Customer Webinar: DSD'S New Online Permit for Building and Engineering

As a courtesy:
- Please mute your microphone when not speaking
- Use the Hand Raise feature to ask questions
- Use the Chat feature to submit any questions
- Additional time for questions will be available at the end of the program

The program will begin at 9 a.m.

July 15, 2021
Background: Online Permitting

DSD introduced online permitting in 2018 - Phase I

- No-Plan Mechanical Electrical Plumbing
- Traffic & Transportation
- Residential Solar PV

Hybrid PTS: DSD converted all permits to online during COVID-19

- Voluntary - May 4, 2020
- Mandatory - July 1, 2020

2021- Phase II: DSD will replace Hybrid PTS with upgraded cloud permitting

- Standalone Permits (COMPLETED March 2021)
- Building (July 2021)
- Engineering (July 2021)
- Discretionary (Fall 2021)
New Online Permitting Types Coming - July 19, 2021

The new online permit types include:

- **Building**
  - Buildings, Master Plan, CIP and Special Program Projects
  - Construction Changes to a Building Permit & Deferred Submittal

- **Engineering**
  - Grading
  - Mapping
  - Public Improvements
  - Public Right-of-Way
New Online Permitting Types

New! Building and Engineering
What are the Improvements?

• More intuitive and easier to follow online experience

• The system will tell you what documents are needed based on your responses to questions about your project

• All in one location: Project review status, review comments and invoice with 24/7 access

• No more General Application document needed

• New Customer User Guide with Step-by-Step Instructions
Open DSD – Customer Experience

✓ DSD User Guide Gives Step-by-Step Instructions
✓ Easy tips include:
  ▪ Creating an OpenDSD account
  ▪ How to check your PDF file
  ▪ Uploading Documents
  ▪ Resubmitting Documents
  ▪ Final Plans and Permit Received
  ▪ Paying invoices
  ▪ Scheduling inspections
Uploading Plans and Documents: What you should know:

- File Size = 200 MB Maximum
- Page Size = 8.5 X 11 up to 35 X 42
- Page Orientation = Verify pages are not upside down or sideways
- Password Protection = Check security setting and do not password protect
- Annotations and Comments = Flatten your file!

GOOD ROTATION

BAD ROTATION
DSD’s Customer User Guide to Online Permits will provide step by step instructions.

Templates and forms will be available that meet page numbering requirements.

Link to Learn More at bit.ly/3gnM5SQ
Format Your Online Documents

- Good Example of Sheet Numbering

- Bad Example of Sheet Numbering
Design Guidelines & Templates

- DSD’s Customer User Guide to Online Permits will provide step by step instructions
- Templates and forms will be available that meet page numbering requirements and available at sandiego.gov/dsd
  - Right of Way Permit-Construction Plan (DS-3179) minor improvements
  - D Sheet for Grading and Improvements
  - B Sheet for Dedications
  - Telecommunications
  - Boring & Technical
  - Bonds and Forms
Live Demonstration

Please note that this is the TEST environment for testing and development.

Do not share this link or use screenshots from these pages for documentation, as they may contain features not yet available in Production.

You can find the Production system at the following link: https://aca-test.accela.com/SANDIEGO/SANDIEGO/Default.aspx

Hello,

You do not have any collections right now.

Work in progress
Need Help? 
Virtual Counter Service

✓ DSD’s new Virtual Counter Service launched Oct. 16, 2020
✓ Services available
  • ADU, Signs and Zoning
  • Downtown Planning & Zoning
  • Engineering / Right-of-Way Permits
  • Historic - 1st Contact Assistance
  • Landscape
  • No-Plan Permit and Resubmittals
  • Planning & Zoning
  • Records Review - In person
  • Traffic Control
Customer Webinars

1. Building Permits
   Thursday, June 17 | 9 to 10 a.m.

2. Engineering Permits
   Thursday, June 24 | 11 a.m. to noon

3. Building and Engineering Permits
   Thursday, July 1  | 2 to 3:30 p.m.

4. Building Permits
   Thursday, July 8  | 9 to 10 a.m.

5. Engineering Permits
   Thursday, July 15 | 11 a.m. to noon

6. Building and Engineering Permits
   Thursday, July 22 | 3 to 4:30 p.m.

7. How to Use Open DSD
   Thursday, July 29 | 11 a.m. to noon

Learn Easy Tips and see live stream demo!
J.C. Thomas
Assistant Director
Development Services Department
City of San Diego
Email: Jcthomas@sandiego.gov
Office: 619-236-6552
THANK YOU!!!