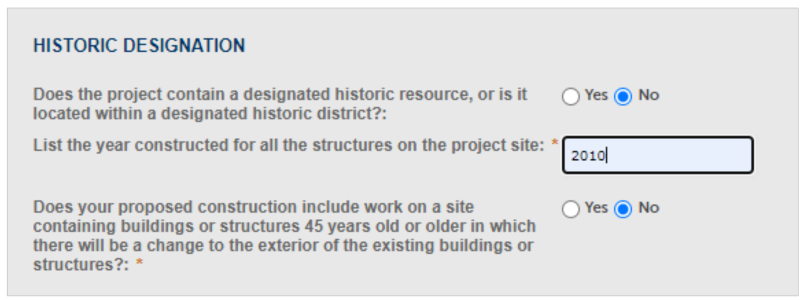


10

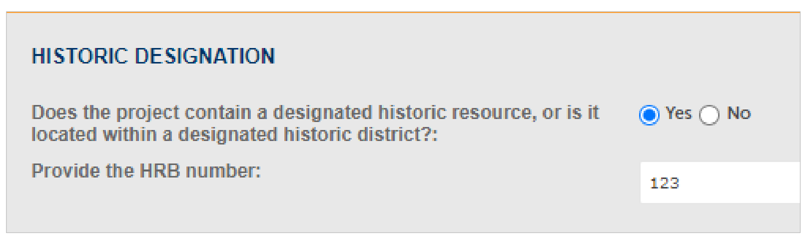
Historic Designation

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

If no:



If yes, answer the additional questions.

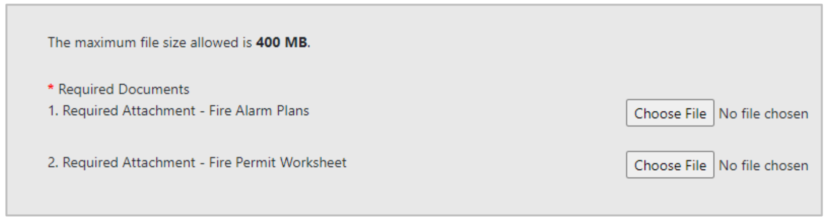


11

Upload Required Project Documents

Required documents will be listed

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



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

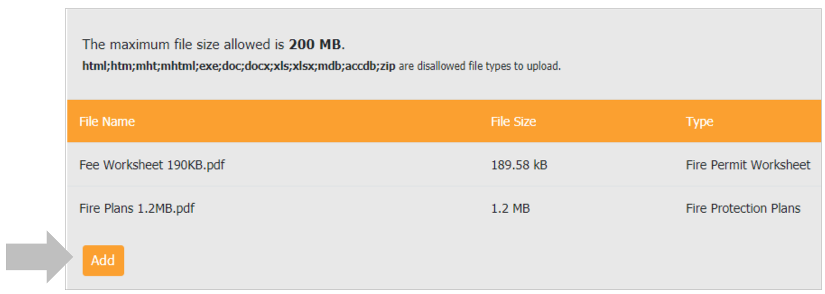
[Scout Validation Help]

12

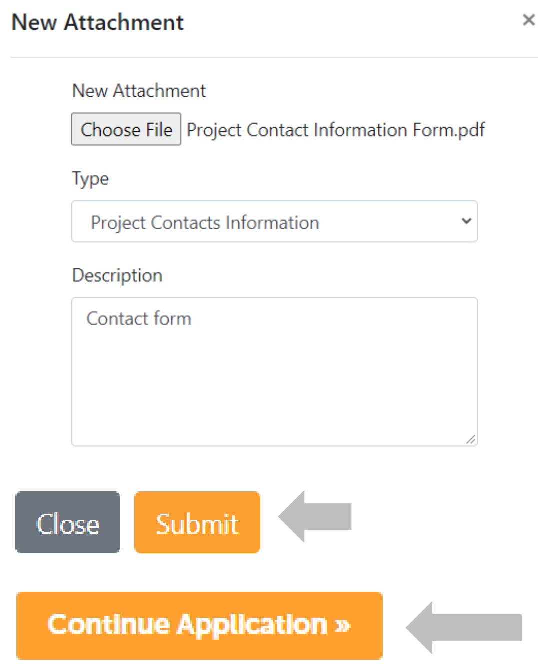
Upload any Additional Documents you wish to include with your submittal

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

- Click “Add”



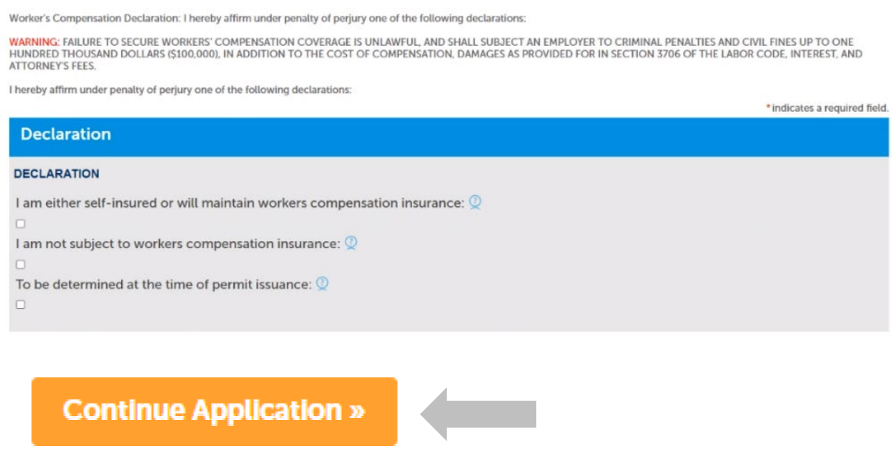
- Select "Choose File" and drag/drop or search your files to attach them
- Click *Type* drop-down and select file type
- Provide a brief description of the document
- Click the "Submit" button
- Click "Continue Application"



13

Workers' Compensation Declaration

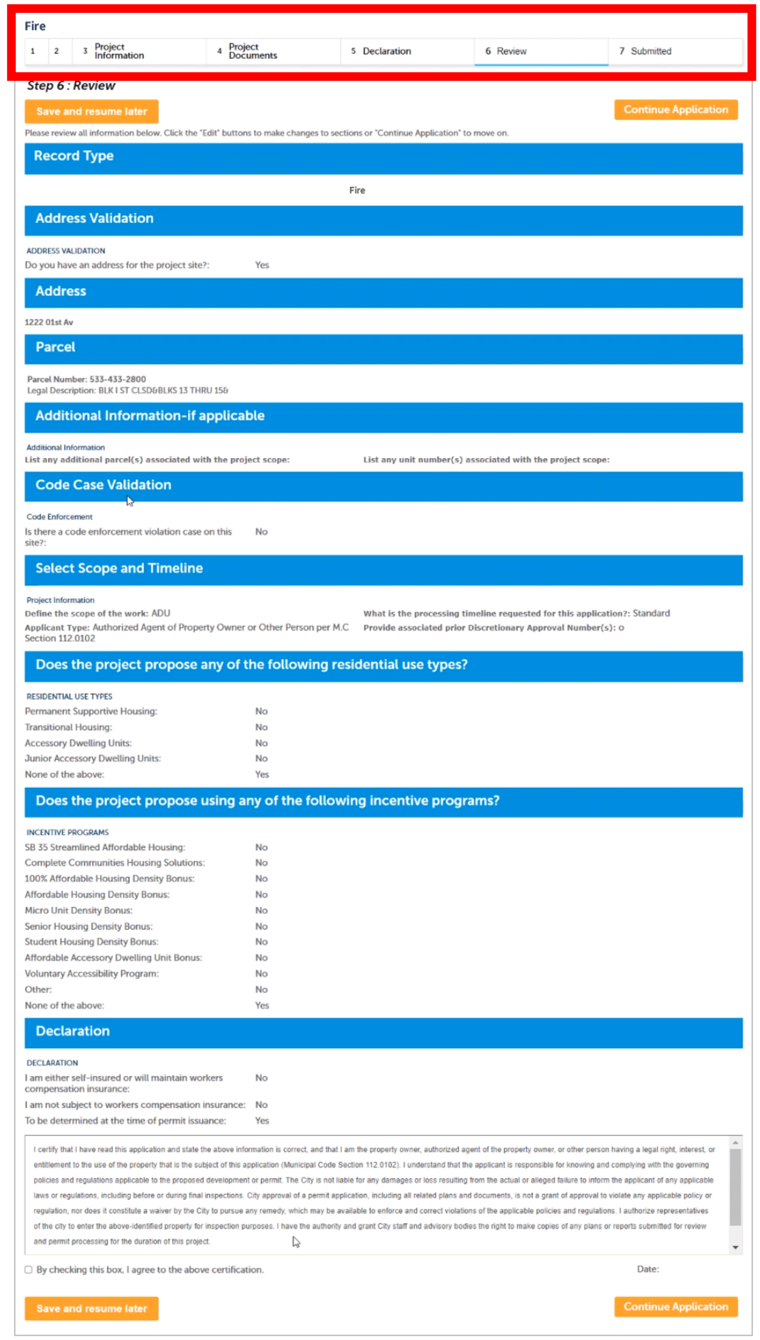
- Select the insurance declaration statement that applies to this project
- Click "Continue Application"



14

Review Application

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



Fire

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

Step 6 : Review

Save and resume later | Continue Application

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

Record Type

Fire

Address Validation

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

Address

1222 01st Av

Parcel

Parcel Number: 533-433-2800
Legal Description: BLK I ST CLSD&BLKS 13 THRU 156

Additional Information-if applicable

Additional Information
List any additional parcel(s) associated with the project scope:
List any unit number(s) associated with the project scope:

Code Case Validation

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

Select Scope and Timeline

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

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

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

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

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

Declaration

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

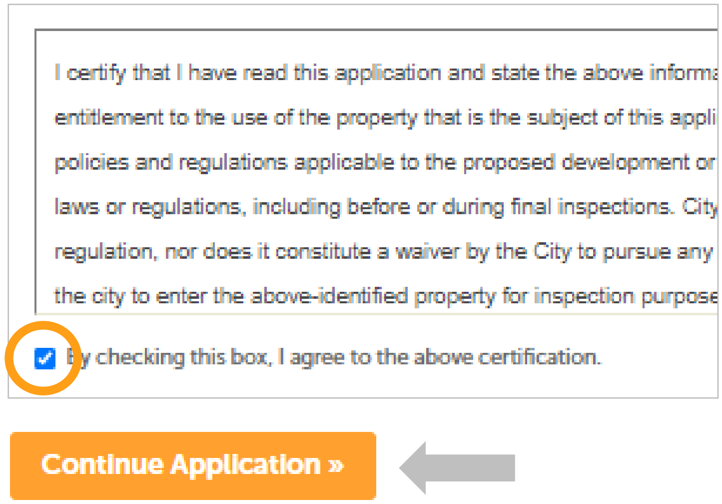
I certify that I have read this application and state the above information is correct, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application (Municipal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

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

Save and resume later | Continue Application

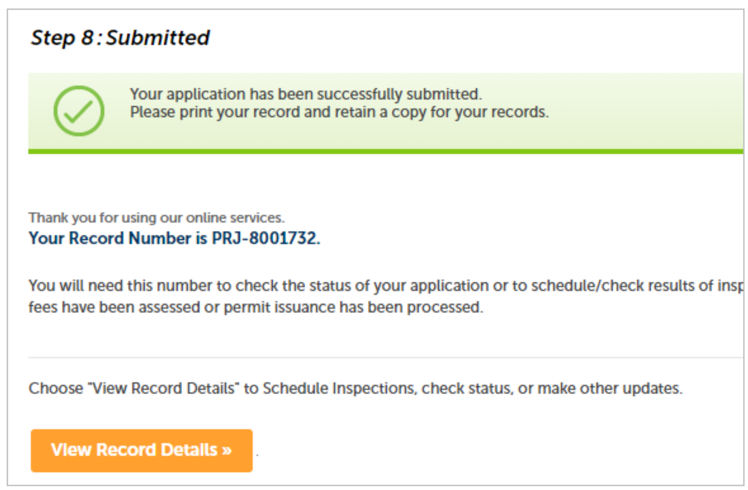
15

- Acknowledge the final certification
- Click “Continue Application”



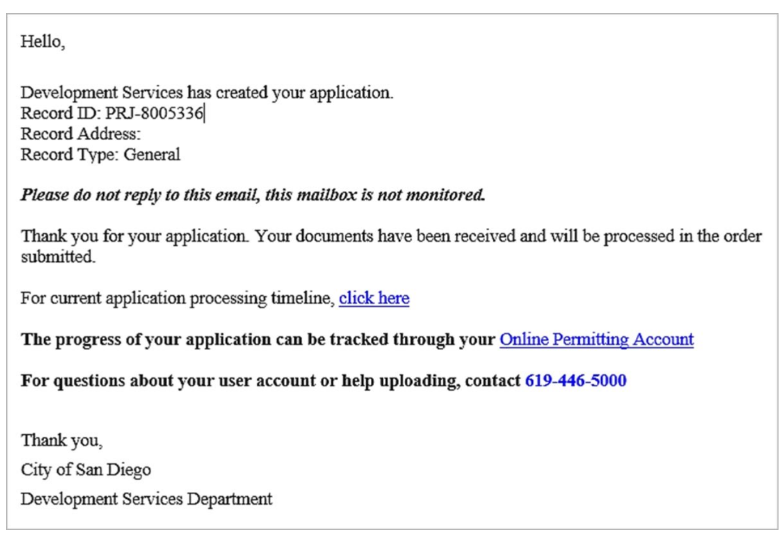
16

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



17

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

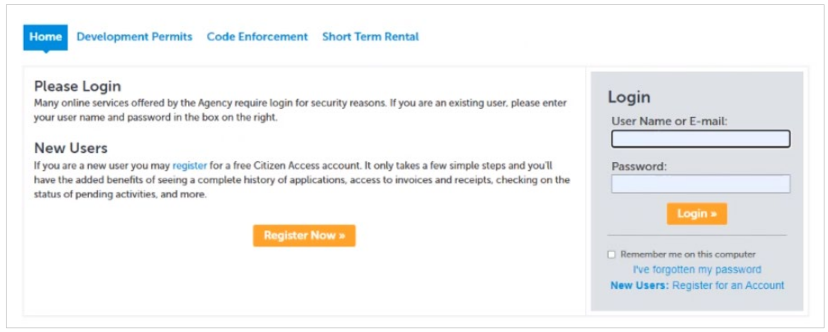
Thank you,
City of San Diego
Development Services Department

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

<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>1</td><td>

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

</td><td>

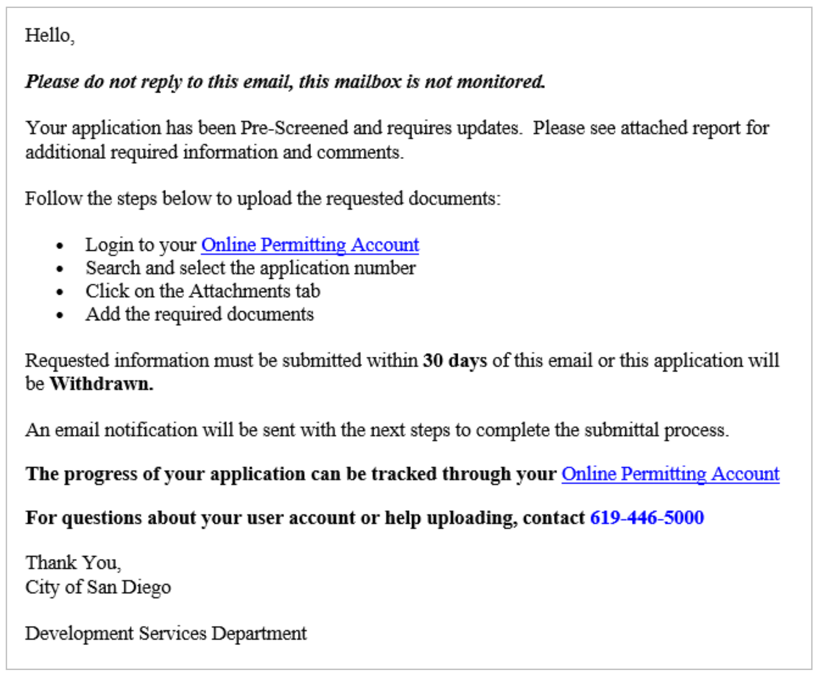


</td></tr>
<tr><td>2</td><td>

Open the "Updates Required" email.

- Click either of the email links to go to your account and make project updates

</td><td>



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

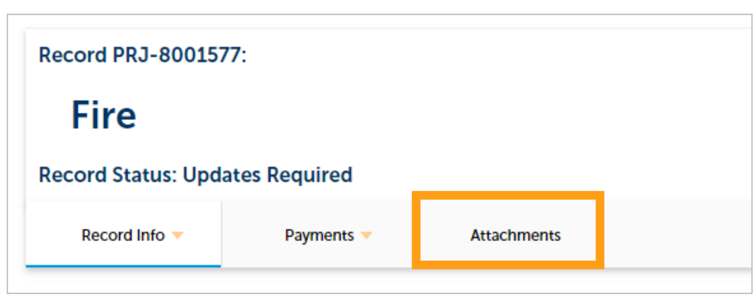
Development Services Department

</td></tr>
<tr><td>3</td><td>

Your project information will load

- Click the "Attachments" tab

</td><td>

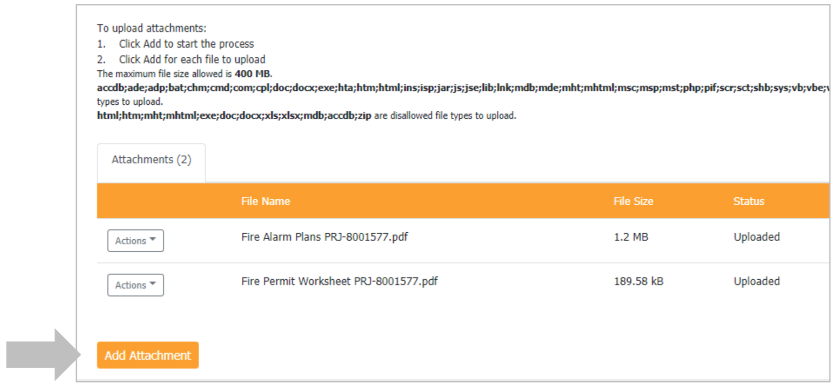


</td></tr>
</table>

4

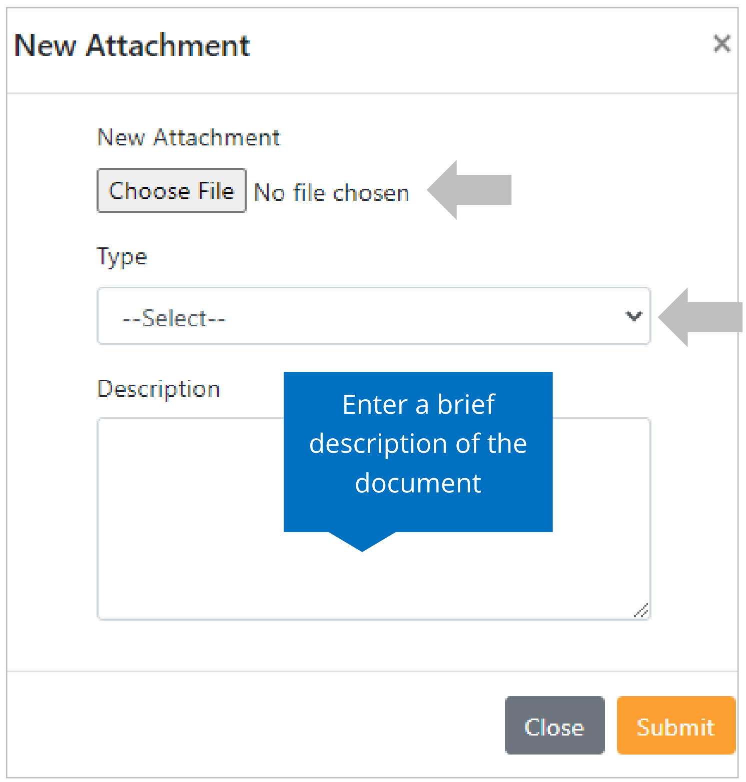
Previously attached documents will be displayed.

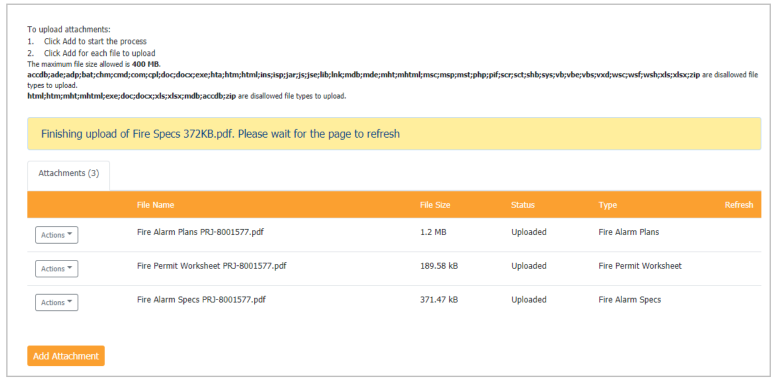
- Click "Add Attachment"



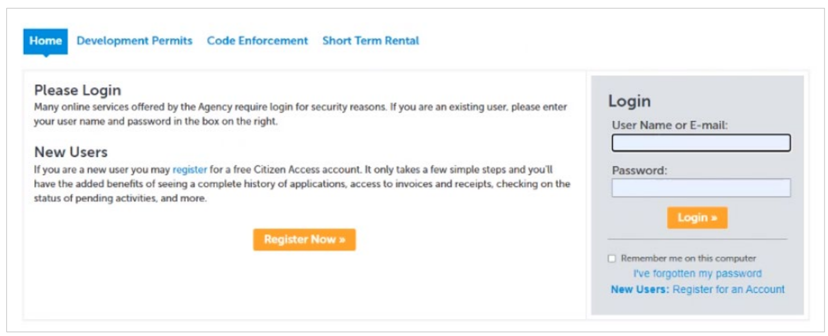
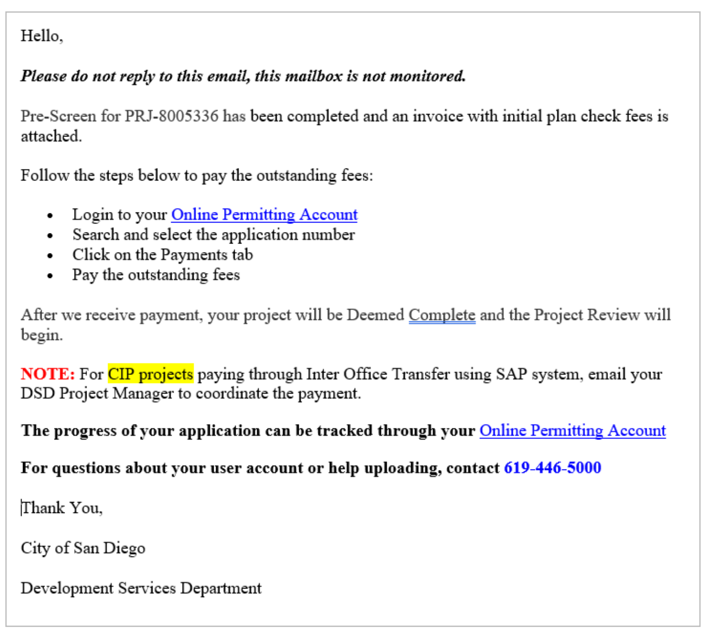
5

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



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

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

Step	Action	Screen Reference
1	• Log into your [Online Permitting Account] • Enter your username and password.	
2	• Open the "Review Pending Invoice Payment" email • Click 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,

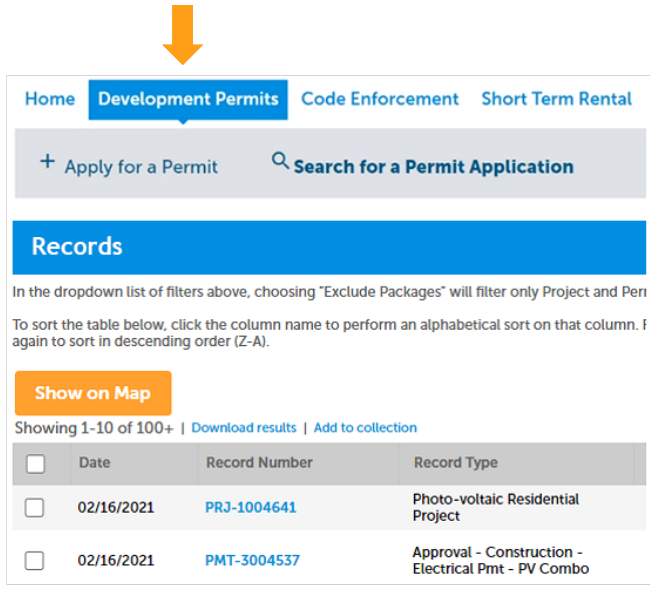
City of San Diego

Development Services Department

3

Click on Development Permits tab.

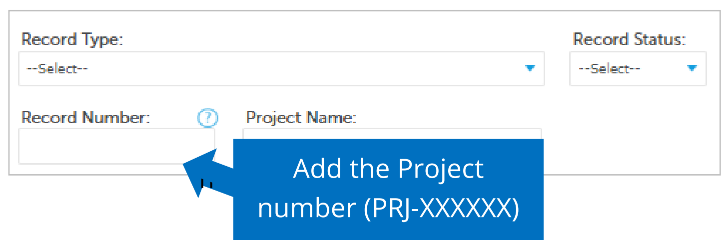
- Select the record listed in the email



OR

Scroll down to the search field for Records

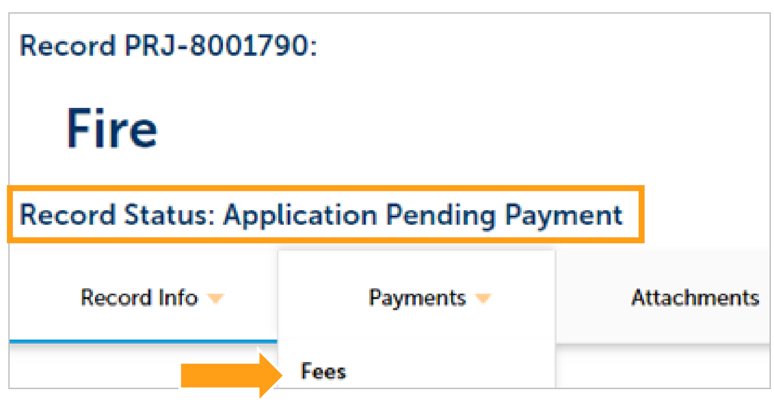
- Input the PRJ into the General Search in this format: **PRJ-1234567**



4

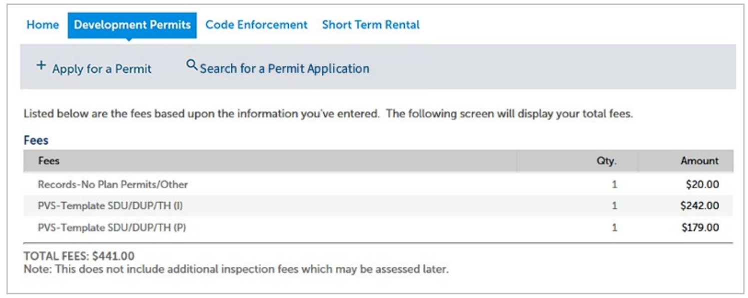
Verify that the record has the status: *Application Pending Payment*

- Click on "Payments"
- Select "Fees"

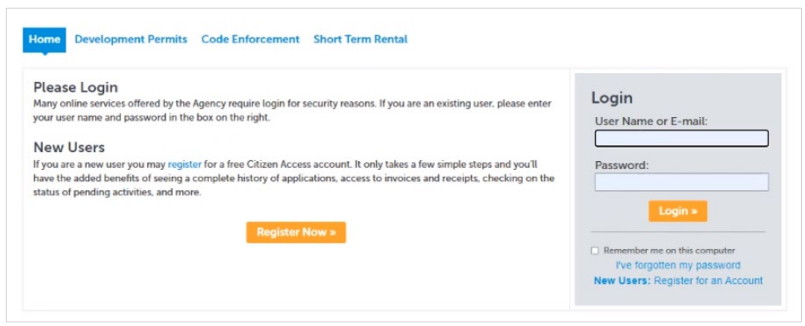
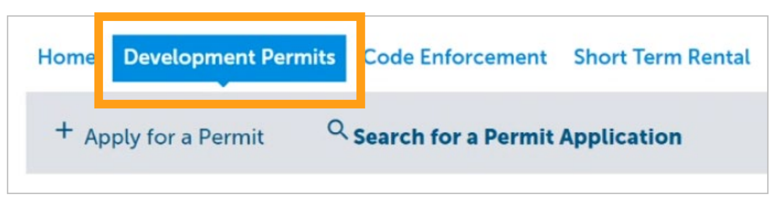
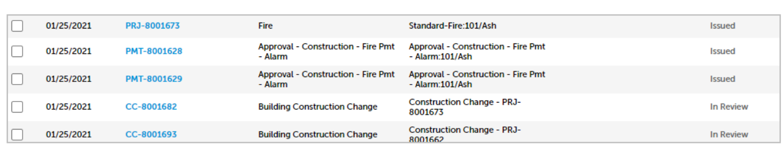


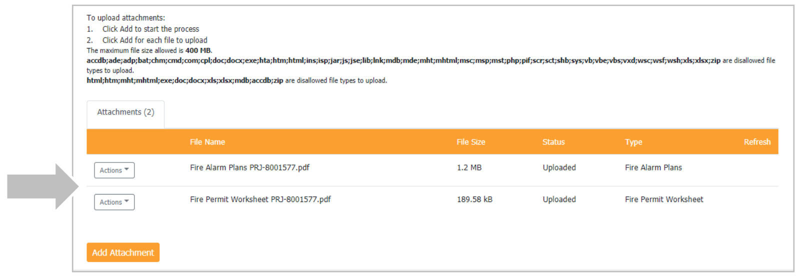
5

Click on "Pay Fees"

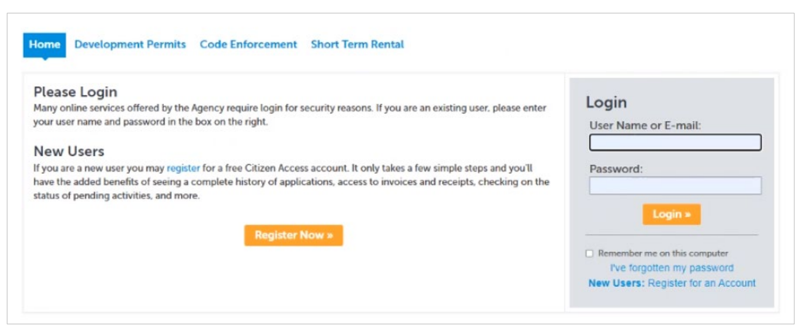
6	The following screen will load. Follow instructions to pay	

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

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

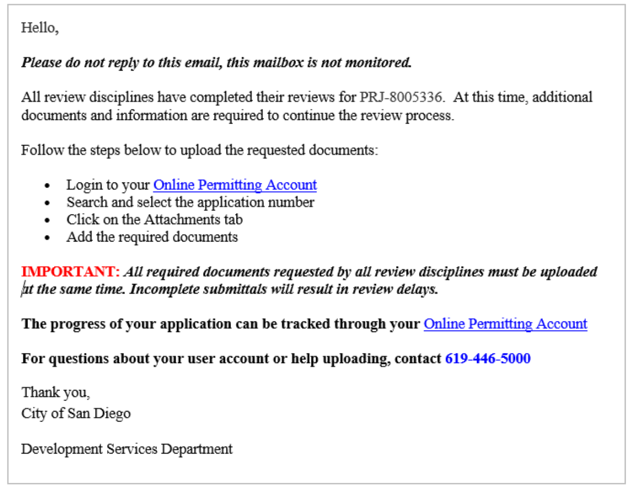
4	Previously attached documents will be displayed. You will see your Project Issues Report by discipline displayed. Click the "Actions" drop-down	
5	Click "Download and" the selected Project Issues Report will download	

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

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

2

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


Hello,

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

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

Follow the steps below to upload the requested documents:

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

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

The progress of your application can be tracked through your Online Permitting Account

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

Thank you,
City of San Diego

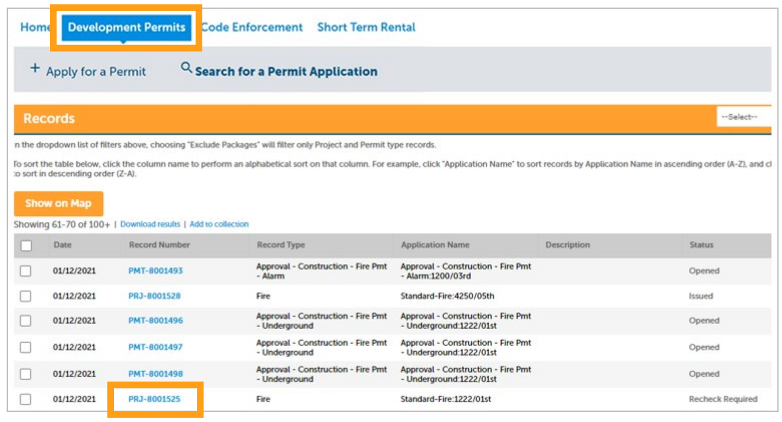
Development Services Department

3

- Select “Development Permits”

Your records will display with the current statuses.

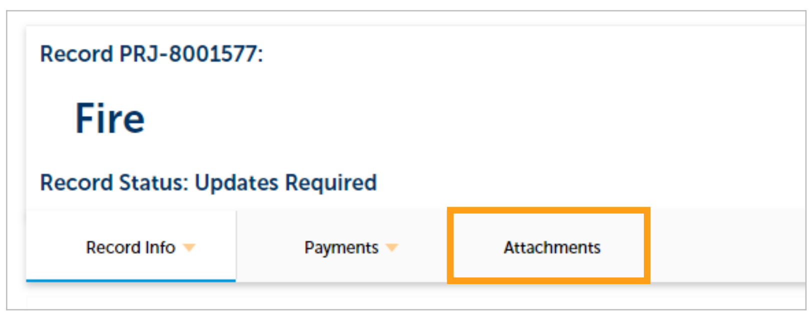
- Click on the blue PRJ link of the project



4

Your project information will load.

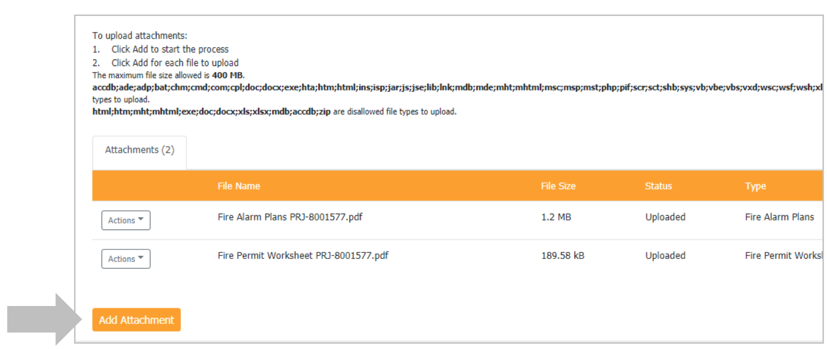
- Click the “Attachments” Tab



5

Previously attached documents will be displayed.

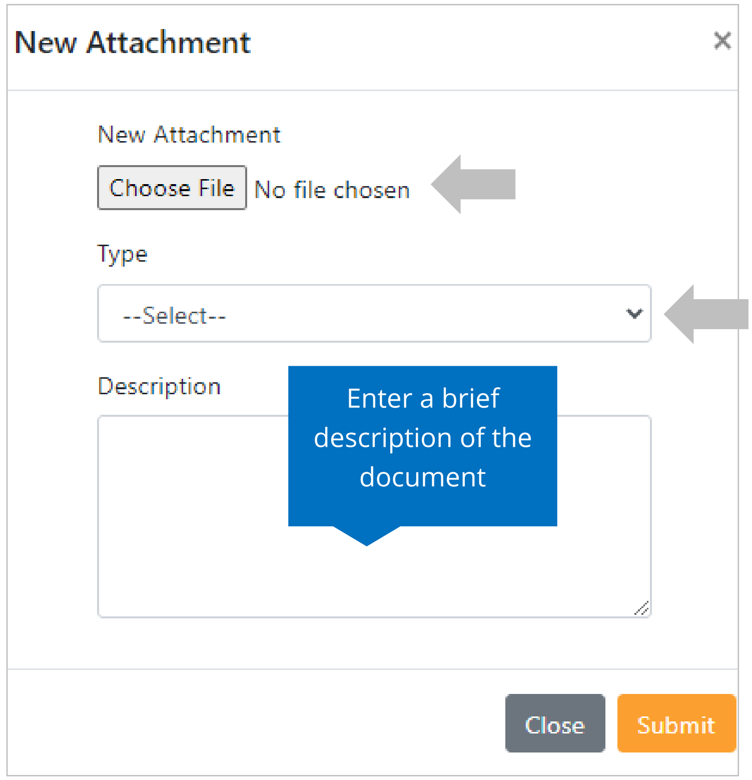
- Click “Add Attachment”



6

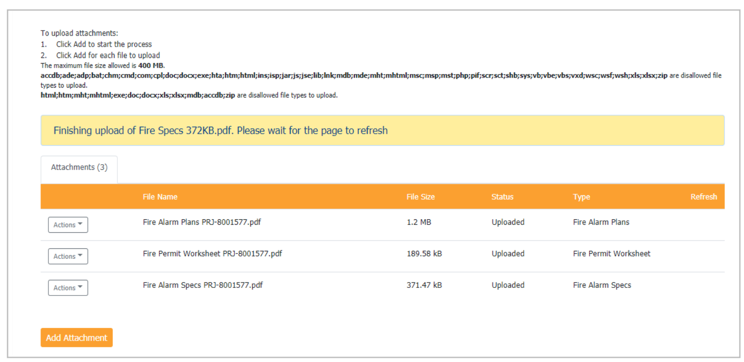
- Select “Choose File” and drag/drop or search your files to attach them
- Click the *Type* drop-down and select file type
- Provide a brief description of the document
- Click the “Submit” button

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

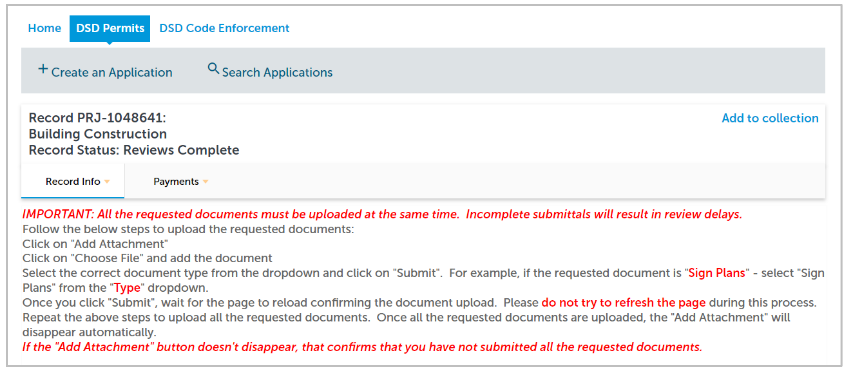
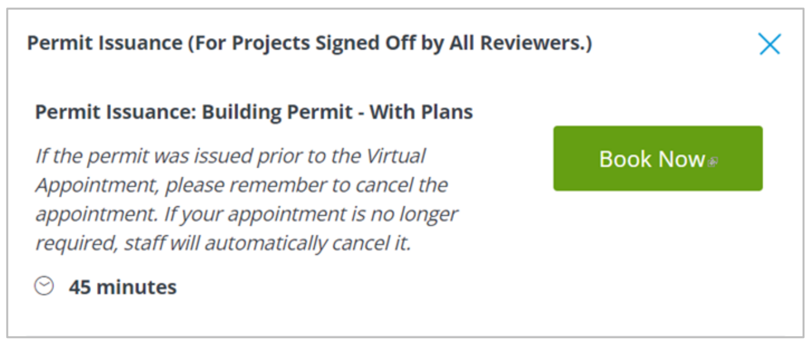


7

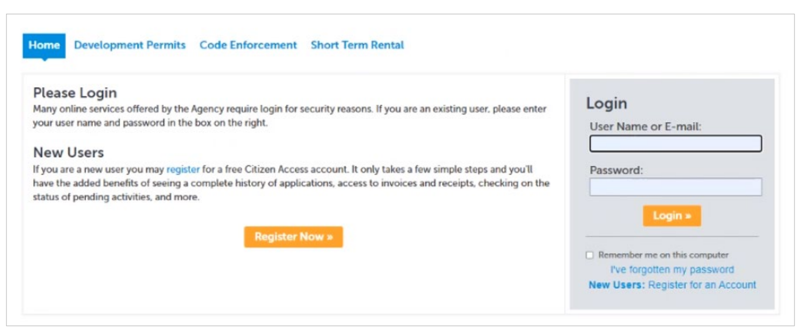
The documents will be validated by Scout and be uploaded to the project record (PRJ)

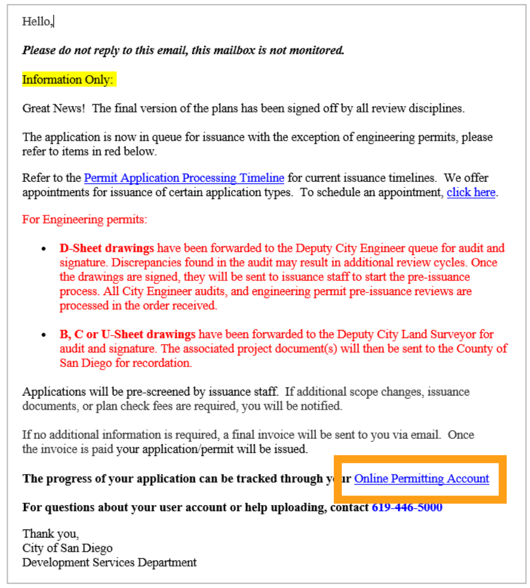
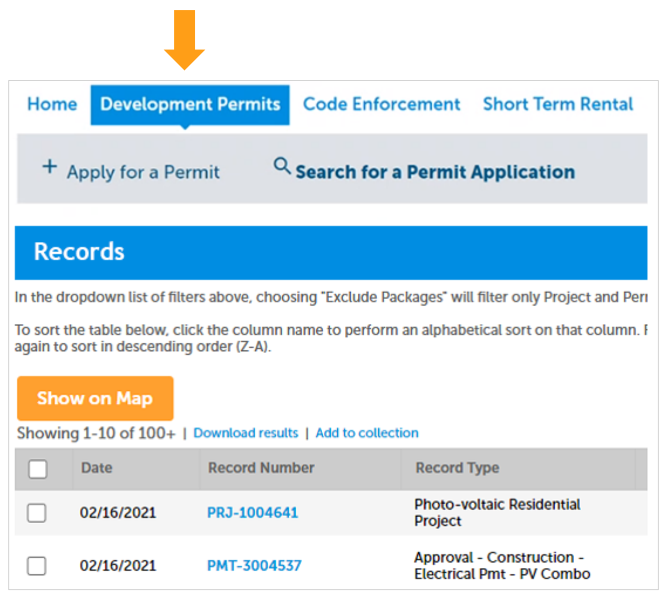
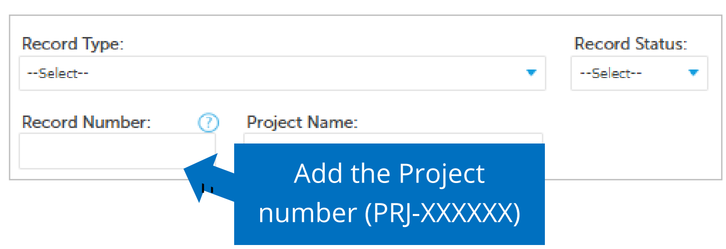


I RECEIVED A "FINAL VERSION SIGNED OFF" EMAIL. WHAT DO I DO NEXT?

<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>i</td><td>The application is now in queue for issuance. Refer to the Permit Application Processing Timeline for current issuance timelines.</td><td>
</td></tr>
<tr><td>1</td><td>We offer appointments for issuance of certain application types.
• To schedule an appointment, click here.</td><td>
</td></tr>
</table>

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

<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>1</td><td>• Log into your Online Permitting Account
• Enter your username and password</td><td>
</td></tr>
</table>

2	Open the "Approved" email • Click on the email link that says "Online Permitting Acccount" to login to your account and upload documents	
3	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**	 

Hello,

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

Information Only:

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

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

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

For Engineering permits:

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

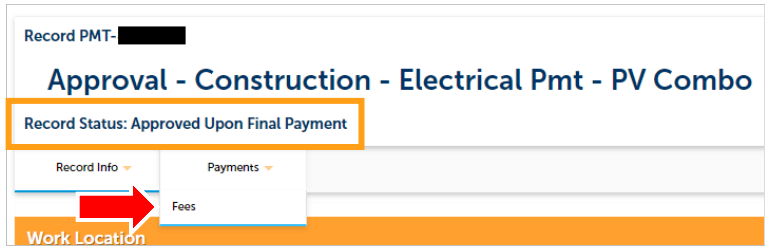
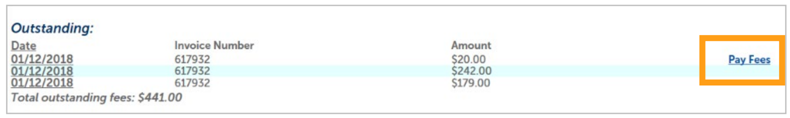
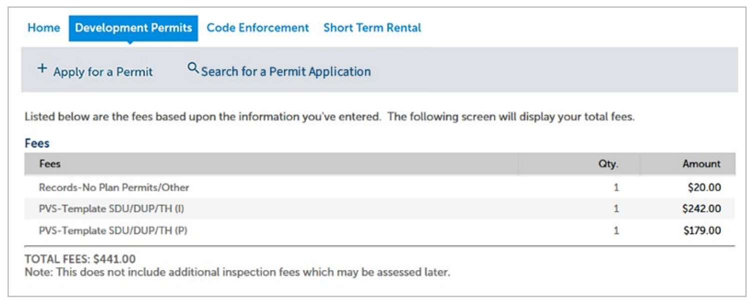
Applications will be pre-screened by issuance staff. If additional scope changes, issuance documents, or plan check fees are required, you will be notified.

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

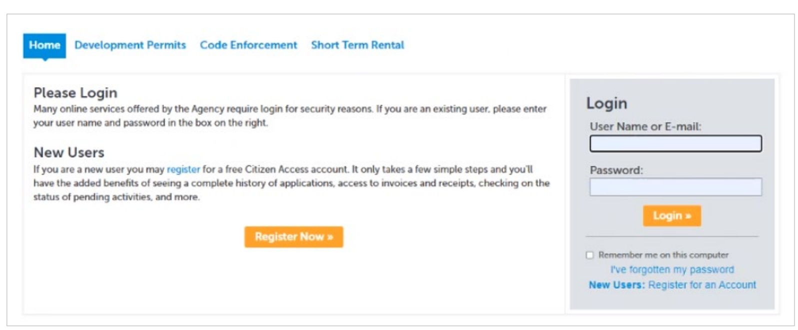
The progress of your application can be tracked through your Online Permitting Account

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

Thank you,
City of San Diego
Development Services Department

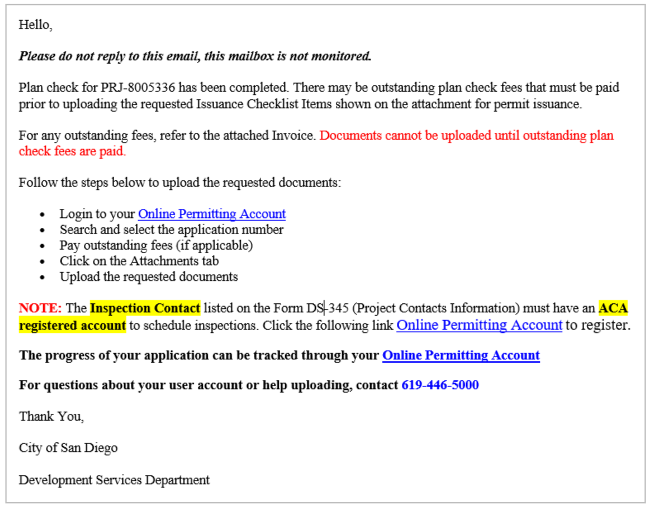
4	Verify that the record has the status: "Approved Upon Final Payment" • Click "Payments" • Then, select "Fees"	
5	Click "Pay Fees"	
6	The following screen will load. • Follow instructions to pay	

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

Step	Action	Screen Reference
i	You will receive an Updates Required email if additional information is needed to issue the permit.	
1	• Log into your [Online Permitting Account] • Enter your username and password	

2

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



Hello,

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

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

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

Follow the steps below to upload the requested documents:

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

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

The progress of your application can be tracked through your Online Permitting Account

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

Thank You,

City of San Diego

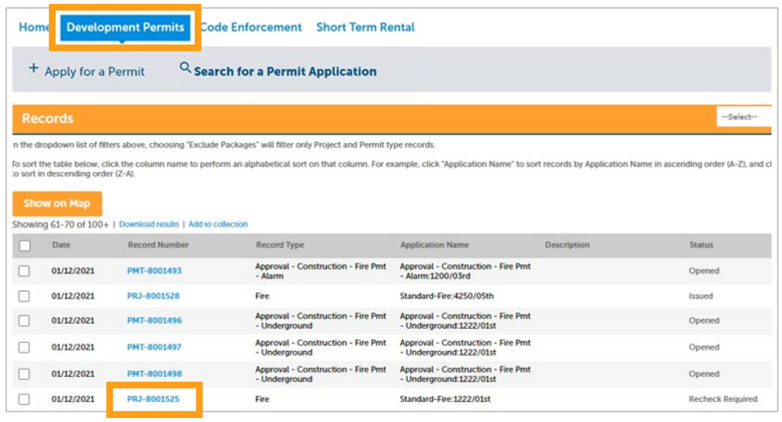
Development Services Department

3

- Select “Development Permits”

Your records will display with the current statuses.

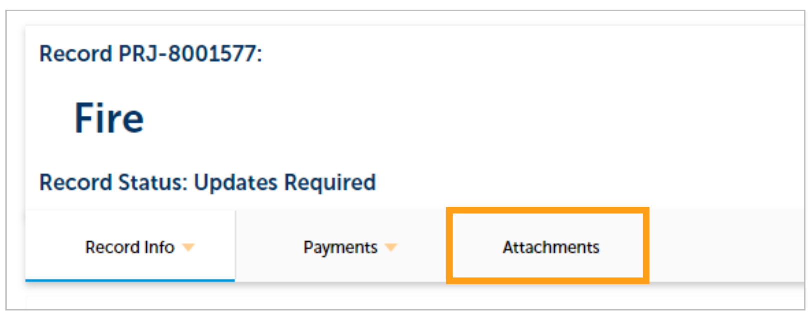
- Click on the blue PRJ link of the project

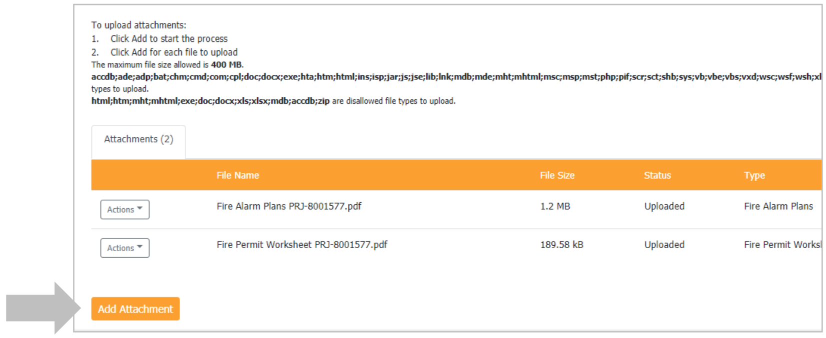
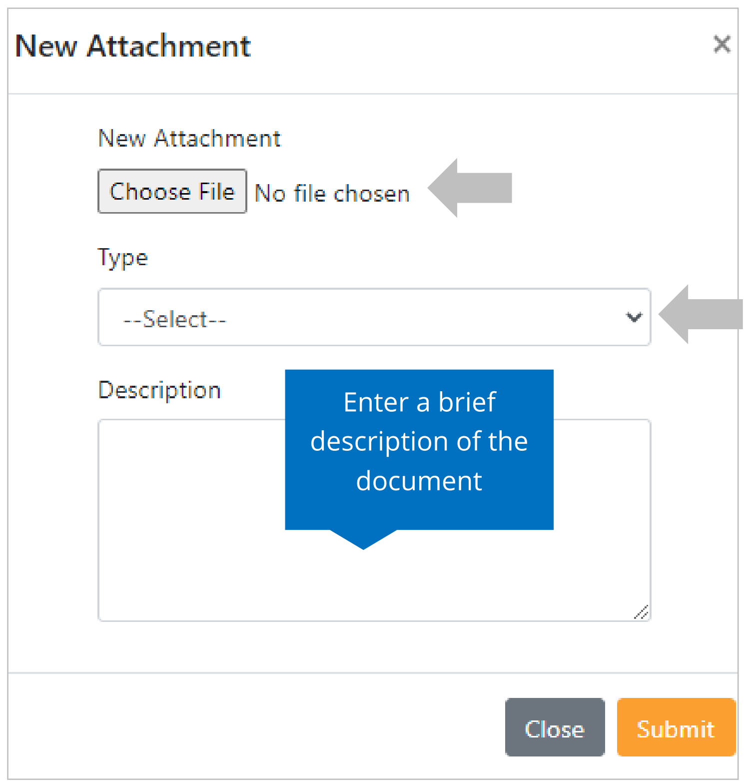


4

Your project information will load.

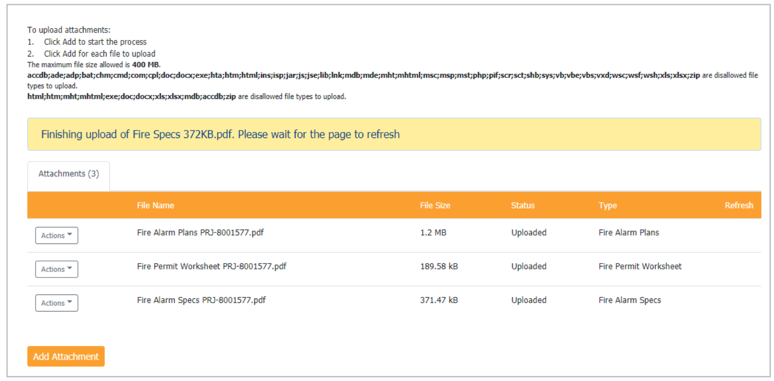
- Click the “Attachments” tab



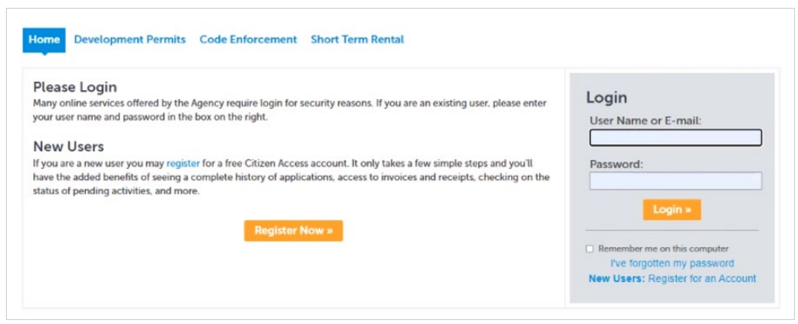
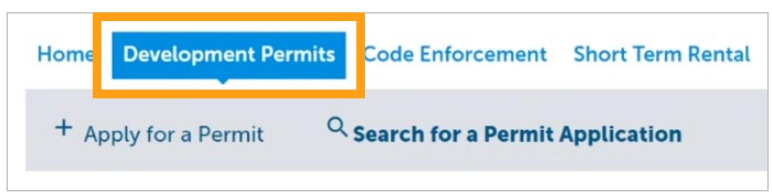
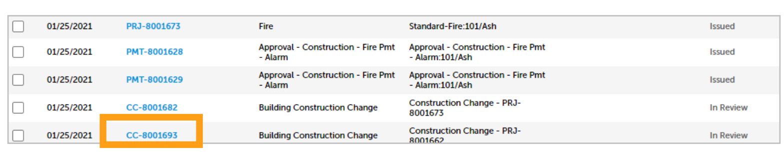
5	Previously attached documents will be displayed. • Click “Add Attachment”	
6	• Select “Choose File” and drag/drop or search your files to attach them • Click the *Type* drop-down and select file type • Provide a brief description of the document • Click the “Submit” button Repeat until all requested documents have been uploaded	

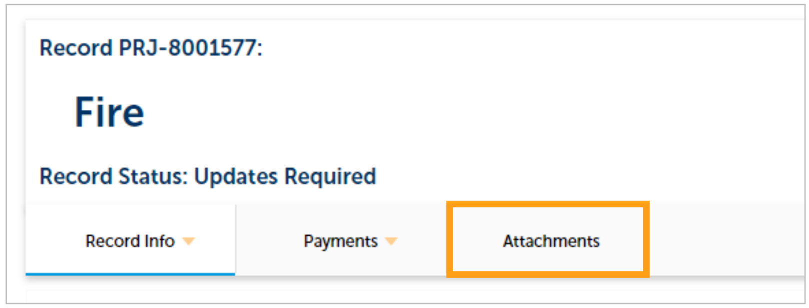
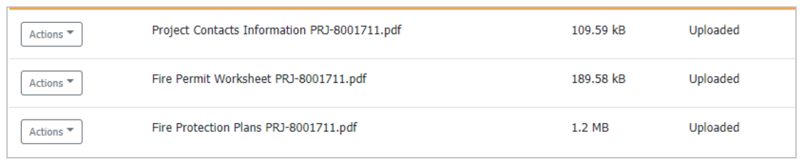
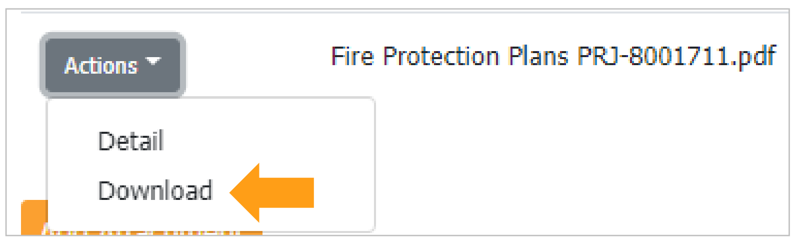
7

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

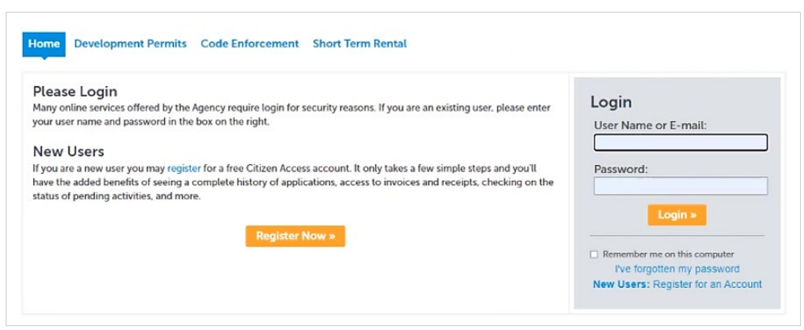


PERMIT STATUS IS "ISSUED." HOW DO I DOWNLOAD MY APPROVED PLANS?

Step	Action	Screen Reference
1	• Log into your [Online Permitting Account]() • Enter your username and password	
2	• Select "Development Permits"	
3	Your records will be displayed • Select the record you wish to print by clicking on the blue link	

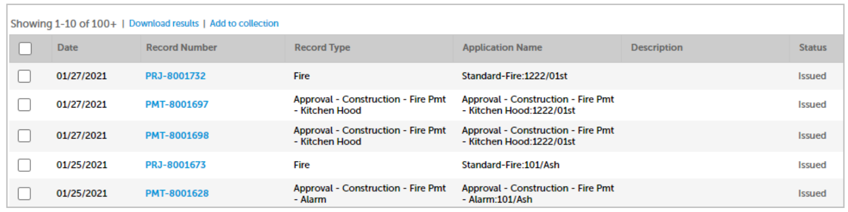
4	The record details will be displayed • Click the "Attachments" tab	
5	The attachments for this project will be displayed	
6	Click on the "Actions" drop-down and click "Download"	

HOW DO I SCHEDULE INSPECTIONS?

Step	Action	Screen Reference
1	• Log into your [Online Permitting Account]() • Enter your username and password	

2

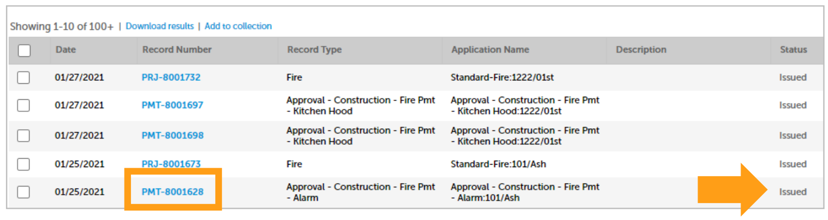
Click on “My Records” and your records will be displayed



3

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

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

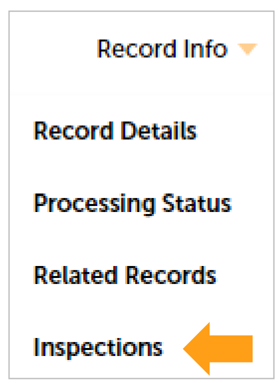


4

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

5

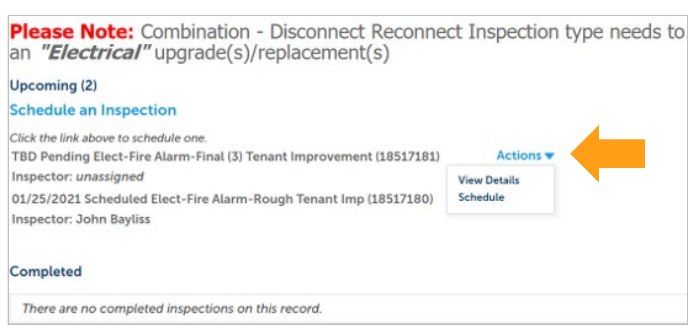
Click on “Inspections”



6

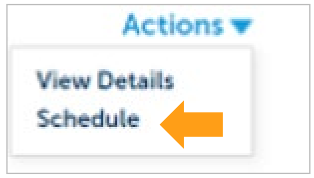
The inspections screen will appear showing *Upcoming* and *Completed* inspections.

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



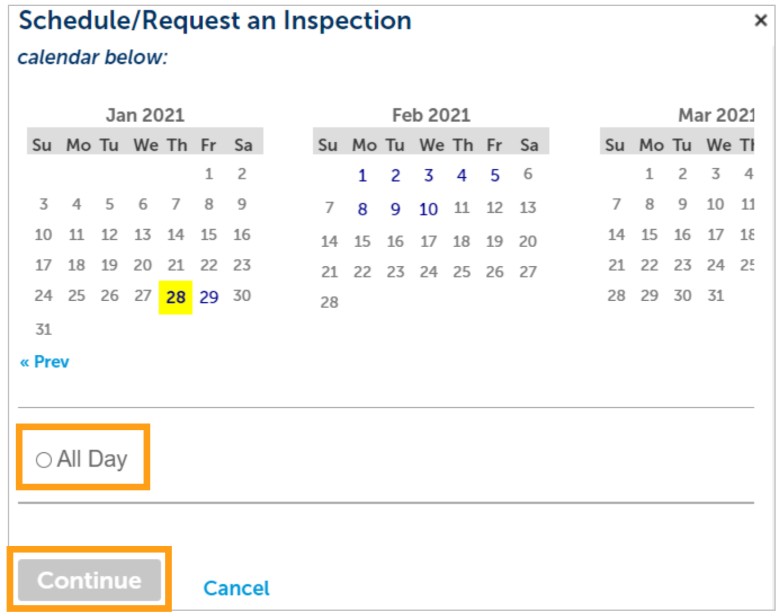
7

- Click on the ‘Schedule’ link



8

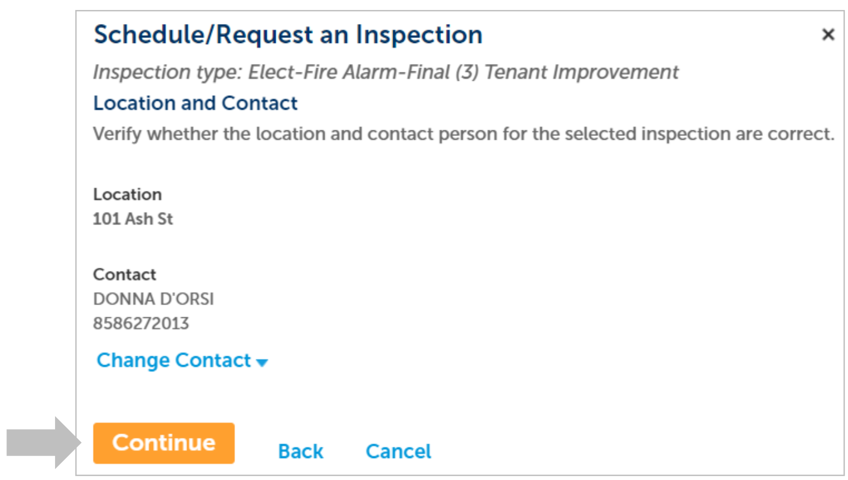
- Click on the date you would like the inspection. It must be a future date, not same day.
- Then, click on the “All Day” radio button and finally click “Continue”

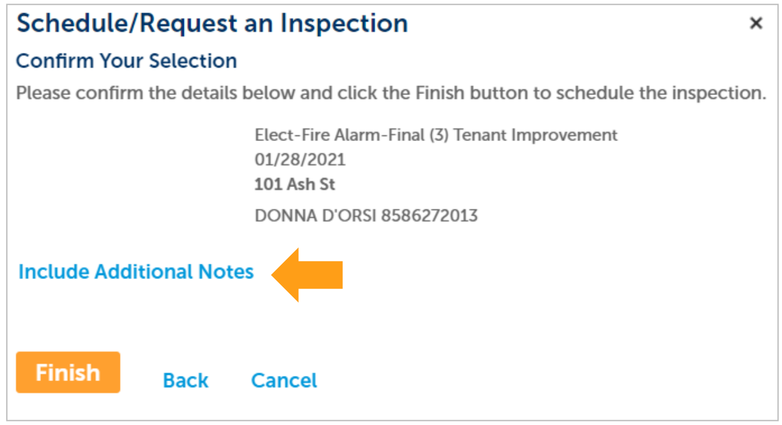
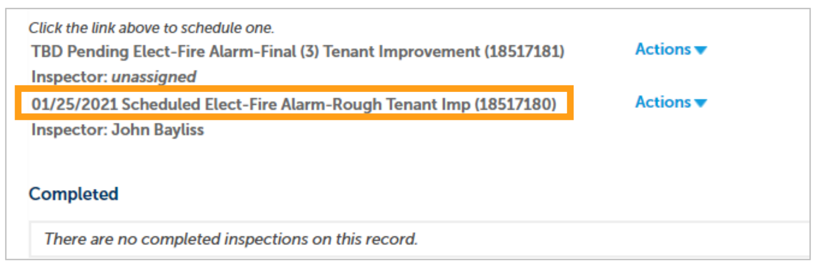


9

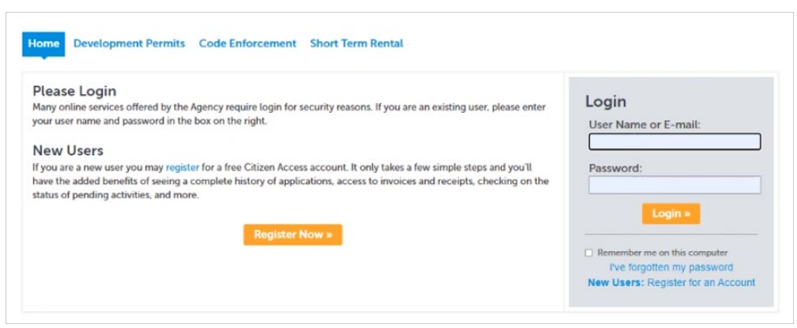
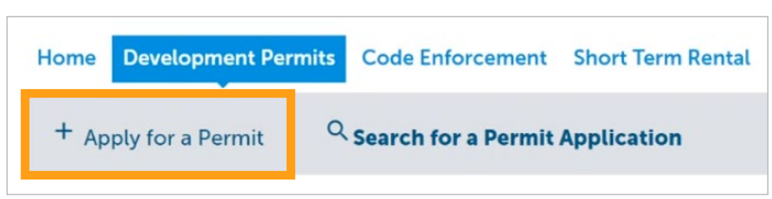
The following screen will be displayed. If needed, click on “Change contact” to enter a new person for the inspector to contact.

If no changes are needed, click on “Continue”



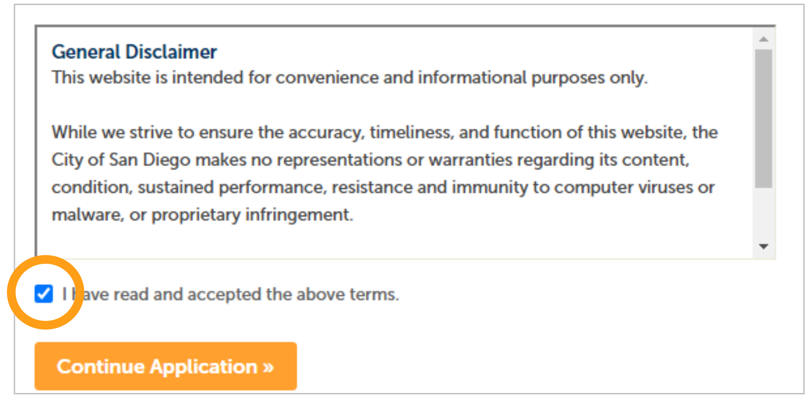
10	The following screen will be displayed. Review the information and if correct then click "Finish." If not correct, then click "Back" and you can edit the information or click "Cancel" to begin the process from the start. **Include any additional notes for the inspector here.**	
11	• Click "Continue" You will be returned to the Inspections screen where you can confirm that the inspection was properly scheduled.	

HOW TO SUBMIT A CONSTRUCTION CHANGE APPLICATION

Step	Action	Screen Reference
1	• To log into your [Online Permitting Account](), enter your username and password, and press the Login button.	
2	• Click on "Development Permits" tab • Click on "Apply for a Permit"	

3

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



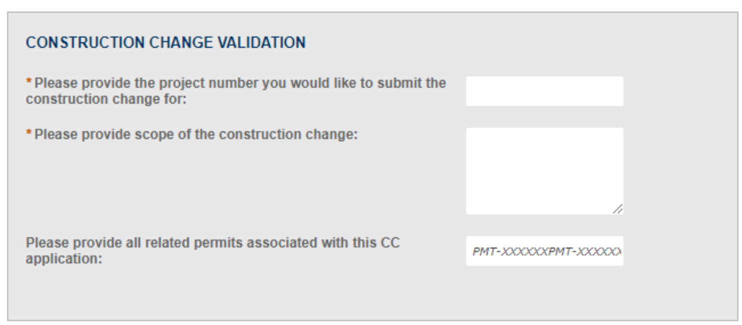
4

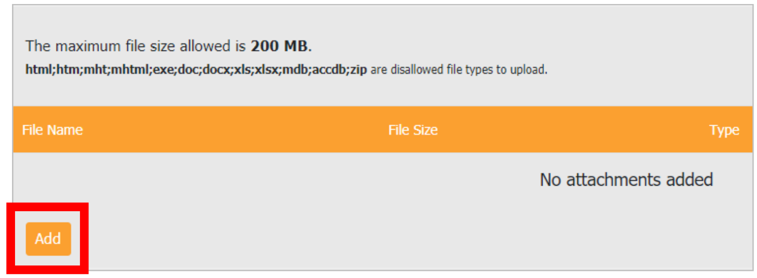
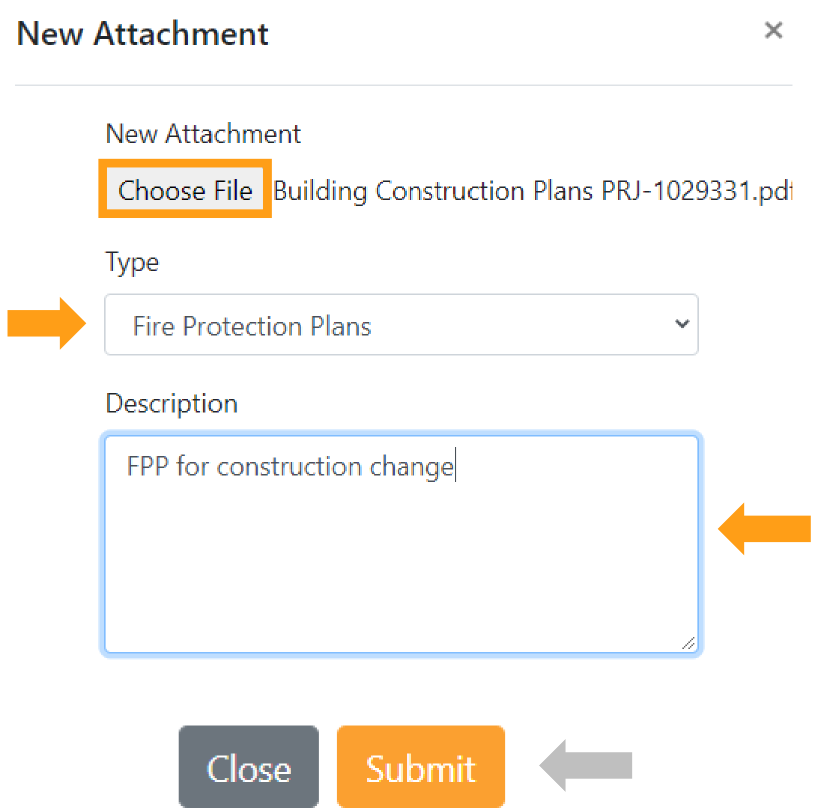
Select "Building Construction Change."

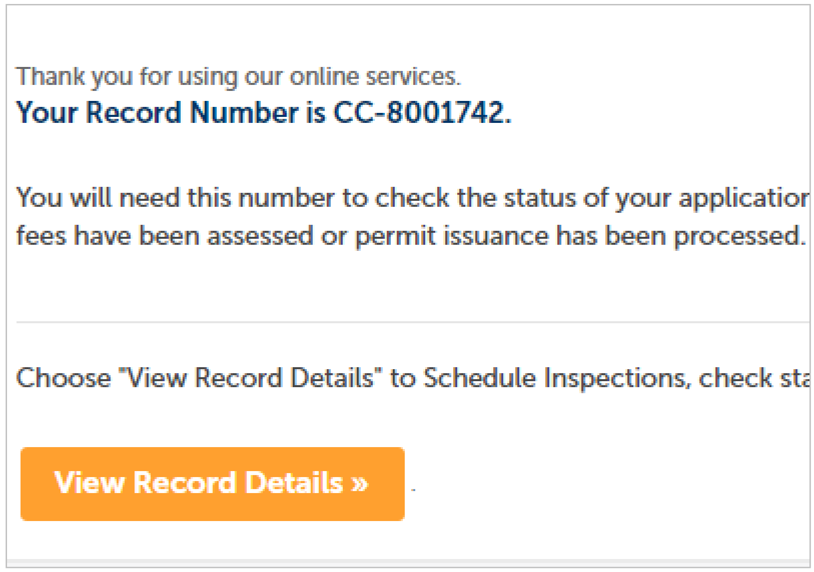
Use this record for construction changes to Accela projects, if your project was a PTS or Hybrid project, use the Hybrid system to apply for you construction change.

5

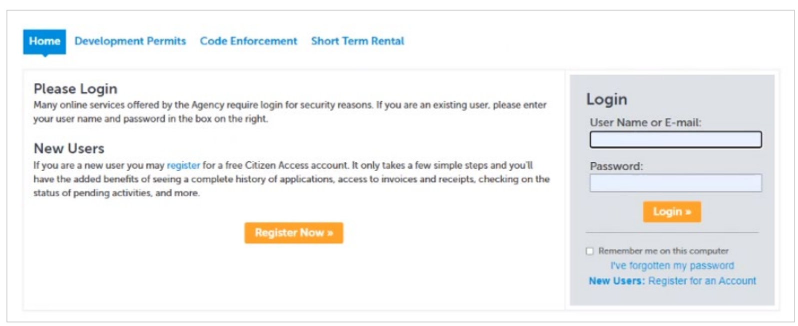
- Enter the PRJ # in the exact format PRJ-XXXXXXX
- Provide a narrative of the changes proposed.
- Enter the permits affected by this construction change application.



6	Click “Add” to upload the documents that reflect the proposed changed.	
7	• Click “Choose File” and select from your computer. • Provide the *Type* of document that you are uploading • Provide a brief description of the document • Click “Submit”	

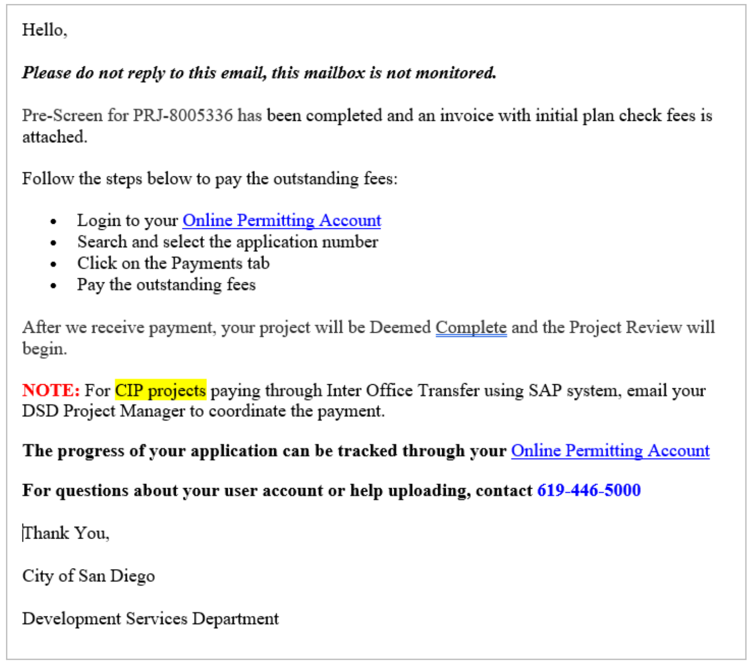
8	• You will get the message displaying your CC number that was created. • You will receive a confirmation email with the number as well.	

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

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

2

- 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,

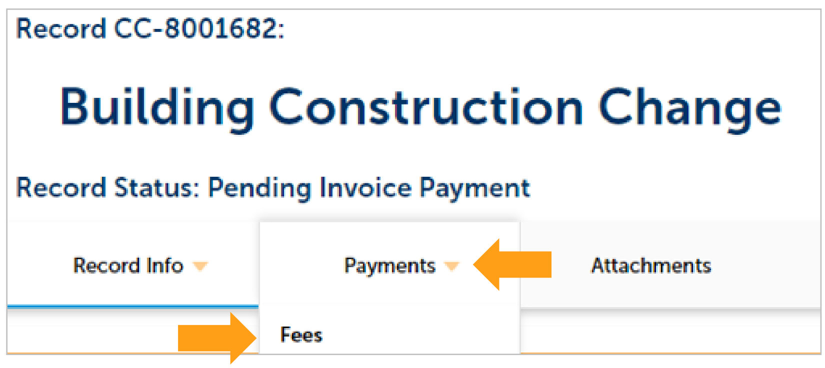
City of San Diego

Development Services Department

3

Your record will be displayed

- Click "Payments" Tab
- Click "Fees" link



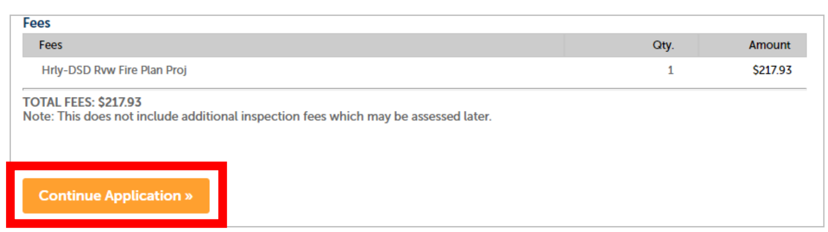
4

- Click on "Pay Fees"

5

The following screen will load.

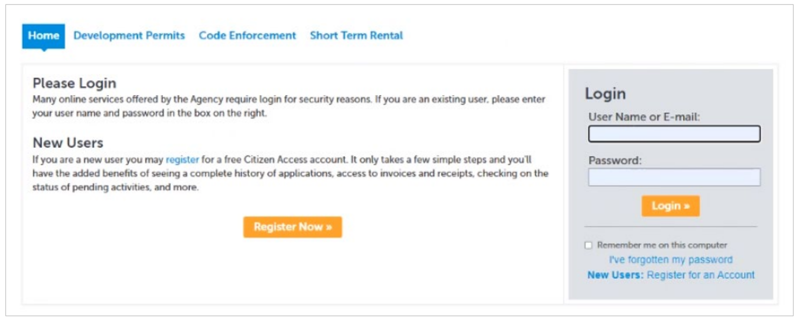
- Click "Continue Application" and follow instructions to pay.

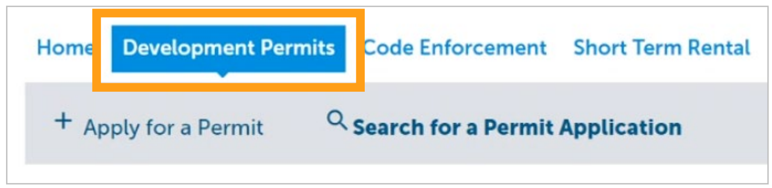


HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>1</td><td>

- Log into your Online Permitting Account by entering your username and password and then clicking on the Login button.

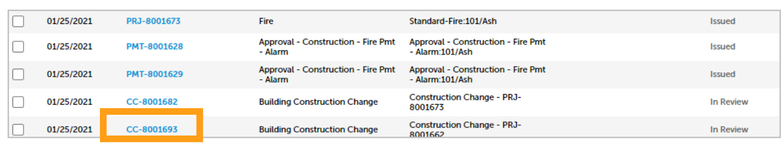
</td><td>


</td></tr>
<tr><td>2</td><td>Select "Development Permits"</td><td>


</td></tr>
<tr><td>3</td><td>

Your records will be displayed

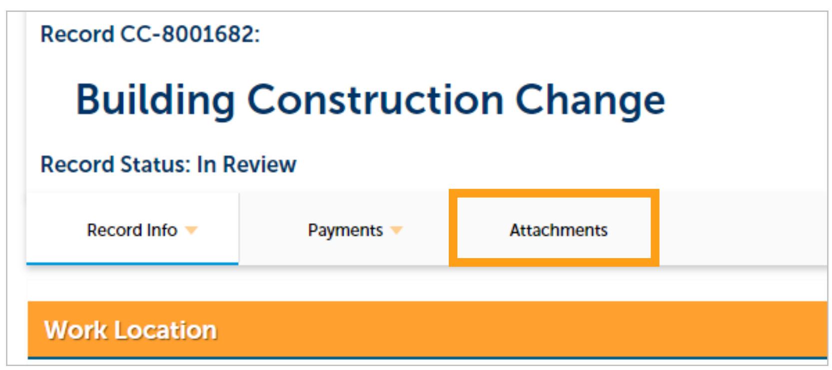
- Select the record you wish to print by clicking on the blue link

</td><td>


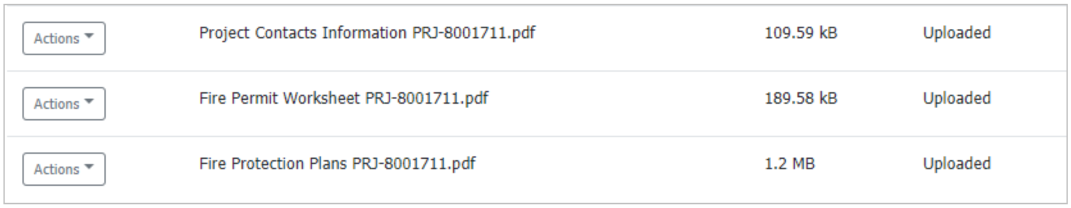
</td></tr>
<tr><td>4</td><td>

The record details will be displayed

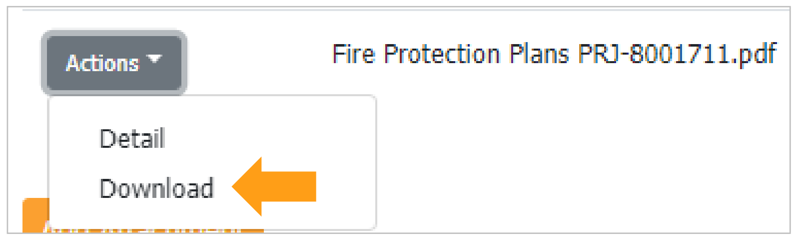
- Click the "Attachments" tab

</td><td>


</td></tr>
</table>

<table>
<tr><td>5</td><td>The attachments for this project will be displayed

</td></tr>
<tr><td>6</td><td>

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

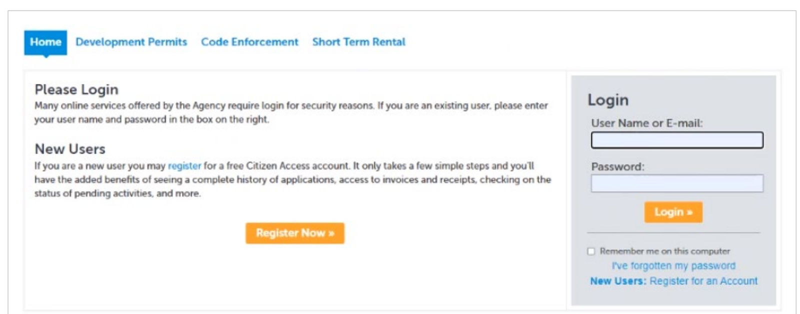

</td></tr>
</table>

HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?

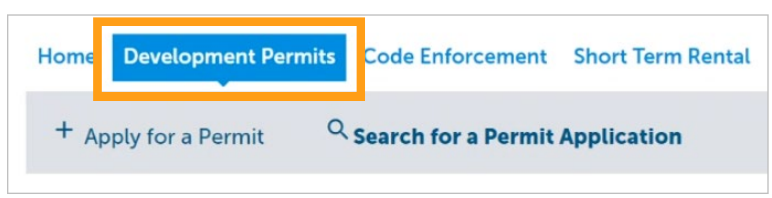
<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>1</td><td>

APPROVAL REPORT

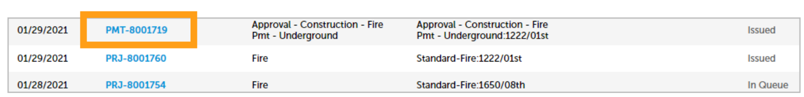
- Log into your Online Permitting Account
- Enter your username and password

</td><td>
</td></tr>
<tr><td>2</td><td>

- Click the “Development Permits” tab and your records will be displayed

</td><td>
</td></tr>
<tr><td>3</td><td>

- Click on the PMT you wish to print the approval report for

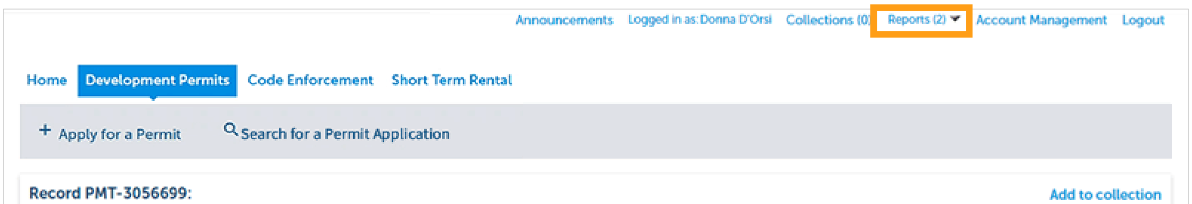
</td><td>
</td></tr>
</table>

4

The selected record will be displayed

5

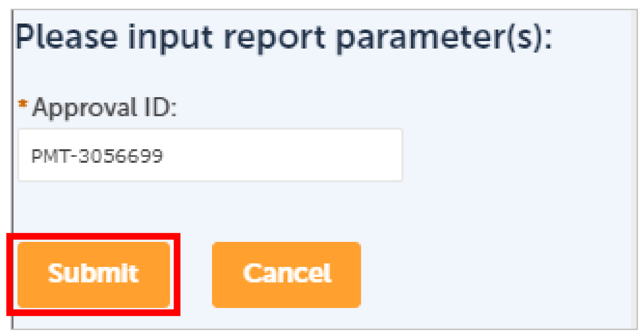
- Click on the “Reports” drop-down menu
- Select “Approval”



6

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

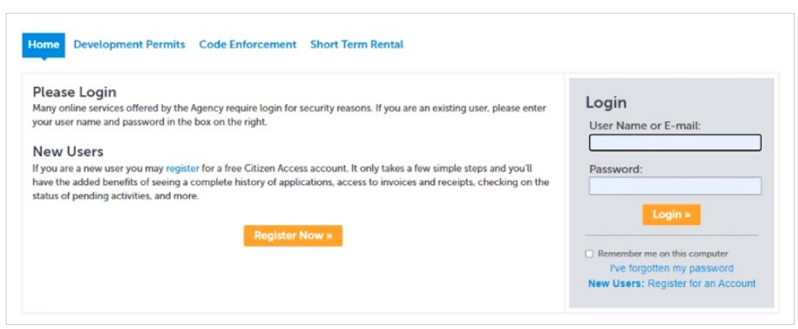
- Click “Submit”



INVOICE REPORT

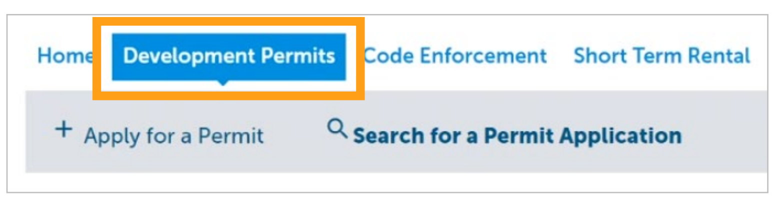
1

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



2

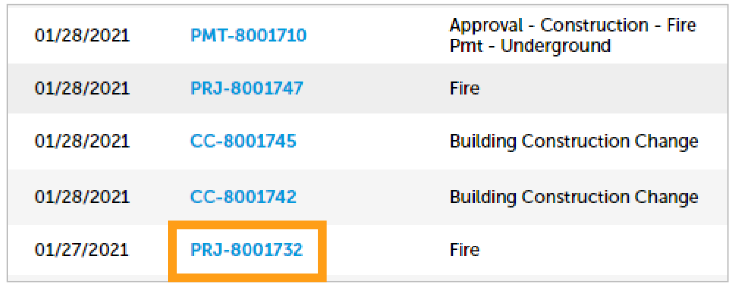
- Click the “Development Permits” tab and your records will be displayed



3

Locate your record in the list displayed.

- Click on the blue link to select that record

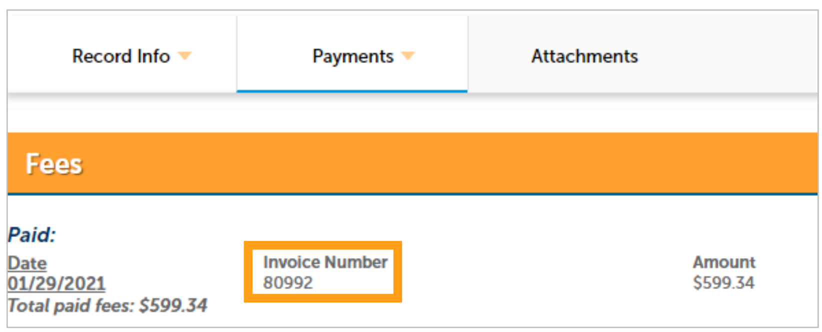


4

- To generate the Invoice report, click the"Payments" tab,then "Fees"

5

Make note of the invoice number



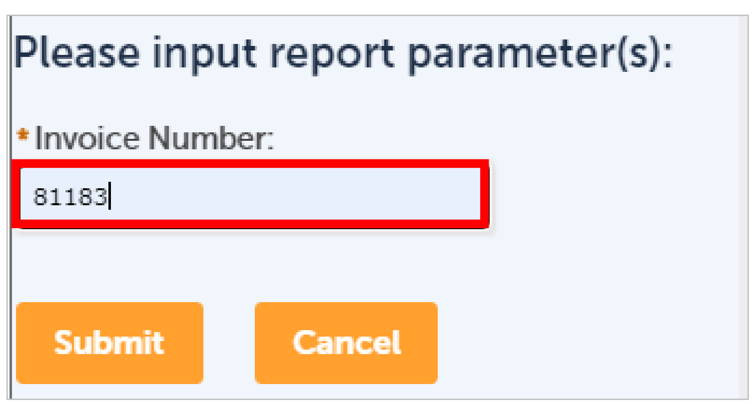
6

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

7

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

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

APPENDIX B – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

Sheet Numbering

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

File Size

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

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

Page Size

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

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

Page Orientation

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

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

Password Protection

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

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

Annotations and Comments

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

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

The City of SAN DIEGO

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 ccustomers to apply for permits online and upload plans and documents for review 24/7.

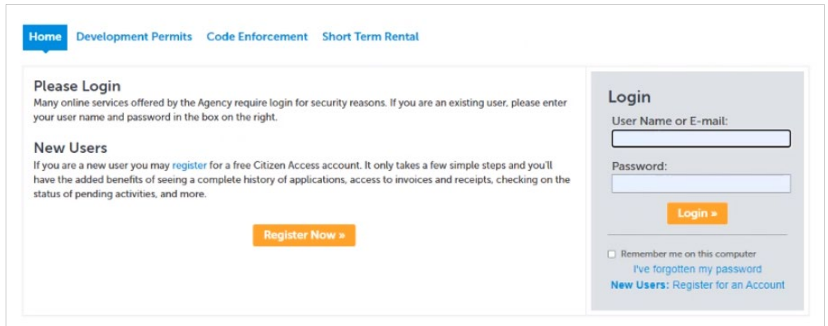
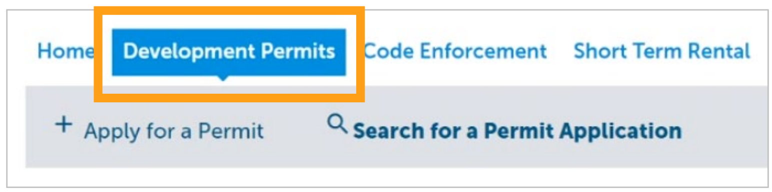
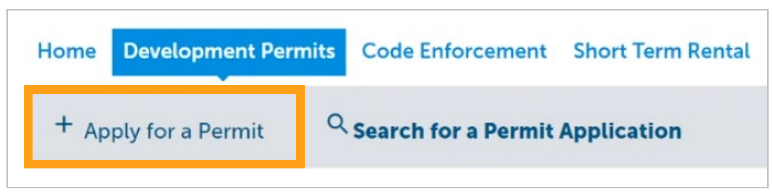
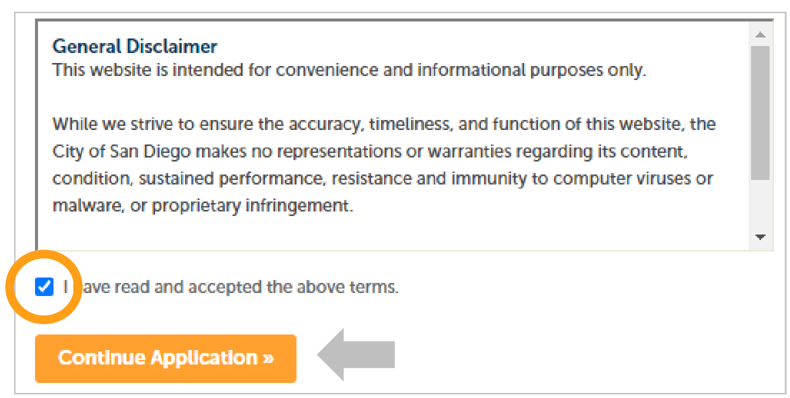
Before you begin, please review the information about the permit submittal requirements at sandiego.gov/dsd.

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

- For help with user accounts or uploading documents, 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 you project, consider booking a virtual counter appointment with DSD.

TABLE OF CONTENTS

HOW TO SUBMIT AN APPLICATION

Step	Action	Screen Reference
1	• Log into your online permitting account. • Enter your username and password.* * If you are a new user, see the tutorial on how to register for an account.	
2	• Select the "Development Permits" tab	
3	• Select "Create an Application"	
4	• Read and acknowledge the disclaimer • Click "Continue Application"	

5

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.

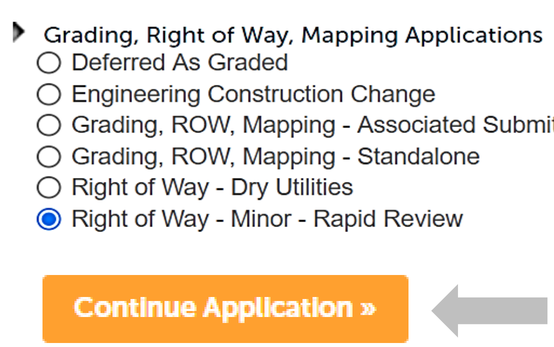
Jump to a permit type for the next step:

- Right-of-Way – Minor – Rapid Review
- Grading, ROW, Mapping – Standalone
- Grading, ROW, Mapping – Associated
- Engineering Construction Change

Right-of-Way – Minor – Rapid Review

6a

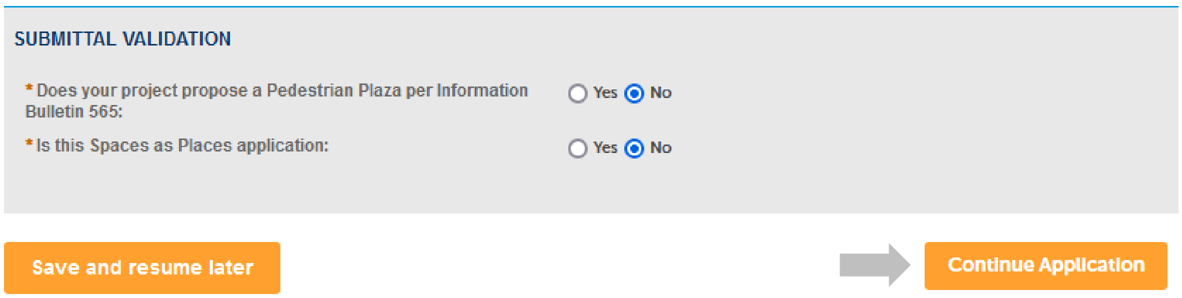
1. Select “Right-of-Way – Minor – Rapid Review”
2. Click “Continue Application”



6b

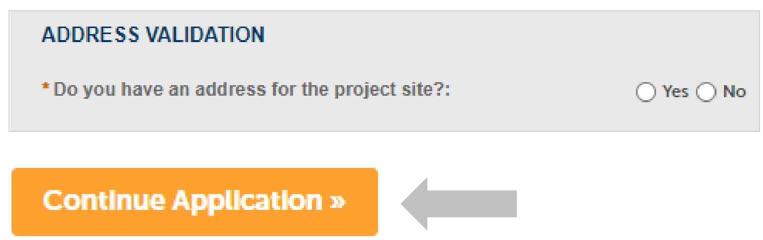
Submittal Validation

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



6c

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



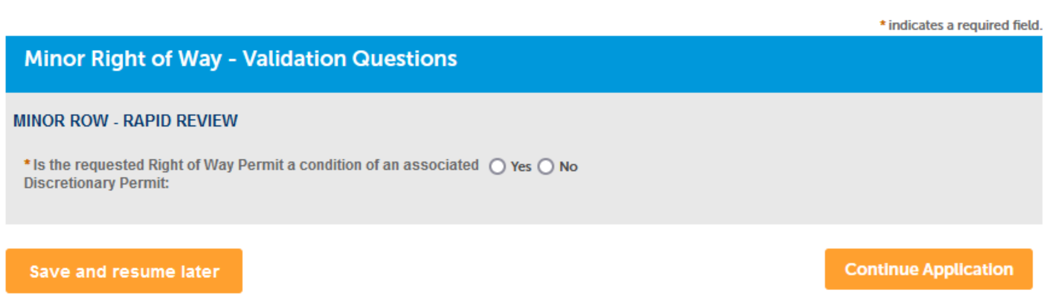
6d

- Answer the Rapid Review validation questions and click “Continue Application”

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

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

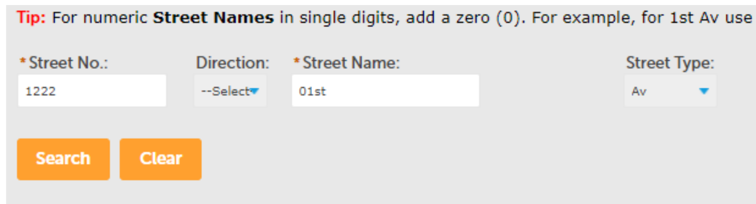
- See Information Bulletin 165, How to Obtain a Public Right-of-Way Permit for Standard Public Improvements.
- See Information Bulletin 523, How to Obtain a Permit for a Sidewalk Café.
- See Section 142.0560(j), for Driveway and Access Regulations.



6e

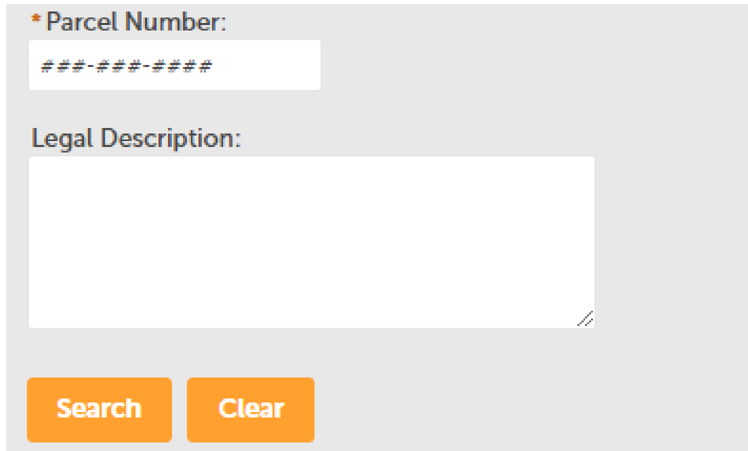
Address or Parcel Entry

- 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”



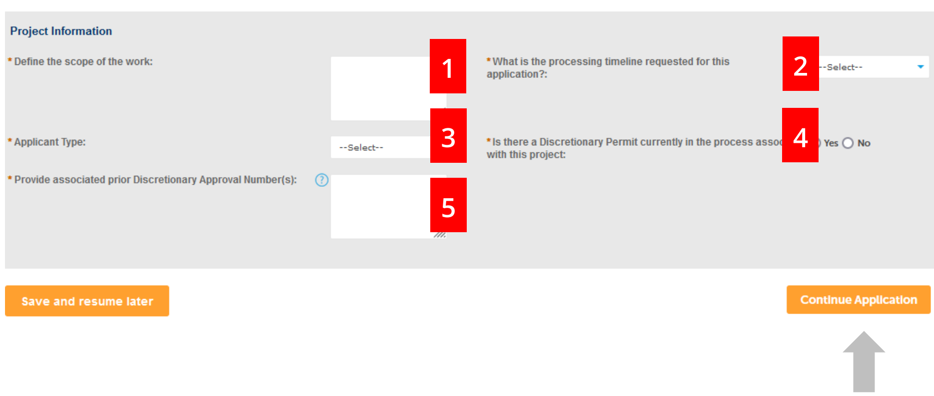
- Click “Continue Application”

6f

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 - Standalone

6a

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.

6b

Submittal Validation

Answer the submittal validation questions.

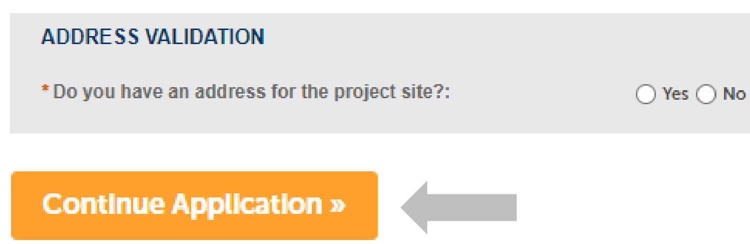
If the answer is “Yes” to both questions you must submit a **Grading, ROW, Mapping– Associated** submittal to complete the permit application

Otherwise, click “Continue Application”

6c

Address Validation

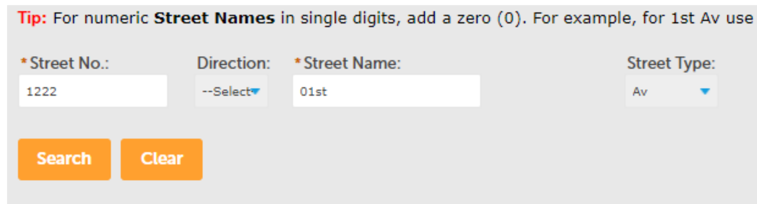
- Indicate if there is an address for the Project Site
- Click “Continue Application”



6d

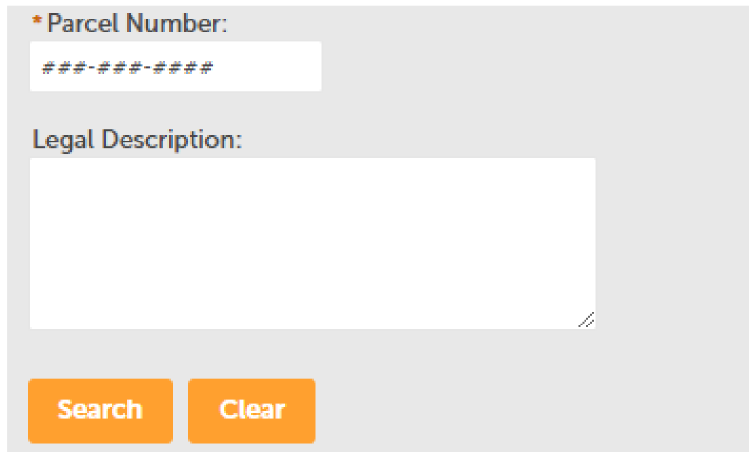
Address or Parcel Entry

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



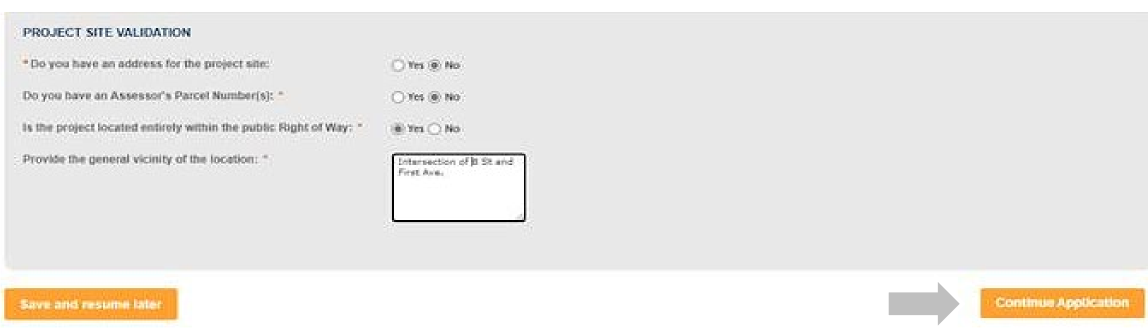
OR

- 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”

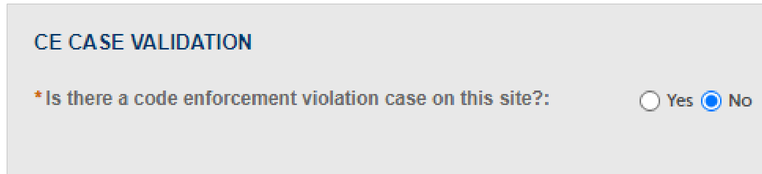


6e

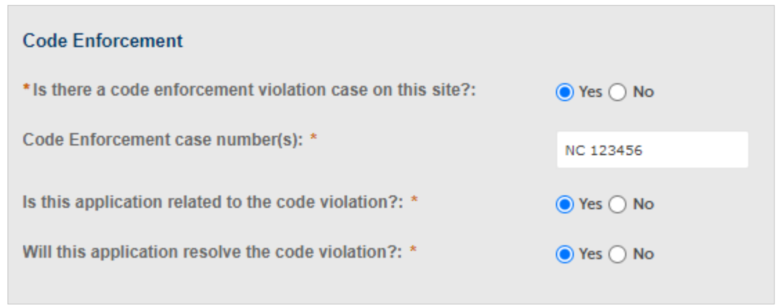
Code Validation

Answer the Code enforcement Case question:

- If "no," continue application:



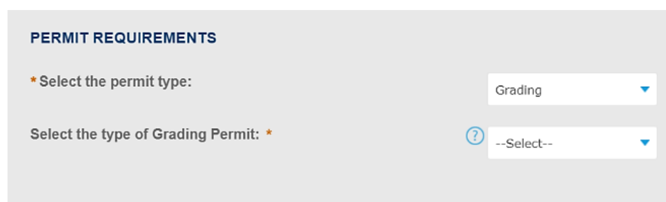
- If "yes," answer the additional questions



6f

Permit Specific Requirements

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



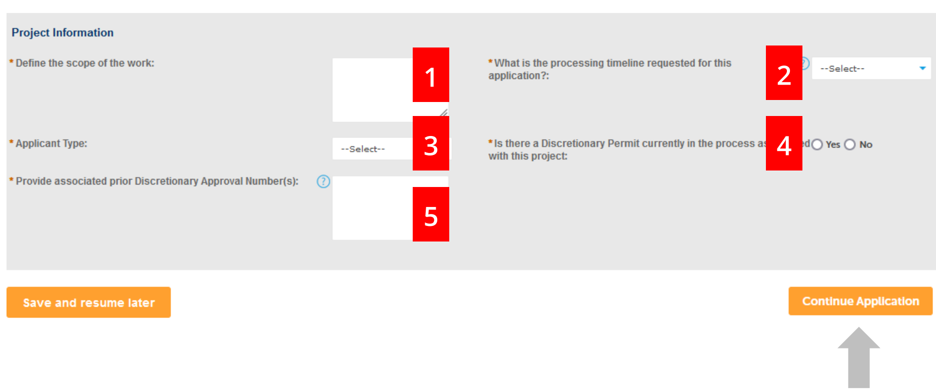
6g

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

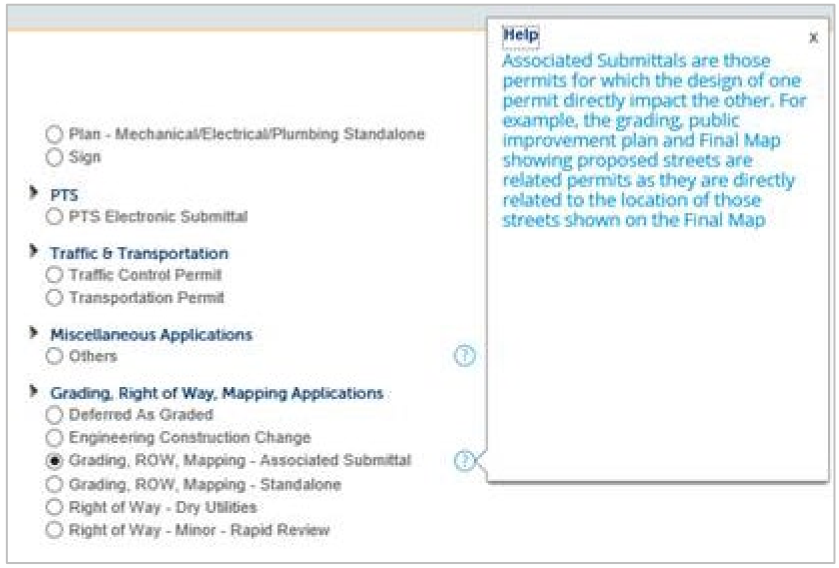
Grading, ROW, Mapping - Associated

6a

Select a Record Type

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

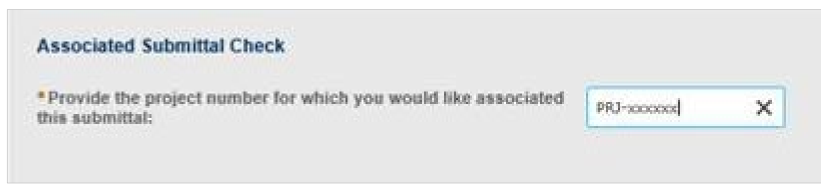
If the existing project is a PTS or Hybrid project, select the Standalone record to complete your application.



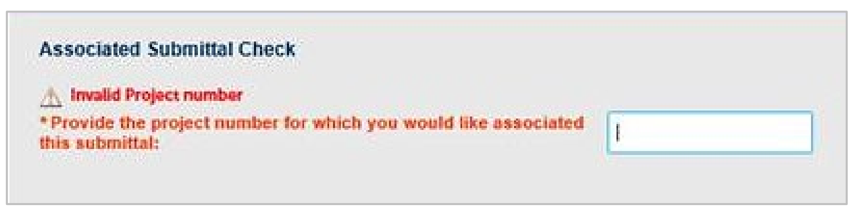
6b

Submittal Validation

- Enter an existing Accela PRJ number to continue



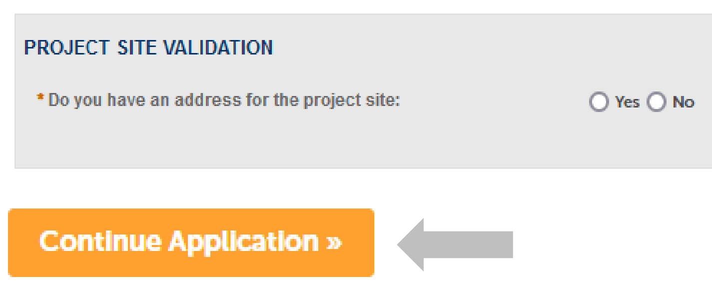
- If the PRJ number is invalid, Select “Grading, ROW, Mapping – Standalone” to complete your application



6c

Addres Validation

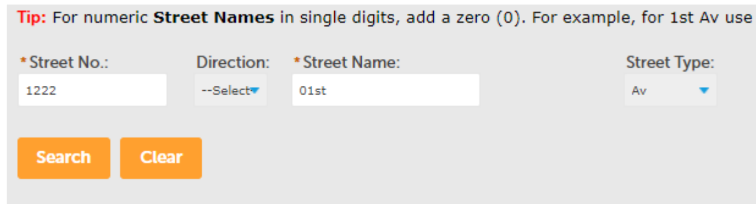
- Indicate if there is an address for the project site
- Click “Continue Application”



6d

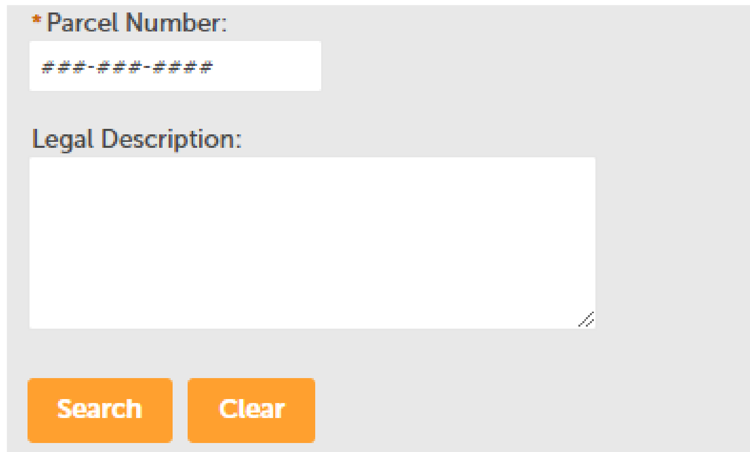
Address or Parcel Entry

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



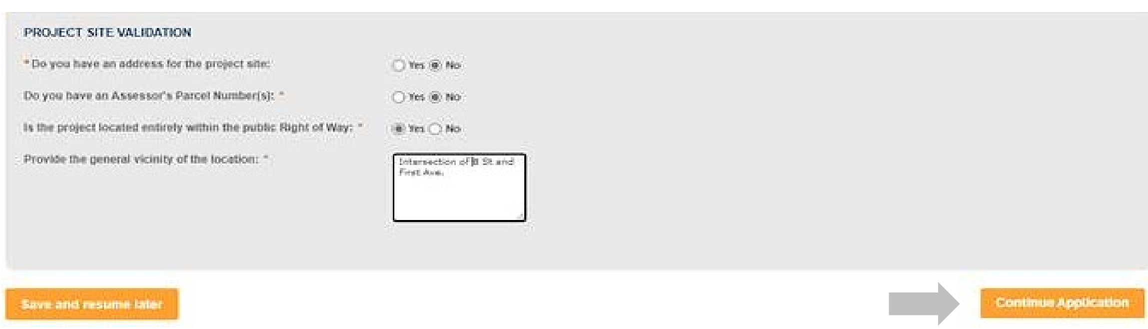
OR

- 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”

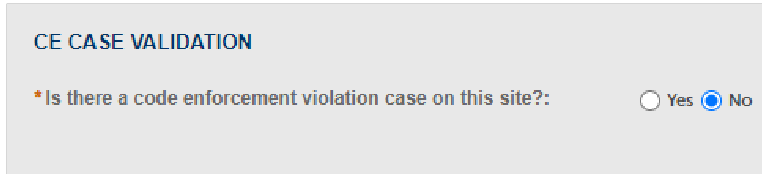


6e

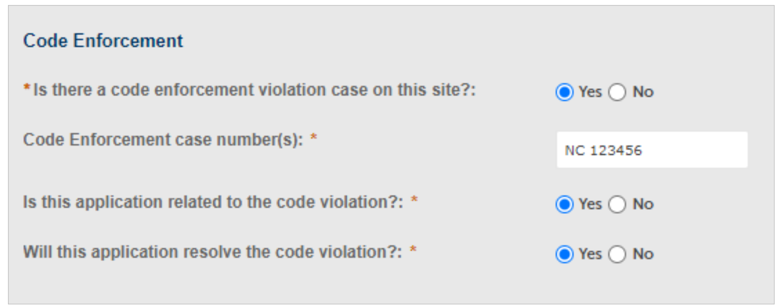
Code Validation

Answer the Code enforcement Case question:

- If "no," continue application:



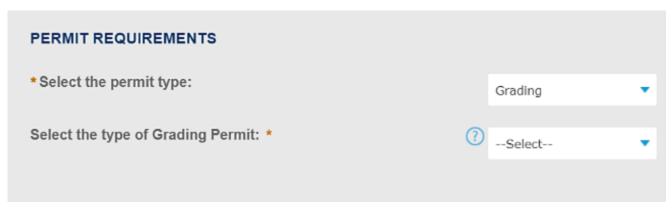
- If "yes," answer the additional questions



6f

Permit Specific Requirements

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



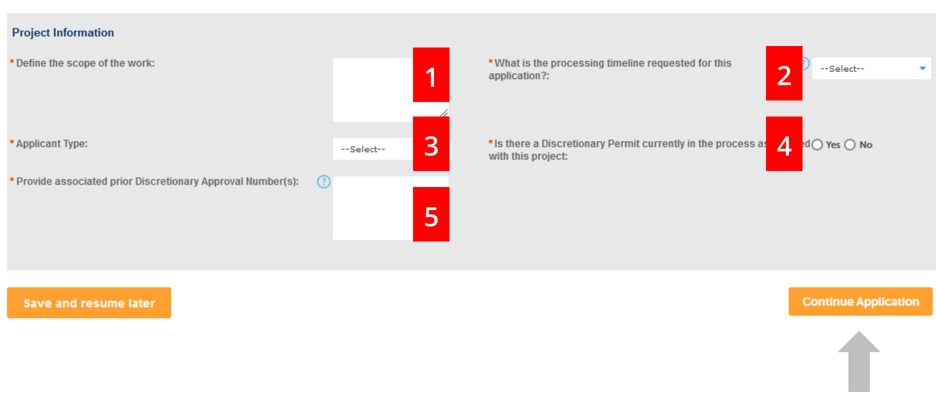
6g

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"



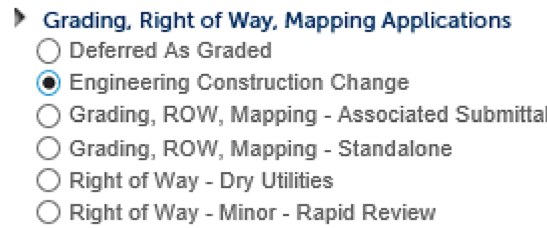
Go to [step 7](#) to upload documents and complete application

Engineering Construction Change

6a

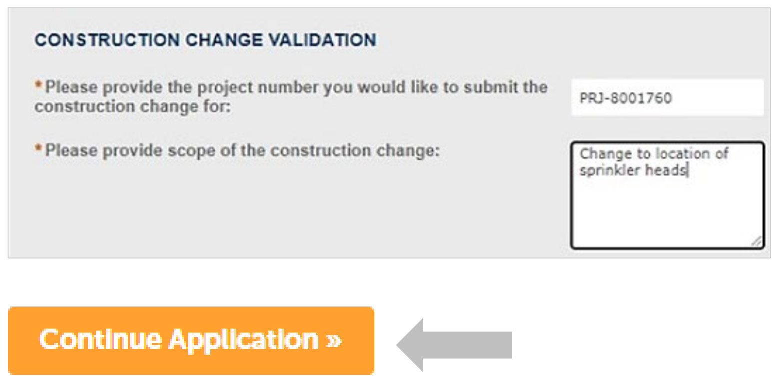
Select a Record Type

- Select "Engineering Construction Change"



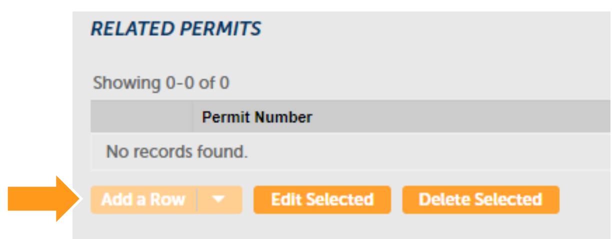
6b

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



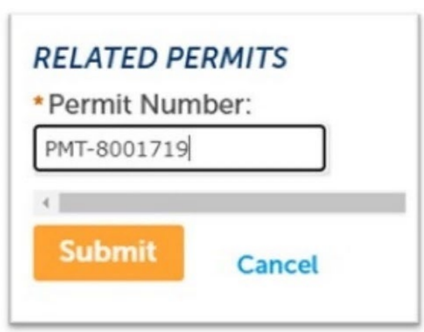
6c

- Click "Add a Row"



6d

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



6e

After the PMT is validated, it will be displayed.

- Click “Continue Application”

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

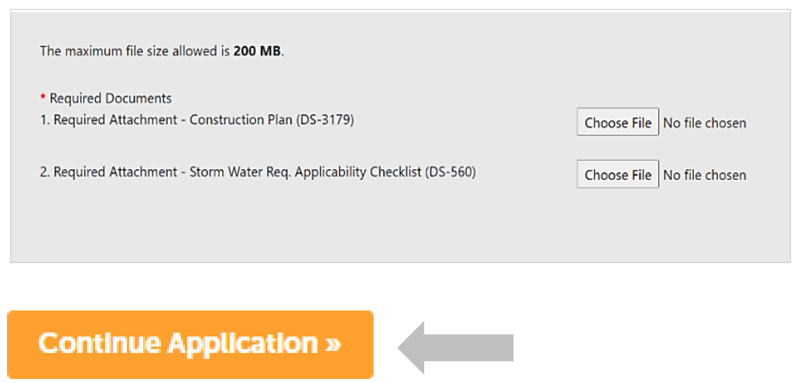
Required Documents

7

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.

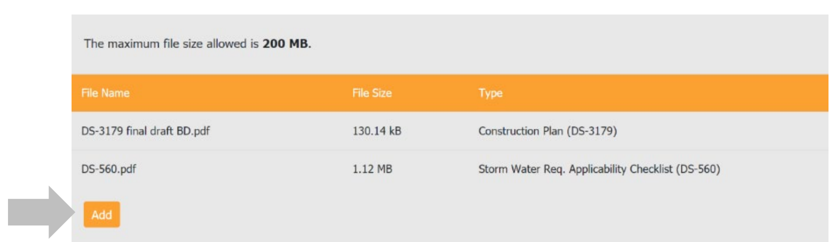
[Scout Validation Help](#)

8

Additional Documents

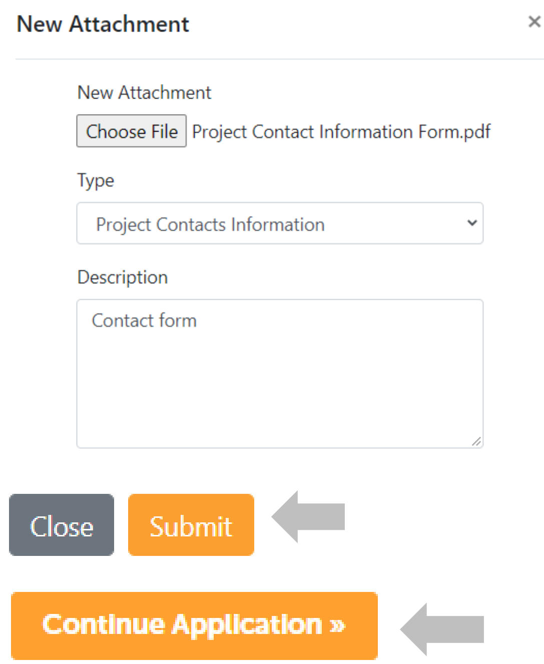
Upload any additional documents you wish to include with your submittal

- Click “Add”



9

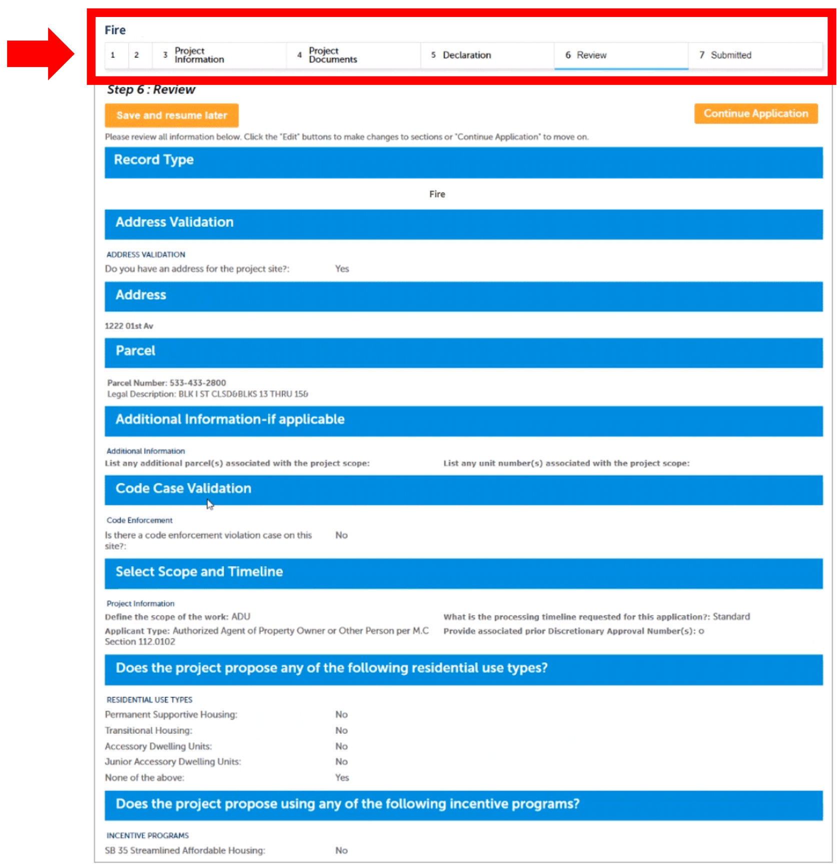
- Select “Choose File” and drag/drop or search your files to attach them
- Click the *Type* drop-down and select file type
- Provide a brief description of the document
- Click the “Submit” button
- Click “Continue Application”

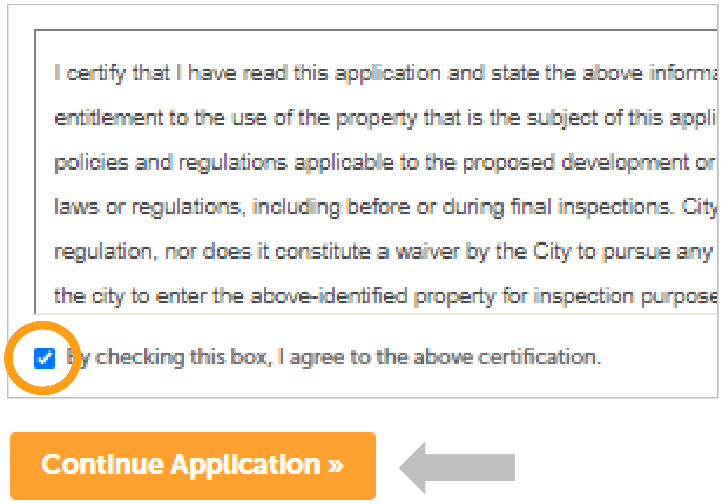
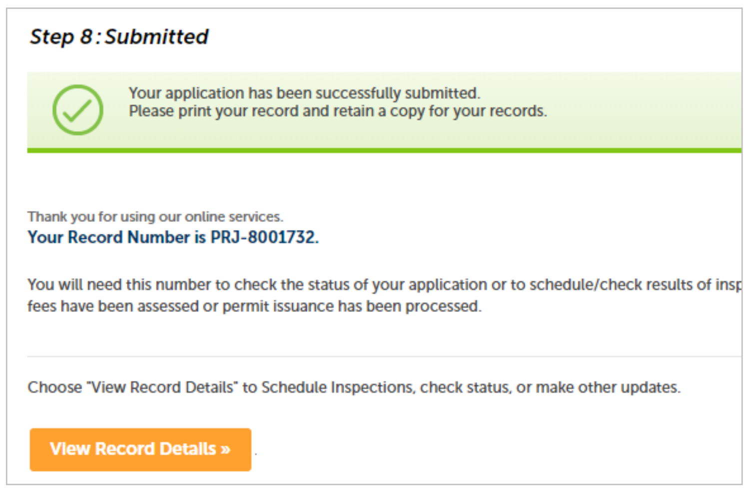
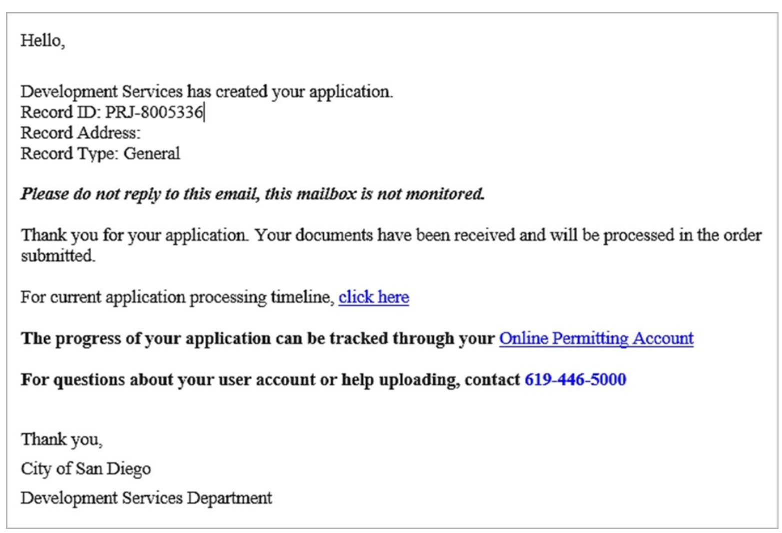


10

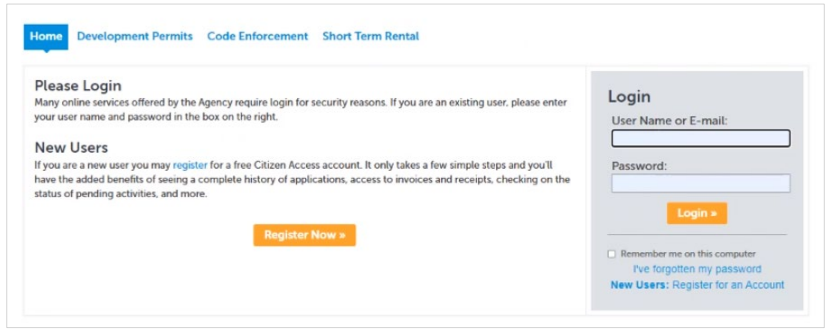
Review Application

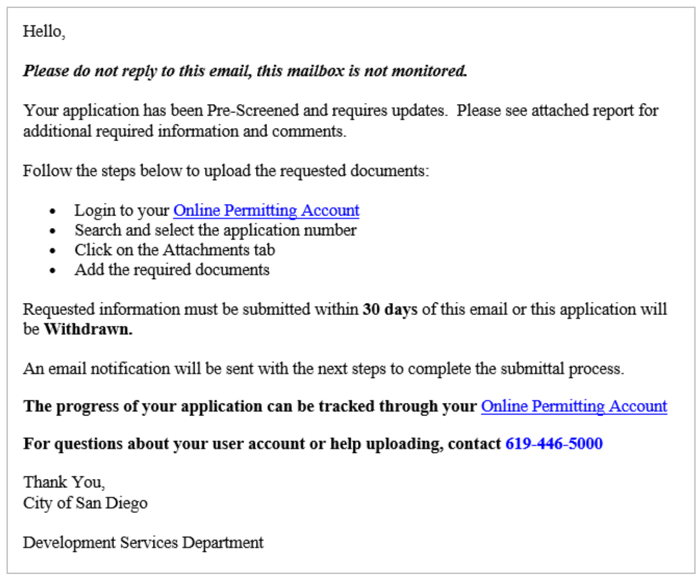
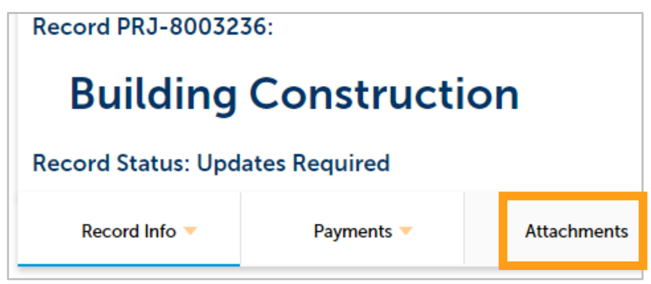
Review the Application and return to previous steps by clicking on the numbered tabs at the top.



11	• Acknowledge the final certification • Click *Continue Application*	
12	Your record number will 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>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>1</td><td>
Log into your Online Permitting Account
Enter your username and password.
</td><td>


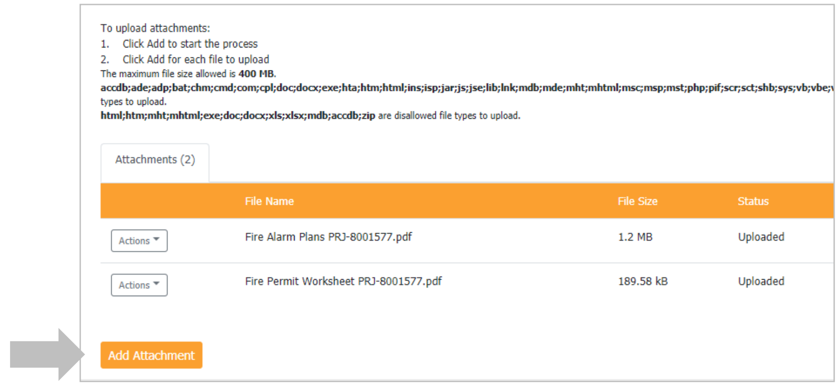
</td></tr>
<tr><td>2</td><td>
Open the ‘Updates Required’ email.
Click either of the email links to go to your account and make project updates
</td><td>

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
</td></tr>
<tr><td>3</td><td>
Your project information will load
Click the “Attachments” Tab
</td><td>


</td></tr>
</table>

4

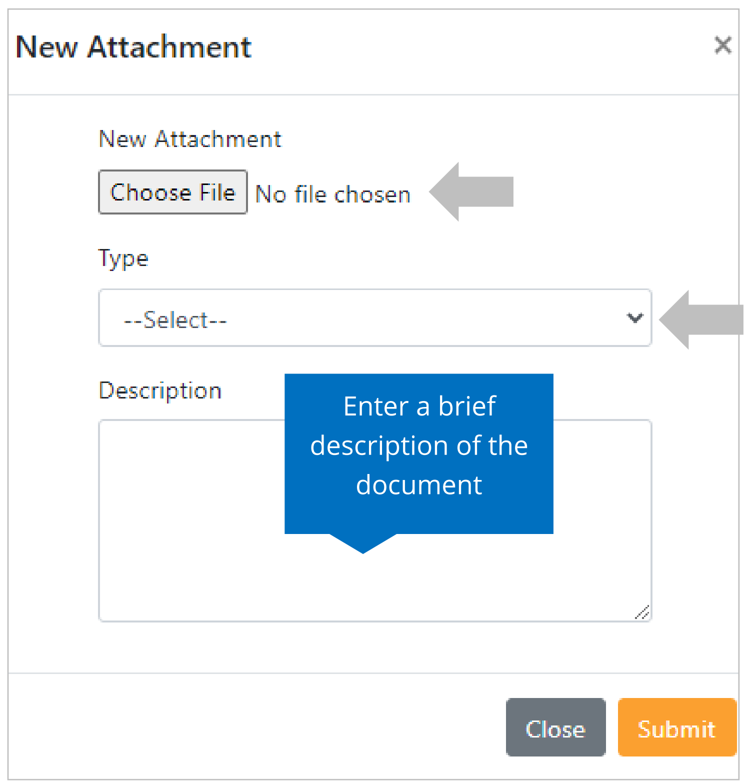
Previously attached documents will be displayed.

- Click "Add Attachment"



5

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

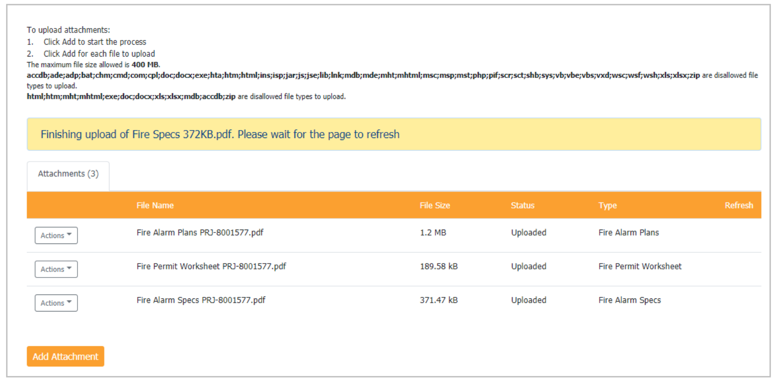


6

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

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.

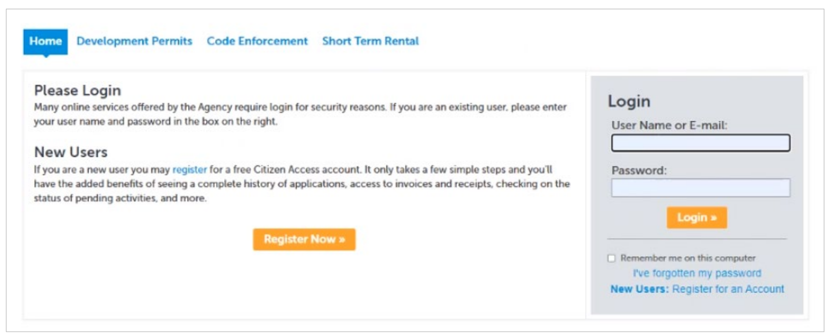


I RECEIVED A "REVIEW PENDING INVOICE PAYMENT" EMAIL. HOW DO I PAY?

Step	Action	Screen Reference

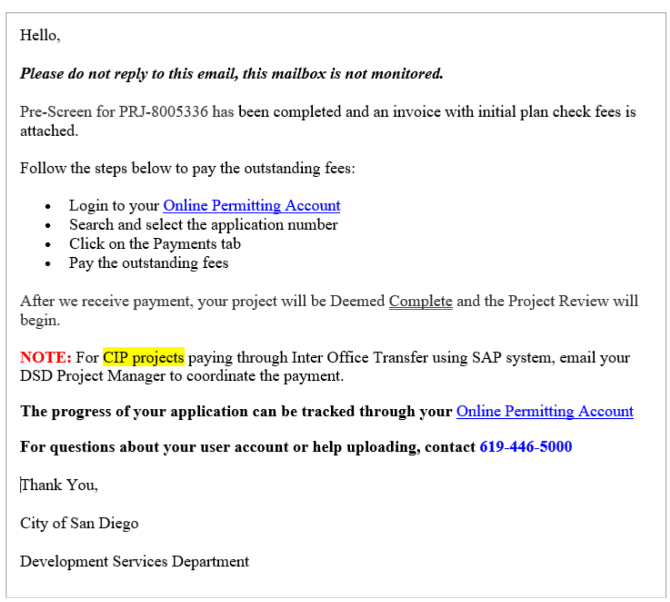
1

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



2

- Open the 'Review Pending Invoice Payment' email
- Click 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,

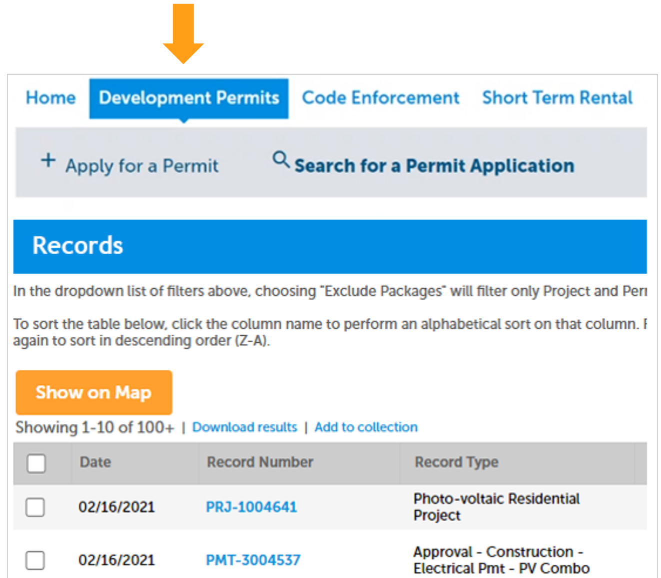
City of San Diego

Development Services Department

3

Click on the “Development Permits” tab.

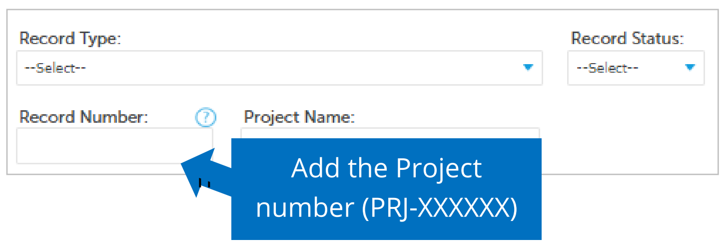
- Select the record listed in the email



OR

Scroll down to the search field for Records

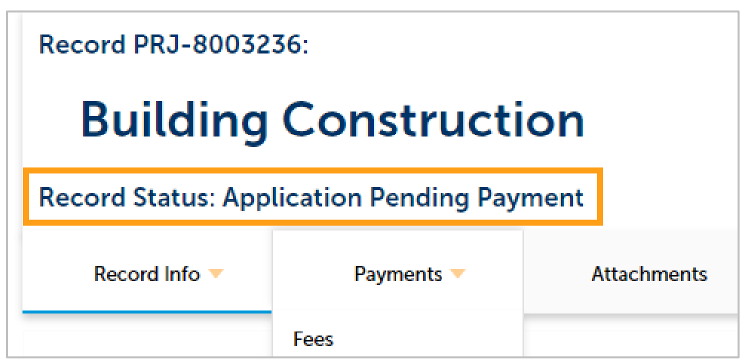
- Input the PRJ into the General Search in this format: **PRJ-1234567**



4

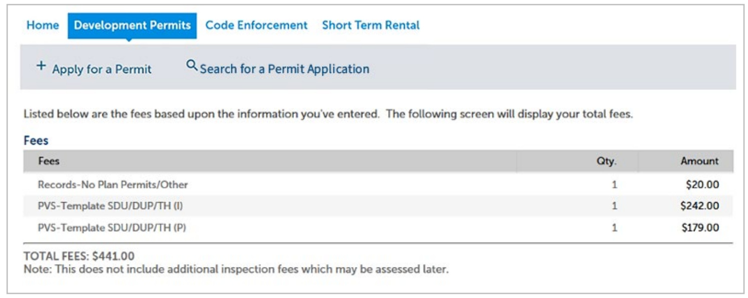
Verify that the record has the status: “Application Pending Payment”

- Click on “Payments”
- Select “Fees”

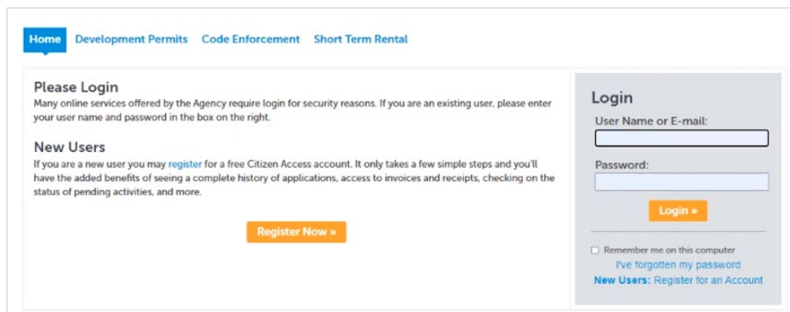
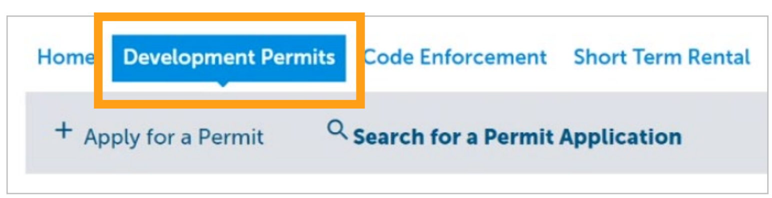
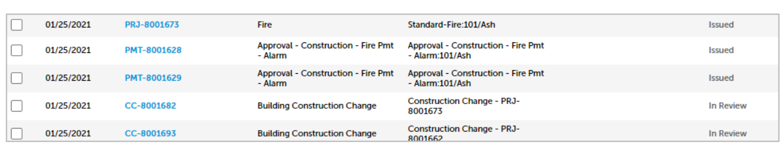


5

- Click on “Pay Fees”

6	The following screen will load. Follow instructions to pay.	

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

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

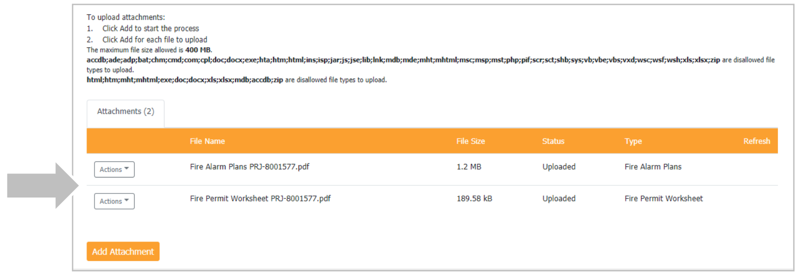
<table>
<tr><td>4</td><td>

- Click the “Attachments” tab

Previously attached documents will be displayed.

You will see your Project Issues Report by discipline displayed.

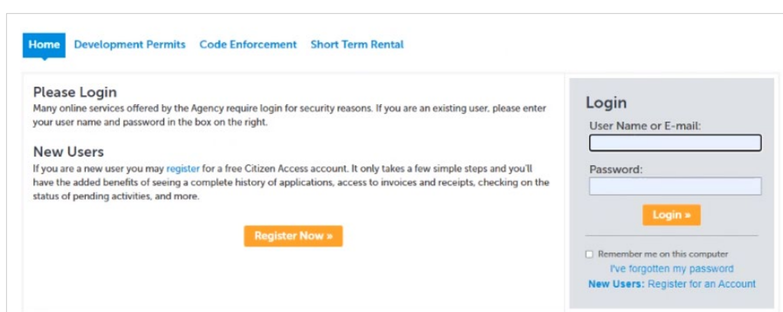
- Click the “Actions” drop-down

</td><td>
</td></tr>
<tr><td>5</td><td>Click “Download” and the selected Project Issues Report will download</td><td>
</td></tr>
</table>

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

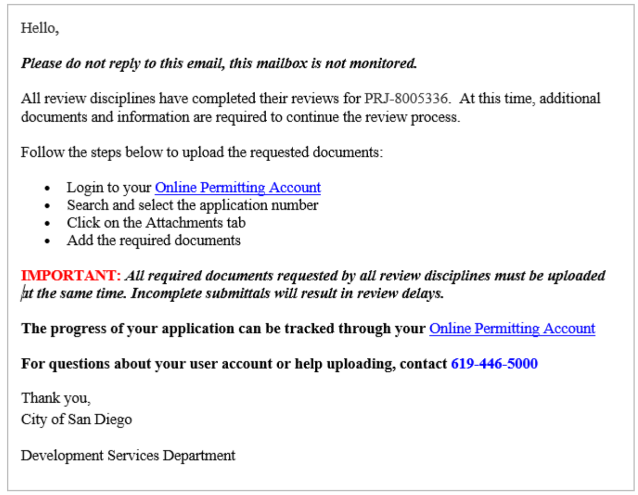
<table>
<tr><th>Step</th><th>Action</th><th>Screen Reference</th></tr>
<tr><td>i</td><td colspan="2">You will receive an email for Recheck Required if there are corrections to be made to the plans or if additional information is needed.</td></tr>
<tr><td>1</td><td>

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

</td><td>
</td></tr>
</table>

2

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



Hello,

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

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

Follow the steps below to upload the requested documents:

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

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

The progress of your application can be tracked through your Online Permitting Account

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

Thank you,
City of San Diego

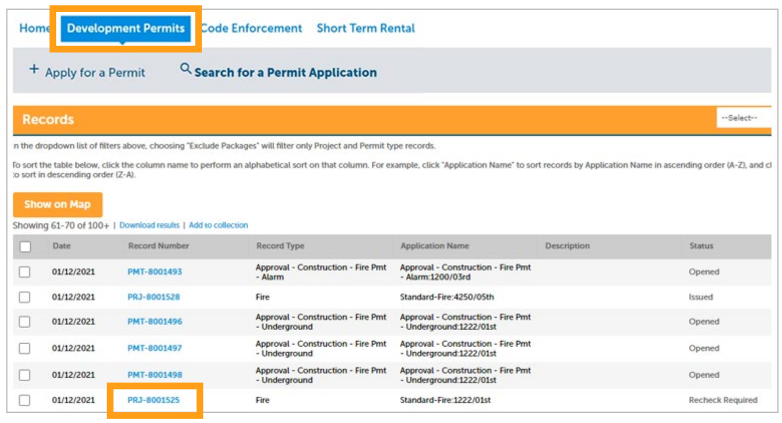
Development Services Department

3

- Select the “Development Permits” tab

Your records will display with the current statuses.

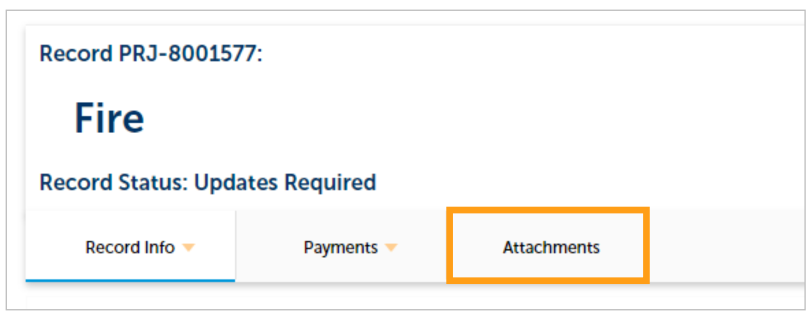
- Click on the blue PRJ link of the project



4

Your project information will load.

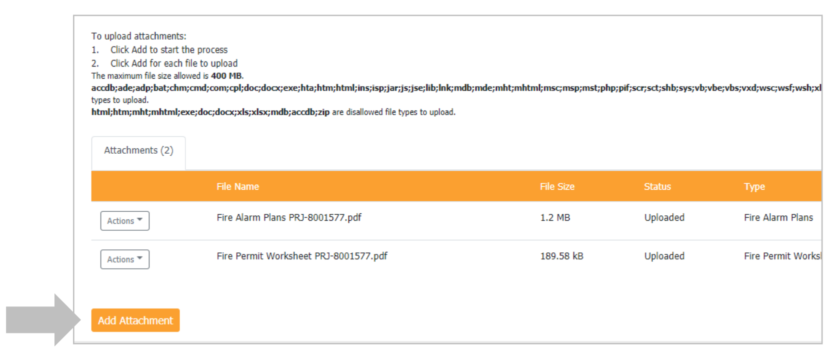
- Click the “Attachments” Tab



5

Previously attached documents will be displayed.

- Click on “Add Attachment”



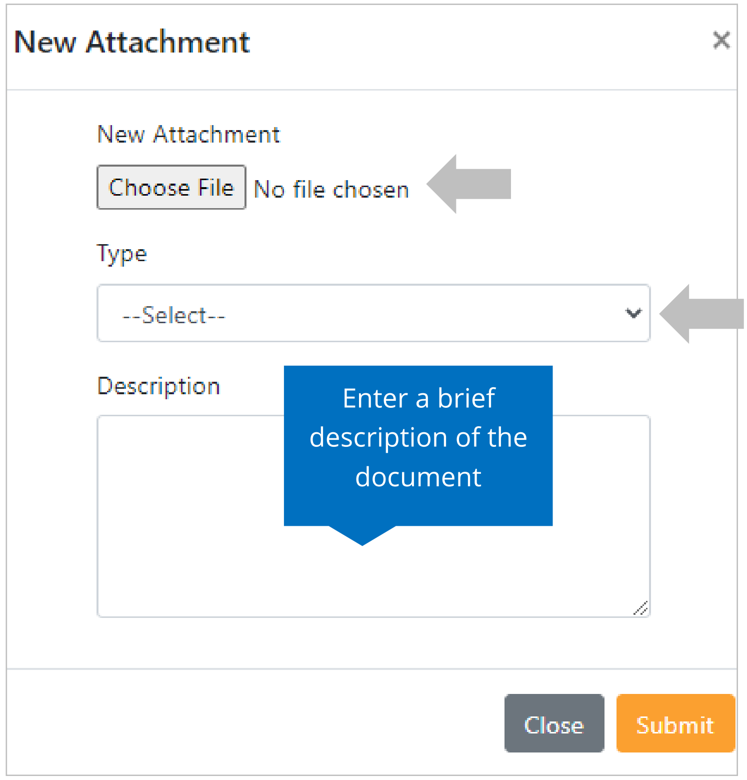
6

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

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

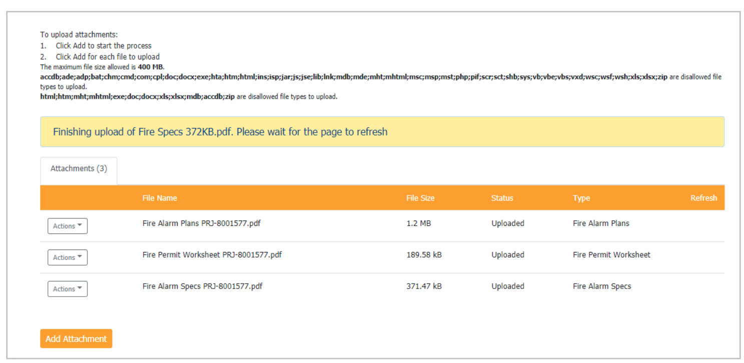
Tips:

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

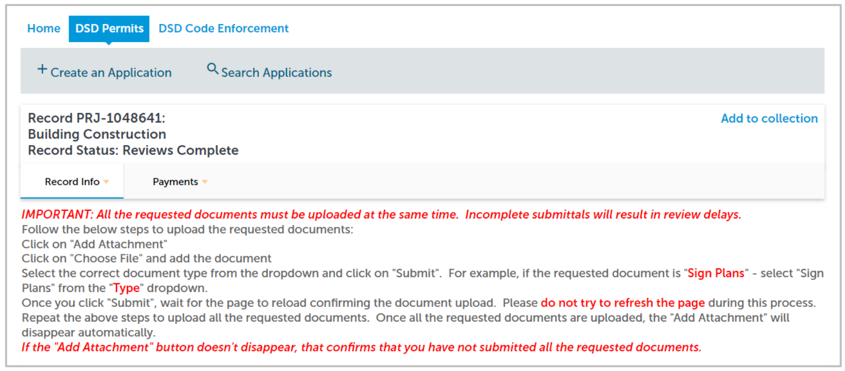
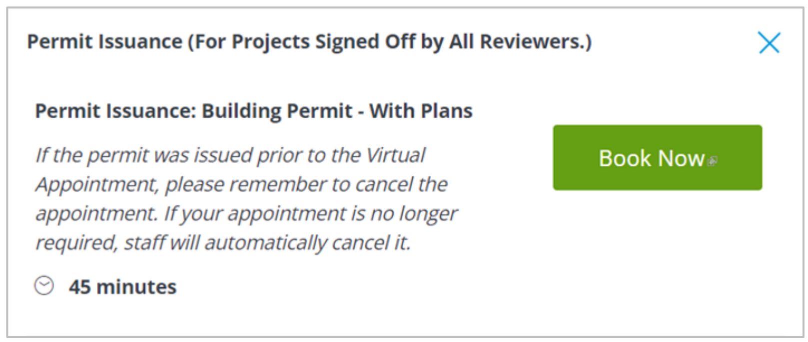


7

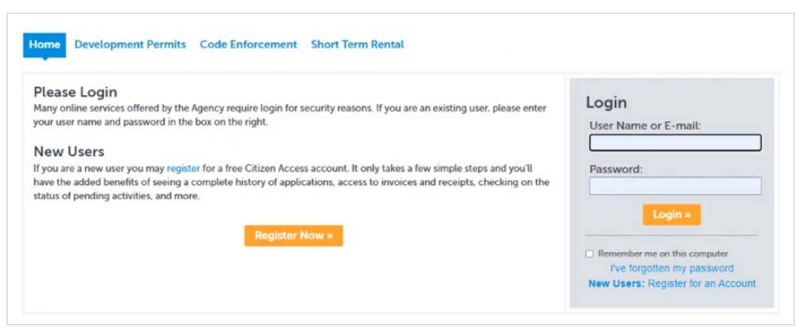
The documents will be validated by Scout and be uploaded to the project record (PRJ)



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

Step	Action	Screen Reference
i	The application is now in queue for issuance. Refer to the [Permit Application Processing Timeline] for current issuance timelines.	
1	We offer appointments for issuance of certain application types. • To schedule an appointment, [click here].	

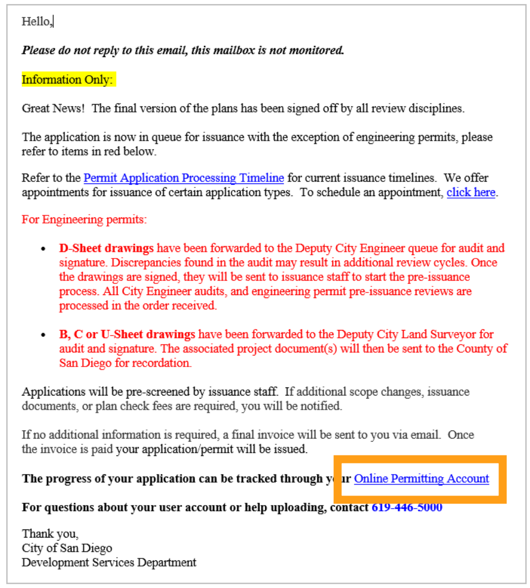
I RECEIVED A "REVIEW COMPLETE/PERMIT READY FOR PAYMENT" EMAIL. HOW DO I PAY MY INVOICE?

Step	Action	Screen Reference
1	• Log into your [Online Permitting Account] • Enter your username and password	

2

Open the “Approved” email

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



Hello,

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

Information Only:

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

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

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

For Engineering permits:

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

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

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

The progress of your application can be tracked through your Online Permitting Account

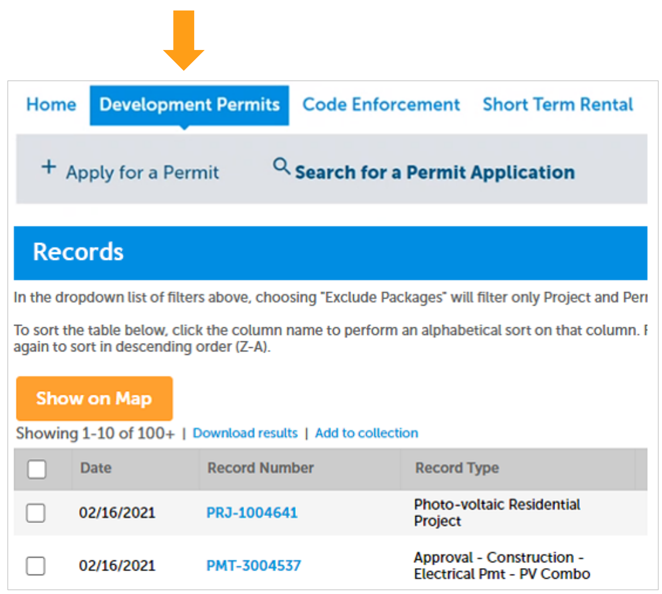
For questions about your user account or help uploading, contact 619-446-5000

Thank you,
City of San Diego
Development Services Department

3

Click on “Development Permits” tab.

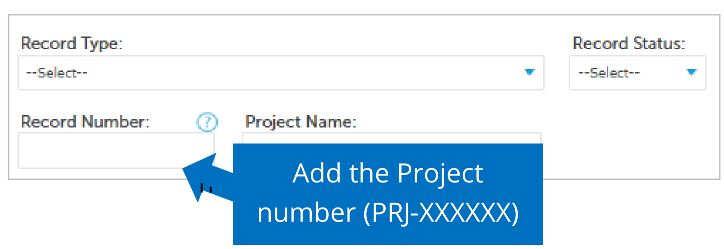
- Select the record listed in the email

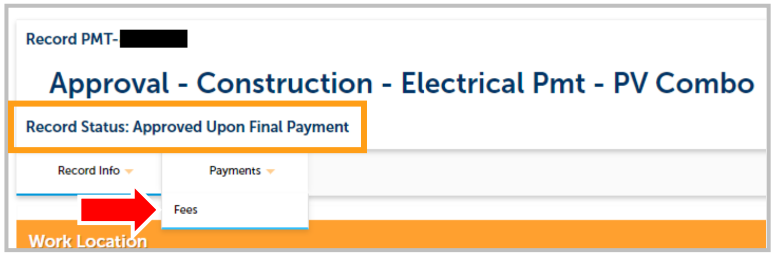
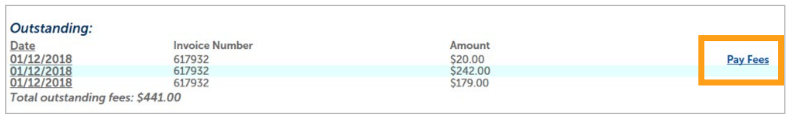
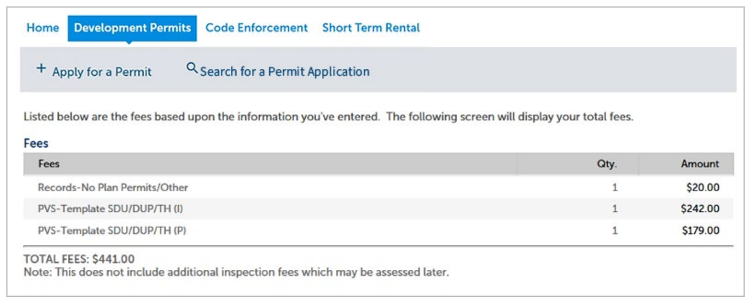


OR

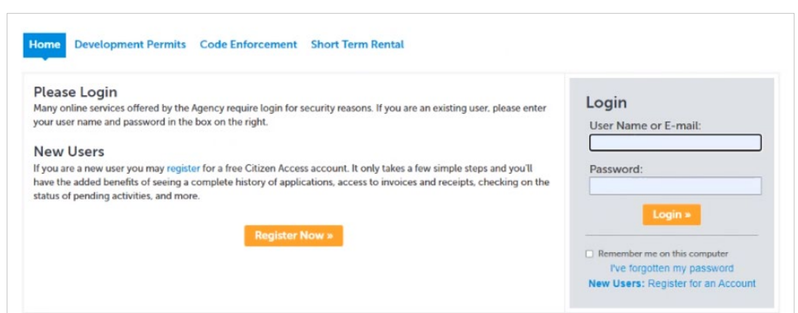
Scroll down to the search field for Records

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



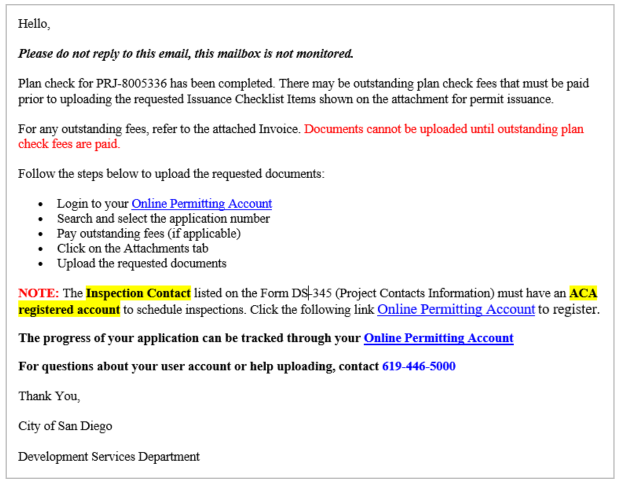
4	Verify that the record has the status: Approved Upon Final Payment. • Select "Payments" tab • Then, select "Fees"	
5	Click on "Pay Fees"	
6	The following screen will load. • Follow instructions to pay	

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

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

2

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



Hello,

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

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

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

Follow the steps below to upload the requested documents:

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

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

The progress of your application can be tracked through your Online Permitting Account

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

Thank You,

City of San Diego

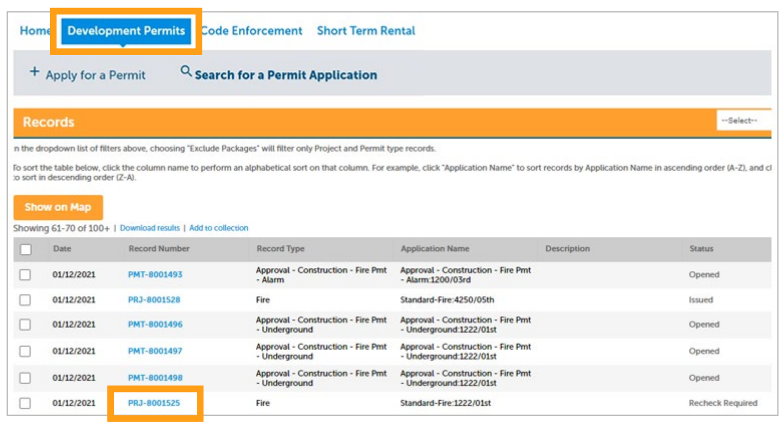
Development Services Department

3

- Select the “Development Permits” tab

Your records will display with the current statuses.

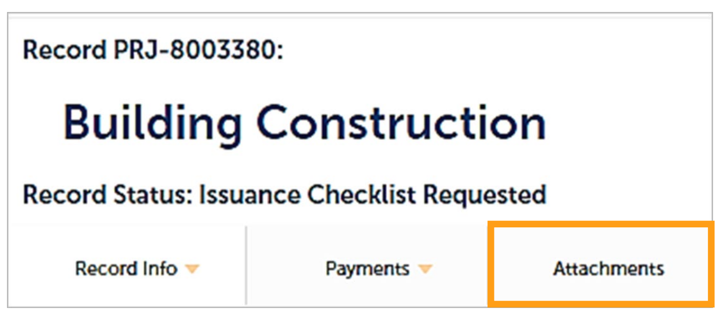
- Click on the blue PRJ link of the project



4

Your project information will load.

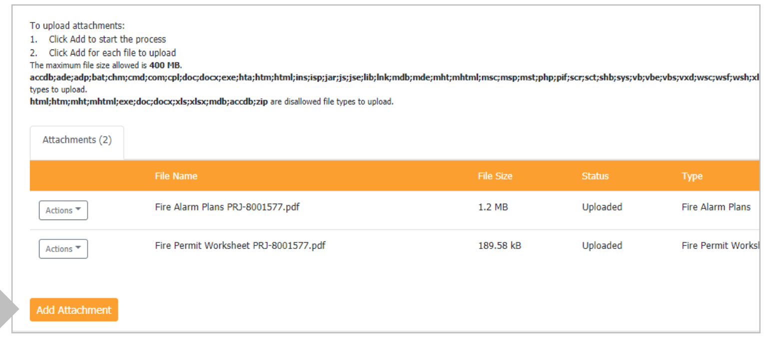
- Click the “Attachments” Tab



5

Previously attached documents will be displayed.

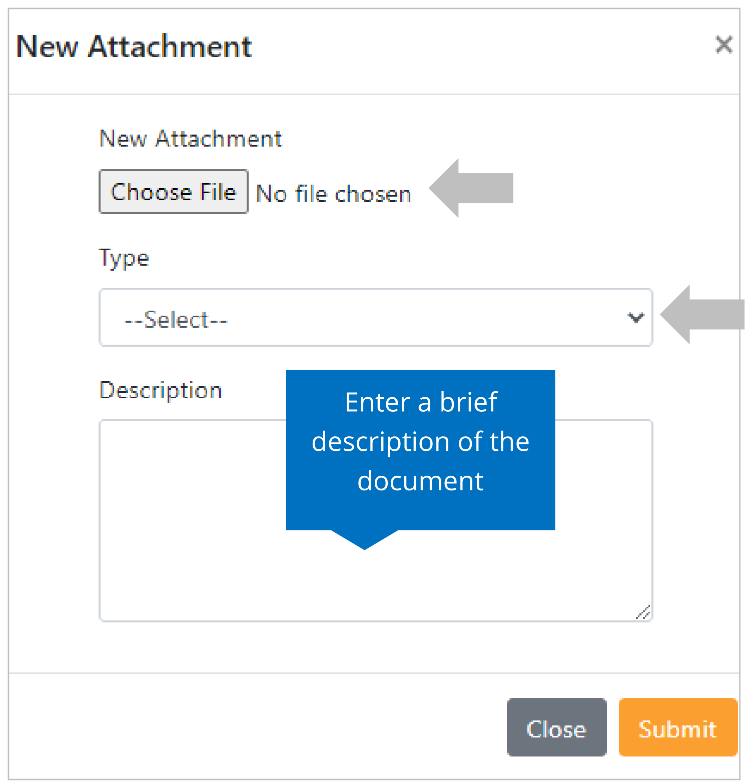
- Click "Add Attachment"



6

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

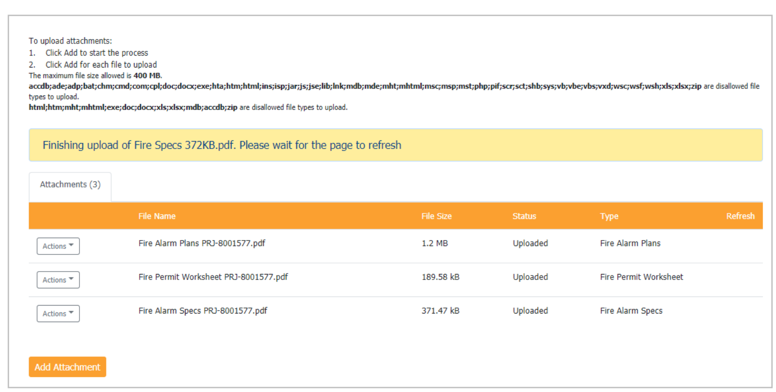
Repeat until all requested documents have been uploaded



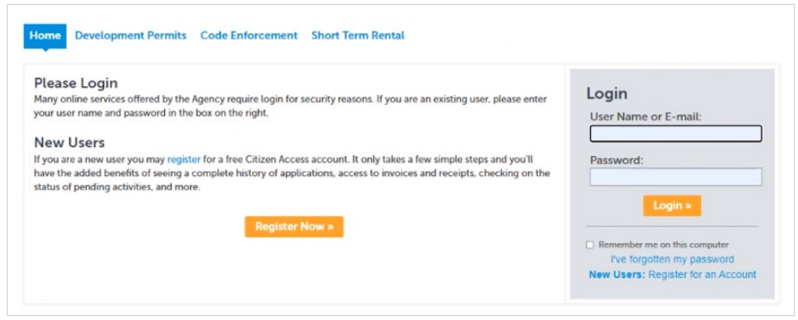
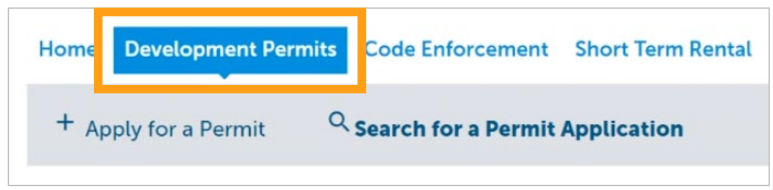
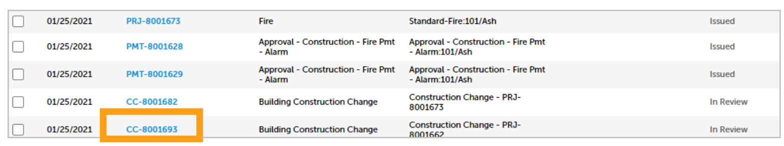
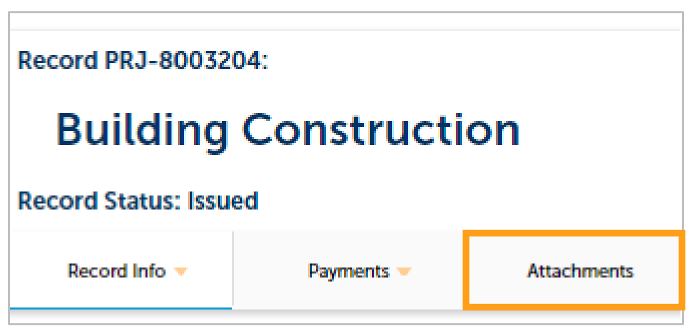
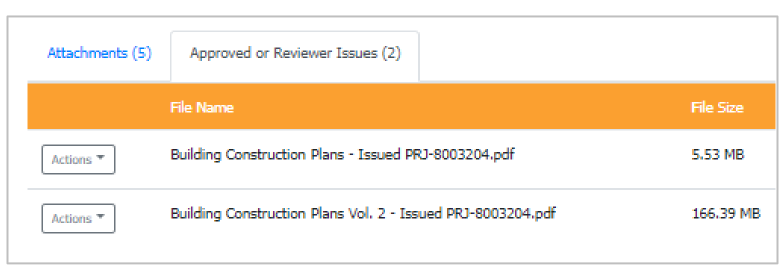
7

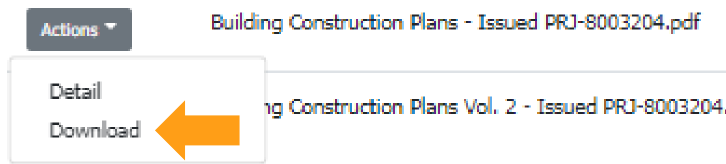
The documents will be validated by Scout and be uploaded to the project record (PRJ)

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

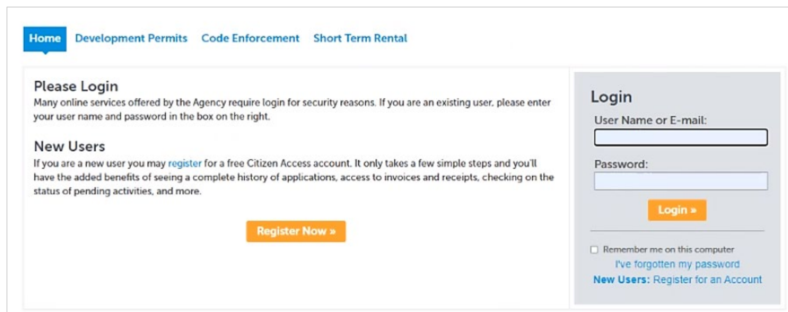
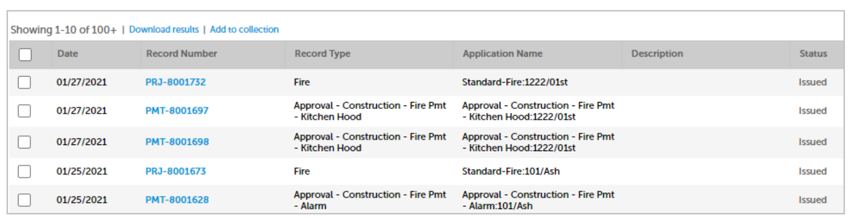
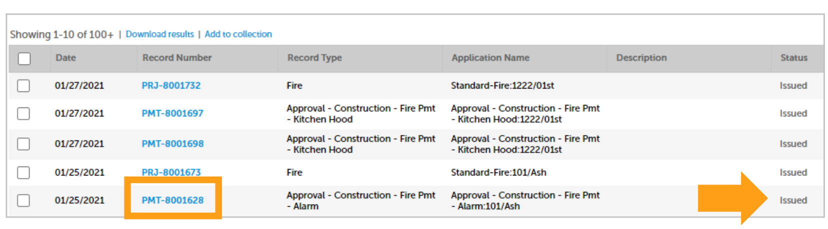


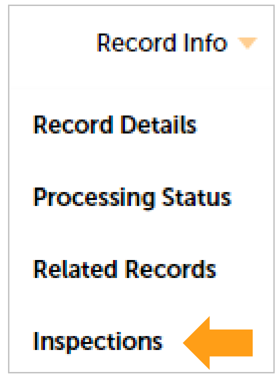
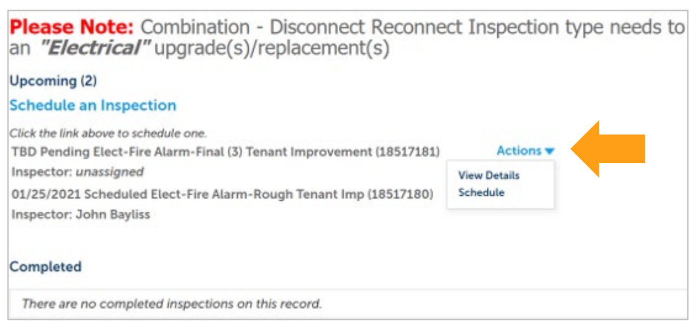
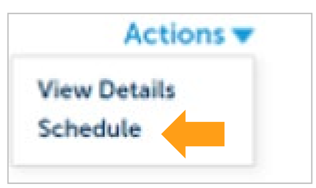
PERMIT STATUS IS "ISSUED." HOW DO I DOWNLOAD MY APPROVED PLANS?

Step	Action	Screen Reference
1	• Log into your [Online Permitting Account](#) • Enter your username and password	
2	• Select the "Development Permits" tab	
3	Your records will be displayed • Select the PRJ record you wish to print by clicking on the blue link	
4	The record details will be displayed • Click the "Attachments" Tab	
5	The attachments for this project will be displayed. Status will be "Approved"	

6	The document name will contain the word “Issued” • Click on the Actions drop-down and click “Download”	

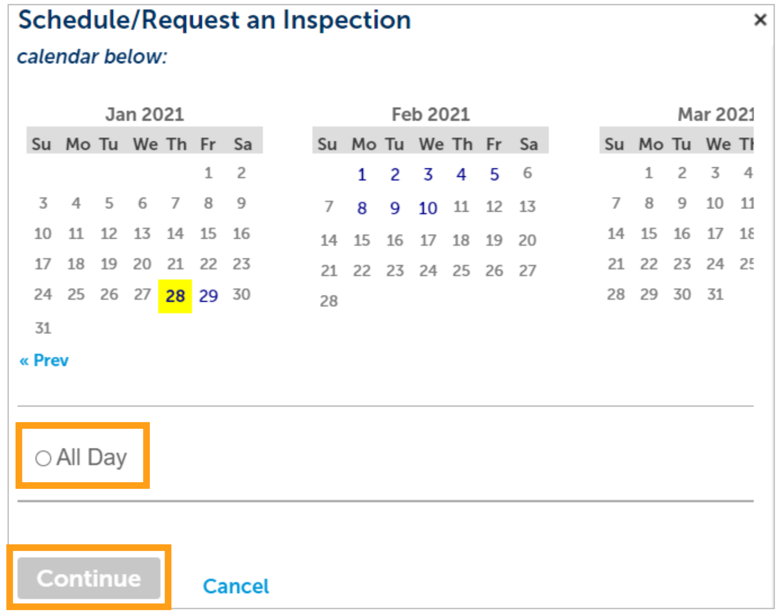
HOW DO I SCHEDULE INSPECTIONS?

Step	Action	Screen Reference
1	• Log into your [Online Permitting Account](#) • Enter your username and password	
2	• Click on “My Records” and your records will be displayed	
3	• Click on the permit number for which you would like to schedule inspection. The status must be “Issued” to schedule an inspection.	

<table>
<tr><td>4</td><td>Click on “Record Info” button for drop-down options</td><td>
</td></tr>
<tr><td>5</td><td>
Click on “Inspections”</td><td>
</td></tr>
<tr><td>6</td><td>The inspections screen will appear, showing upcoming and completed inspections.
Click on the “Actions” link of the inspection you would like to schedule</td><td>
</td></tr>
<tr><td>7</td><td>
Click on the “Schedule” link</td><td>
</td></tr>
</table>

8

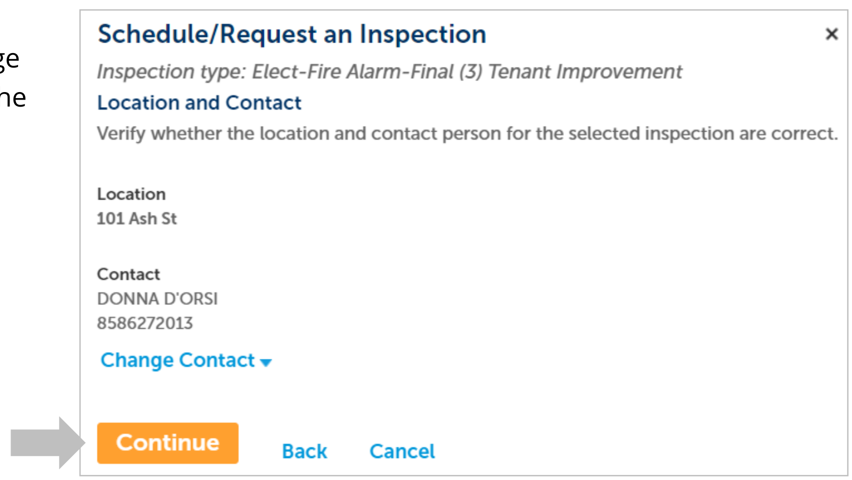
- Click on the date you would like the inspection. It must be a future date, not same day.
- Then, click on the “All Day” radio button and finally click “Continue”



9

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

If no changes are needed, click on “Continue”

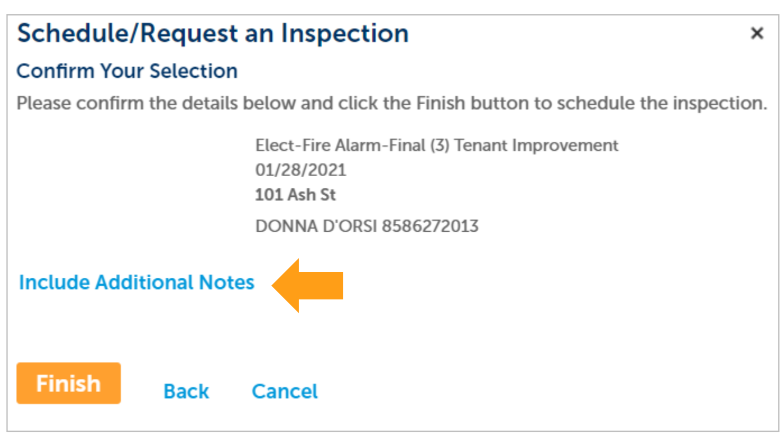


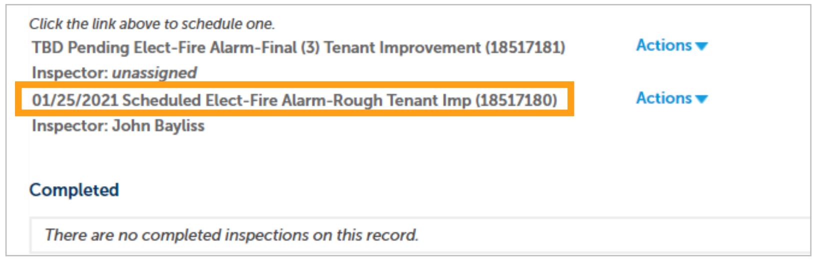
10

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

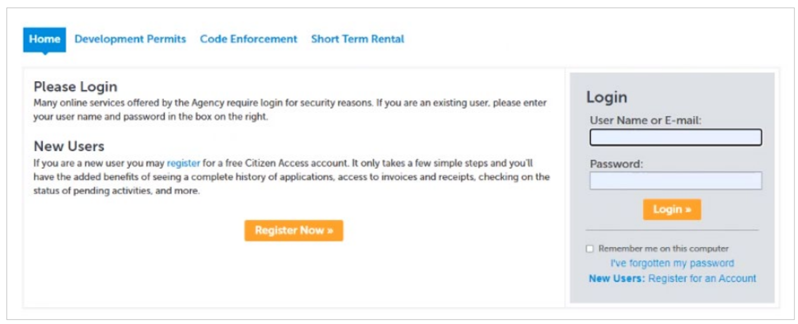
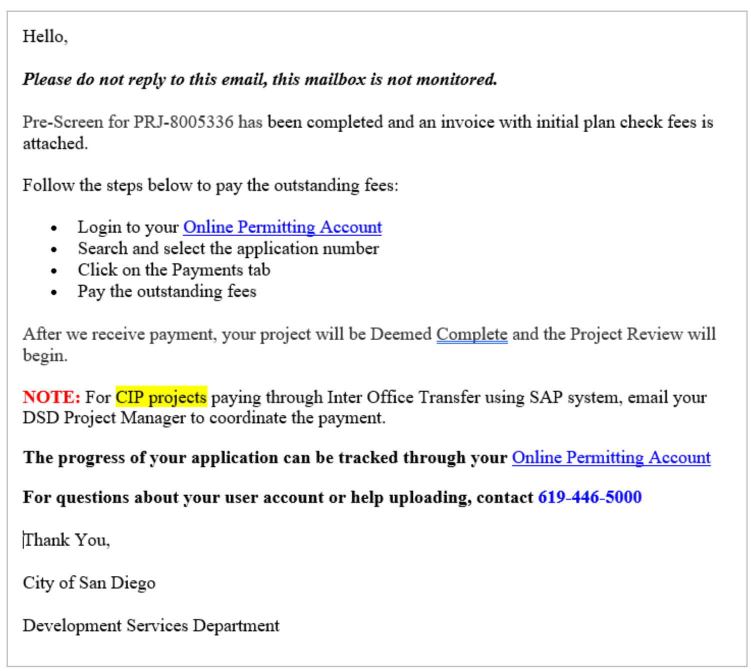
If not correct, then click ‘Back’ and you can edit the information or click ‘Cancel’ to begin the process from the start.

Include any additional notes for the inspector here.



11	• Click "Continue" You will be returned to the Inspections screen where you can confirm that the inspection was properly scheduled.	

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

Step	Action	Screen Reference
1	• Log into your [Online Permitting Account](#) by entering your username and password and then clicking on the Login button.	
2	• 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

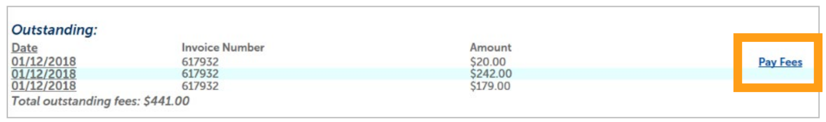
3

Your record will be displayed

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

4

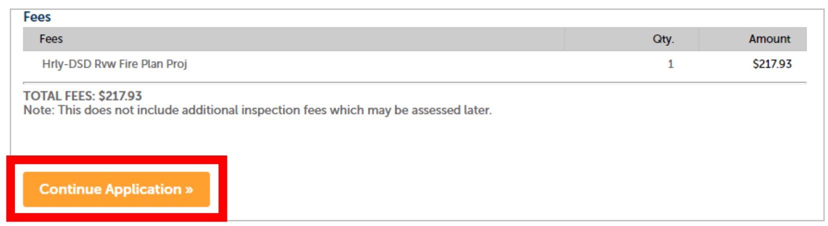
- Click on “Pay Fees”



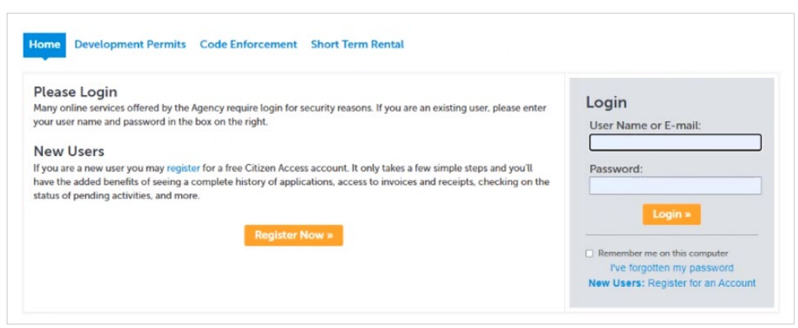
5

The following screen will load.

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

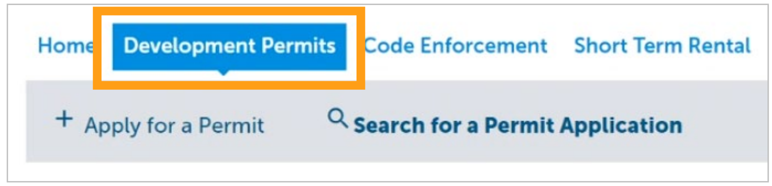


HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

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

2

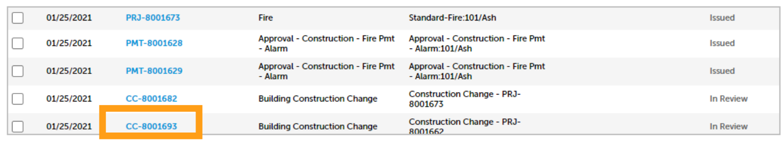
- Select the "Development Permits" tab



3

Your records will be displayed

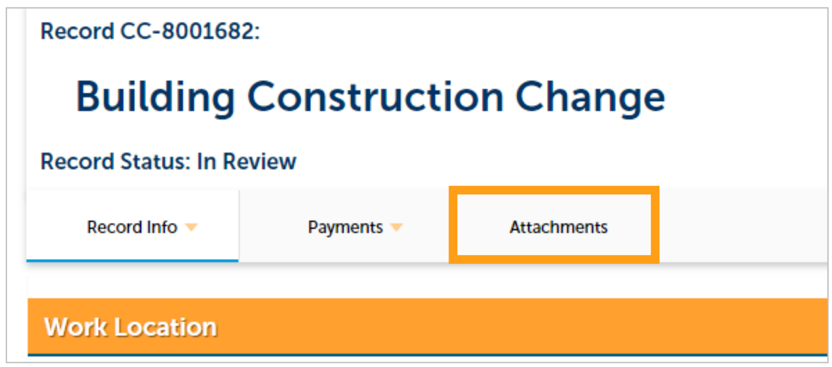
- Select the record you wish to print by clicking on the blue link



4

The record details will be displayed

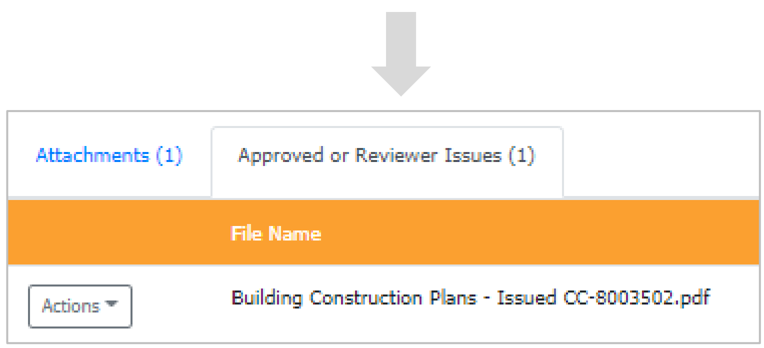
- Click the "Attachments" Tab



5

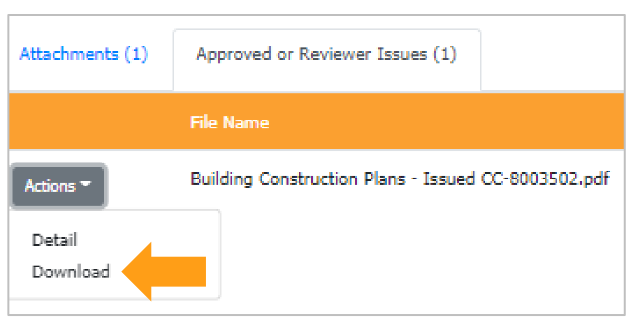
- Click the "Approved or Reviewer Issues" tab

The attachments for this CC project will be displayed

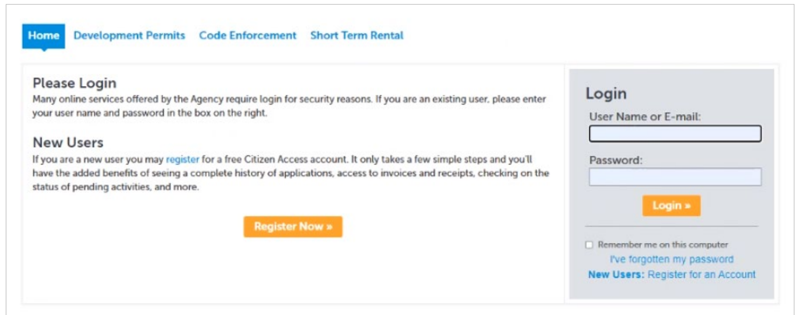
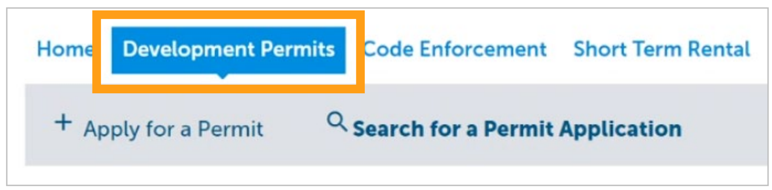
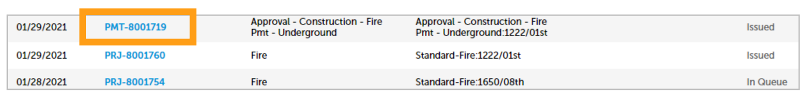
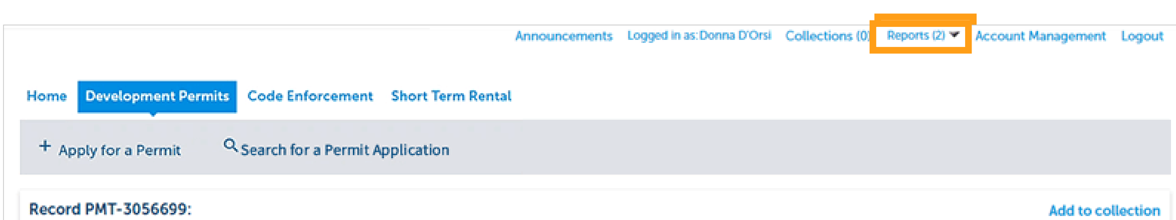


6

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



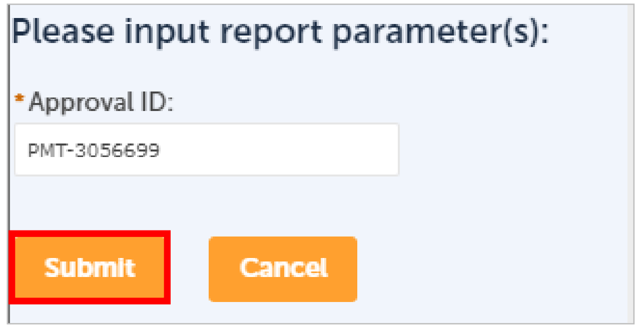
HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?

Step	Action	Screen Reference
1	**APPROVAL REPORT** • Log into your [Online Permitting Account](#) • Enter your username and password	
2	• Click on the Development Permits tab and your records will be displayed	
3	• Click on the PMT you wish to print the Approval Report for	
4	The selected record will be displayed	
5	• Click on the "Reports" drop-down menu • Select "Approval" 	

6

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

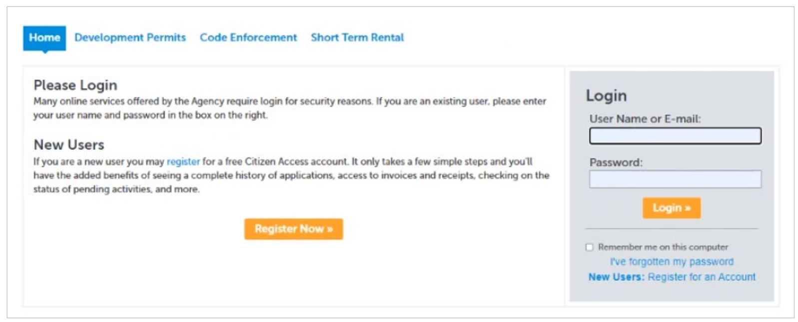
- Click on "Submit"



1

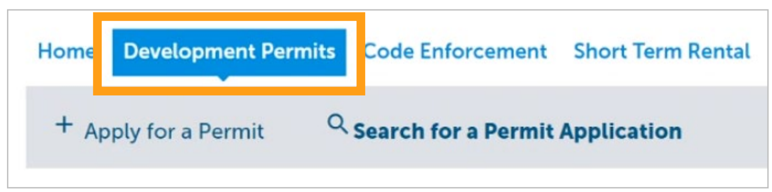
INVOICE REPORT

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



2

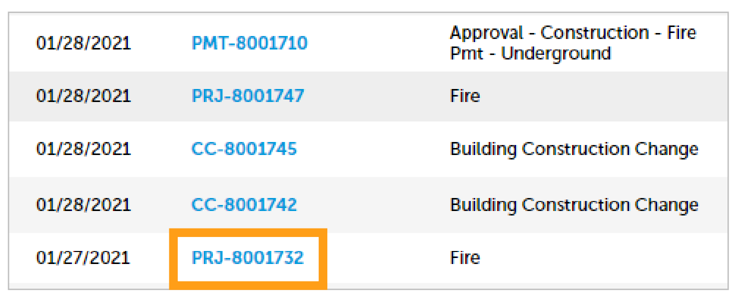
- Click on Development Permits and your records will be displayed

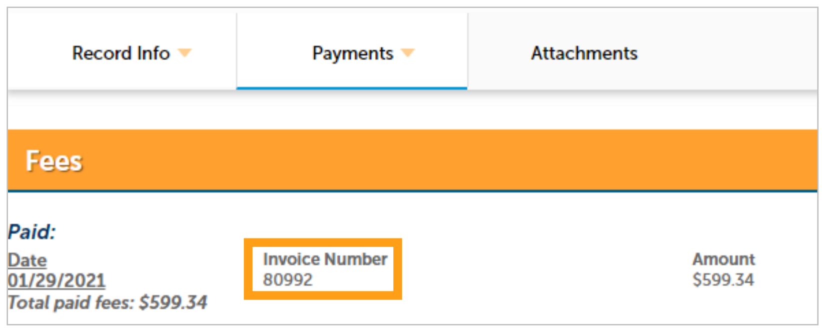
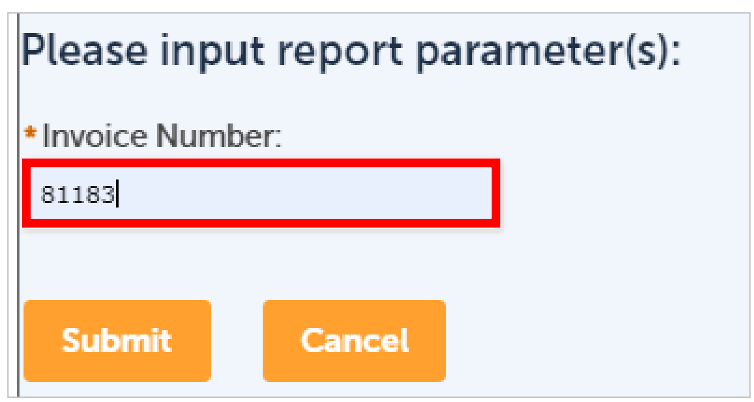


3

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 • Select “Invoice”	
7	A pop-up window will open. Make sure that the correct invoice number appears. If not, enter the invoice number. • Click on *Submit* • Invoice of Permit or Project will be displayed in PDF format.	

APPENDIX A – WORKFLOW/RECORD STATUS MAPPING AND DEFINITIONS

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

APPENDIX B – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

Sheet Numbering

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

File Size

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

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

Page Size

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

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

Page Orientation

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

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

Password Protection

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

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

Annotations and Comments

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

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