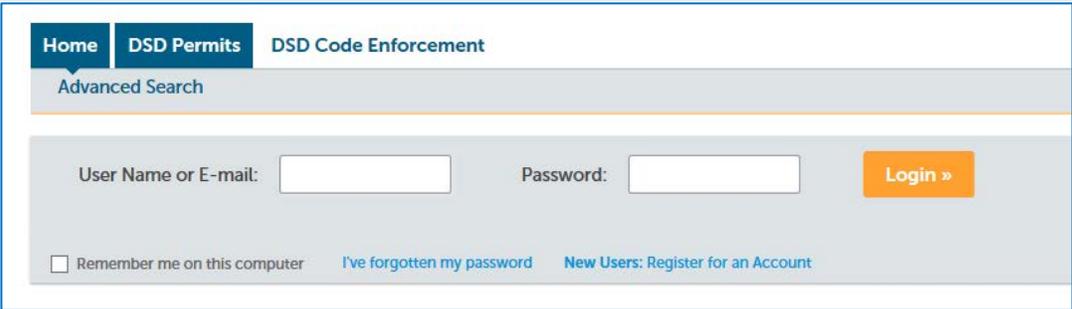
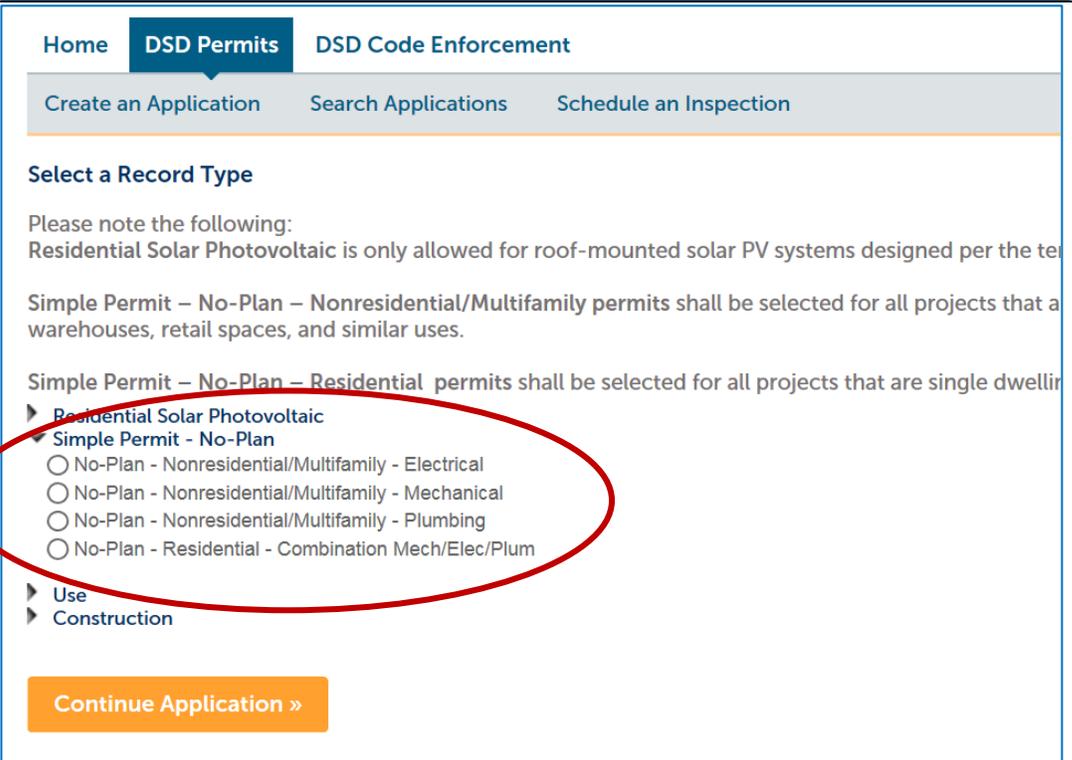


How to Apply for Simple Permits Online

Step	Direction	Picture Reference
1.	Login	
2.	Click on "DSD Permits"	
3.	Click on "Create An Application"	
4.	Select "Simple Permit - No-Plan"	 <p>Select a Record Type</p> <p>Please note the following: Residential Solar Photovoltaic is only allowed for roof-mounted solar PV systems designed per the te</p> <p>Simple Permit – No-Plan – Nonresidential/Multifamily permits shall be selected for all projects that a warehouses, retail spaces, and similar uses.</p> <p>Simple Permit – No-Plan – Residential permits shall be selected for all projects that are single dwellir</p> <ul style="list-style-type: none"> ▶ Residential Solar Photovoltaic ▼ Simple Permit - No-Plan <ul style="list-style-type: none"> <input type="radio"/> No-Plan - Nonresidential/Multifamily - Electrical <input type="radio"/> No-Plan - Nonresidential/Multifamily - Mechanical <input type="radio"/> No-Plan - Nonresidential/Multifamily - Plumbing <input type="radio"/> No-Plan - Residential - Combination Mech/Elec/Plum ▶ Use ▶ Construction <p>Continue Application »</p>

How to Apply for Simple Permits Online

5.	Choose the appropriate No-Plan Permit	No-Plan-Residential-Combination Mech/Elec/Plum is only to be used for single family homes and duplexes. All other residential buildings, including hotels, apartment buildings, condominiums, and all commercial buildings must select No-Plan-Nonresidential/Multifamily permits.
6.	Contractors - Input Applicant Information	<p>For contractors applying for permits, select "Authorized Agent of Property Owner...". Note that the contractor license number will be required to be provided at a later screen.</p> <div data-bbox="1052 443 1523 604"> <p>* Applicant Type: <input type="text" value="Authorized Agent of Property Owner or Other Per"/> <input type="button" value="Continue"/> <input type="button" value="Discard Changes"/></p> </div>
7.	Property Owners - Input Applicant Information	<p>For Property Owners applying for their own permits, select "Property Owner (Owner-Builder)". Note that the Owner-Builder verification form (DS-xxx) will need to be signed, notarized and uploaded with the General Application.</p> <div data-bbox="1052 611 1523 783"> <p>* Applicant Type: <input type="text" value="Property Owner (Owner-Builder)"/> <input type="button" value="Continue"/> <input type="button" value="Discard Changes"/></p> </div>
8.	Input Project Address	<div data-bbox="444 831 1528 1302"> <p>Address</p> <p>Provide the project address below. Note that projects on sites with historic designated structures or located within historic districts are not eligible for simple permits and must be submitted to Development Services at 1222 1st Avenue, 3rd floor.</p> <p>Street No.: <input type="text"/> Direction: <input type="text" value="--Select--"/> * Street Name: <input type="text"/> Street Suffix: <input type="text" value="--Select--"/> Street Type: <input type="text" value="--Select--"/></p> <p>Unit Type: <input type="text" value="--Select--"/> Unit No.: <input type="text"/></p> <p>City: <input type="text"/> State: <input type="text"/> * Zip: <input type="text"/></p> <p>Longitude: <input type="text"/> Latitude: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>
9.	Input Simple Permit Specific Questions	<p>Sites including a Historic Designated Structure or in Historic Districts are not eligible for Simple Permits and must submit to DSD at 1222 1st Avenue, 3rd floor.</p> <div data-bbox="740 1318 1523 1627"> <p>Verify the Following Information</p> <p>SIMPLE PERMIT SPECIFIC</p> <p>* Indicate 'No' to verify that the project does not contain a designated historic resource nor is located in a designated historic district.: <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Is this a repair or a replace –in – kind installation: <input type="radio"/> Yes <input type="radio"/> No</p> </div> <p>Depending on the type of permit requested, the customer may be asked to select if this is a repair or a replace-in-kind. Certain types of permits are only allowed to be Simple Permits when installed new.</p>

How to Apply for Simple Permits Online

<p>10.</p>	<p>Select items that need a permit. Use numbers to indicate the amount requested (i.e. 1,2, 3).</p>	<p>Select the items that you would like to permit. Use numbers to indicate the amount requested (i.e. 1,2, 3)</p> <p>MECHANICAL</p> <p>Air Handler: <input type="text"/></p> <p>Boiler: <input type="text"/></p> <p>Dryer Vent: <input type="text"/></p> <p>Exhaust Fan: <input type="text"/></p> <p>Furnace/FAU/Wall Heater: <input type="text"/></p> <p>Heater-Unit/Radiant: <input type="text"/></p> <p>Mini-Split System - Cooling Only: <input type="text"/></p> <p>Walk-In Cooler/Condenser: <input type="text"/></p> <p>Appliance Vent/Chimney: <input type="text"/></p> <p>Condensing Unit for HVAC: <input type="text"/></p> <p>Evaporative Cooler - Makeup Air Unit: <input type="text"/></p> <p>Fan Coil Unit: <input type="text"/></p> <p>Heat Pump-Package Unit: <input type="text"/></p> <p>Hood Type II and/or Duct: <input type="text"/></p> <p>Mini-Split System - Heating and Cooling: <input type="text"/></p> <p>ELECTRICAL</p> <p>Circuit 15-45 Amps: <input type="text"/></p> <p>Circuit 225 - 400 Amps: <input type="text"/></p> <p>Electric Vehicle Charging Station Inside Garage: <input type="text"/></p> <p>Circuit 50-200 Amps: <input type="text"/></p> <p>Conduit and J Box Only: <input type="text"/></p> <p>Temporary Power Pole: <input type="text"/></p> <p>PLUMBING</p> <p>Backflow Preventer - Domestic Service: <input type="text"/></p> <p>Gas System Leak Repair: <input type="text"/></p> <p>Grease Trap/Interceptor: <input type="text"/></p> <p>Sewage Ejector: <input type="text"/></p> <p>Water Softener: <input type="text"/></p> <p>Water/Waste Pipe Repair/Replacement - Res: <input type="text"/></p> <p>Drain-Repair/Replace (Roof, deck, area drains): <input type="text"/></p> <p>Gas System/Meter: <input type="text"/></p> <p>Pressure Reducing Valve - Domestic: <input type="text"/></p> <p>Water Heater: <input type="text"/></p> <p>Water Submeter: <input type="text"/></p>
<p>11.</p>	<p>Input Permit Holder, Inspection Contact, Property Owner Information</p>	<p>Permit Holder</p> <p>To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.</p> <p>Select from Account Add New Look Up</p> <p>Inspection Contact</p> <p>Please provide an inspection contact. Please provide a phone number in case the inspector needs to contact you.</p> <p>Select from Account Add New Look Up</p> <p>Property Owner</p> <p>To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.</p> <p>Select from Account Add New Look Up</p>

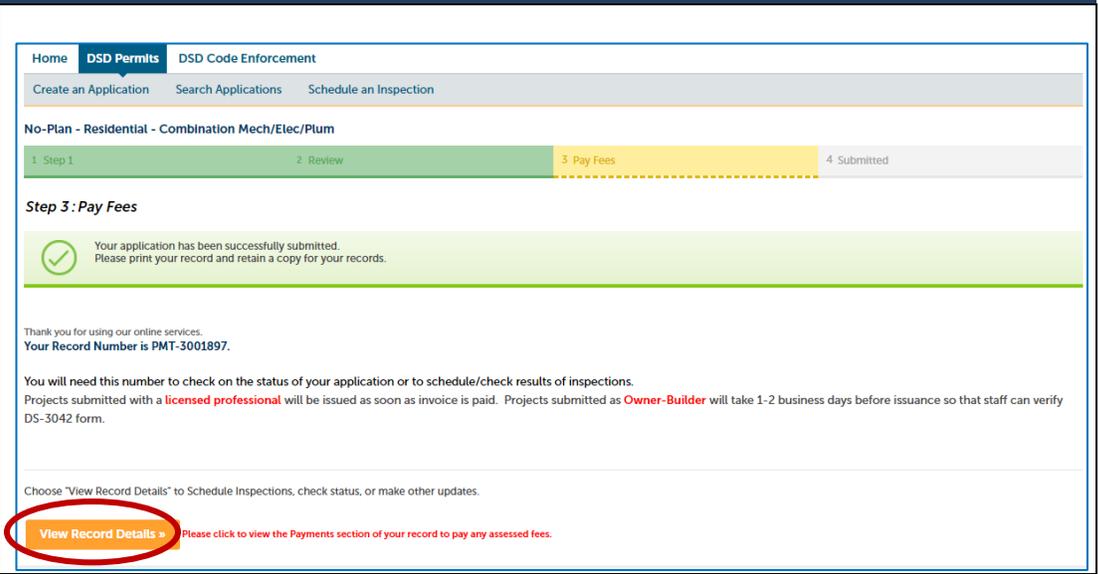
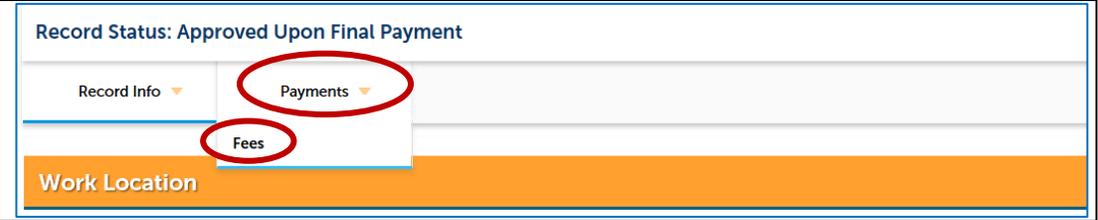
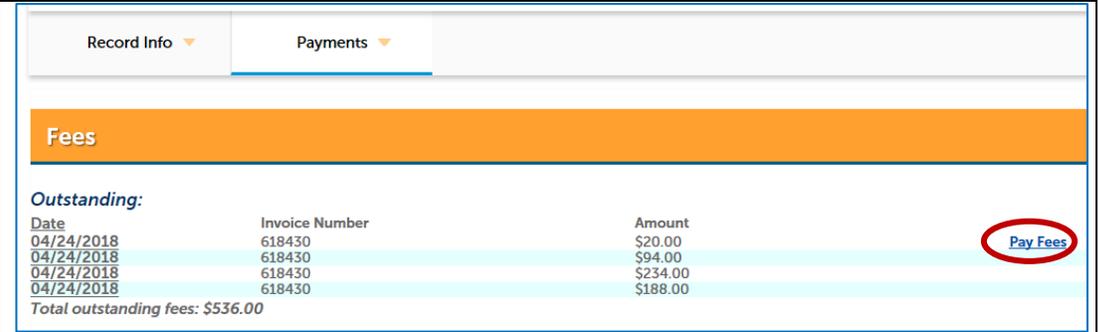
How to Apply for Simple Permits Online

<p>12.</p>	<p>If Authorized Agent of Property Owner was selected for Applicant Type, Licensed Professional information must be provided.</p>	<div data-bbox="446 304 1063 989"> <h3>Licensed Professional Information</h3> <p>* License Type: <input type="text" value="--Select--"/> * State License Number: <input type="text"/> City Business Tax Cert: <input type="text"/></p> <p>First: <input type="text"/> Middle: <input type="text"/> Last: <input type="text"/></p> <p>Name of Business: <input type="text"/></p> <p>Country: <input type="text" value="United States"/></p> <p>* Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>* City: <input type="text"/> * State: <input type="text"/> * Zip: <input type="text"/></p> <p>Home Phone: <input type="text"/> Mobile Phone: <input type="text"/> Fax: <input type="text"/></p> <p>E-mail: <input type="text"/></p> </div>										
<p>13.</p>	<p>Click Add and attach General Application (Form DS-3032).</p> <p>If Property Owner was selected as Applicant Type, you must attach the Owner Builder Verification Form (DS-3042)</p>	<div data-bbox="446 1087 1518 1396"> <h3>Attachment</h3> <p>Note: General Application (DS-3032) is required to be uploaded for all permits. Owner-Builder Verification Form (DS-3042) is required to be uploaded only when the property owner is selected as the applicant type. DS-3042 must be signed by the owner and notarized prior to uploading.</p> <p>The maximum file size allowed is 100 MB. html,htm,mht,mhtml,exe,doc,docx,xls,xlsx,mdb,accdb,zip are disallowed file types to upload. Subject to the collected information, you may be required to submit additional documents prior to approval. This application type requires you to submit the following types of documents: General Application (DS-3032)</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Size</th> <th>Latest Update</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="5">No records found.</td> </tr> </tbody> </table> <p><input type="button" value="Add"/></p> </div>	Name	Type	Size	Latest Update	Action	No records found.				
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No records found.												

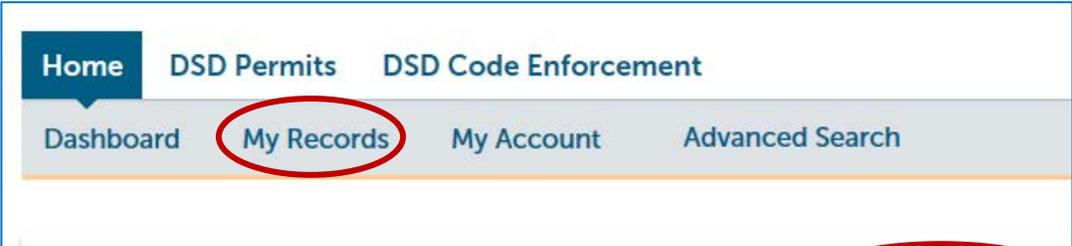
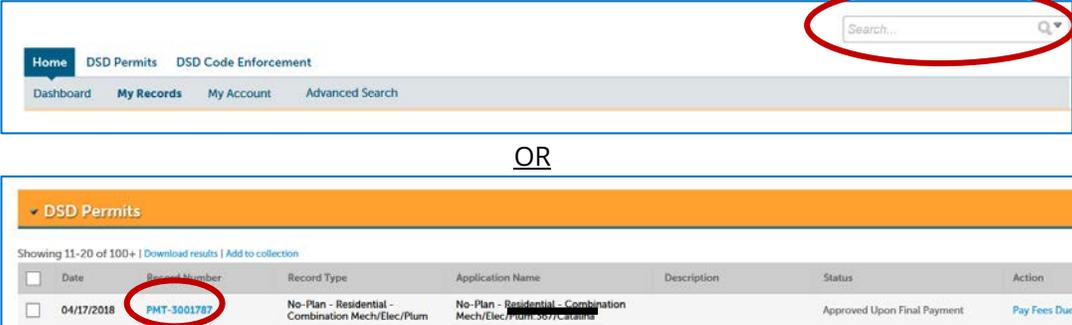
How to Apply for Simple Permits Online

<p>14.</p>	<p>Once you upload the required documents and add a Type and Description, select Save.</p>	<div style="background-color: #f9a825; padding: 5px;">Attachment</div> <p>Note: General Application (DS-3032) is required to be uploaded for all permits. Owner-Builder Verification Form (DS-3042) is required to be uploaded only when the property owner is selected as the applicant.</p> <p>The maximum file size allowed is 100 MB. html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload. Subject to the collected information, you may be required to submit additional documents prior to approval. This application is subject to the collected information.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 20%;">Type</th> <th style="width: 20%;">Size</th> <th style="width: 30%;">Latest Update</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No records found.</td> </tr> </tbody> </table> <p>* Type: --Select--</p> <p>File: IP error.png 100%</p> <p>* Description: <input style="width: 100%; height: 40px;" type="text"/></p> <p>* Type: --Select--</p> <p>File: LP condition not clearing.PNG 100%</p> <p>* Description: <input style="width: 100%; height: 40px;" type="text"/></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Save Add Remove All </div>	Name	Type	Size	Latest Update	No records found.			
Name	Type	Size	Latest Update							
No records found.										
<p>15.</p>	<p>Click Continue Application</p>	<div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save and resume later Continue Application > </div>								

How to Apply for Simple Permits Online

<p>16.</p>	<p>Application has now been successfully submitted. Click on View Record Details to pay invoice.</p>																						
<p>17.</p>	<p>Click on Payments and then on Fees</p>																						
<p>18.</p>	<p>Click on Pay Fees on the right side of the screen. You will be brought to payment screens which you will be able to pay online.</p>	 <table border="1"> <thead> <tr> <th colspan="3">Outstanding:</th> </tr> <tr> <th>Date</th> <th>Invoice Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>04/24/2018</td> <td>618430</td> <td>\$20.00</td> </tr> <tr> <td>04/24/2018</td> <td>618430</td> <td>\$94.00</td> </tr> <tr> <td>04/24/2018</td> <td>618430</td> <td>\$234.00</td> </tr> <tr> <td>04/24/2018</td> <td>618430</td> <td>\$188.00</td> </tr> <tr> <td colspan="3">Total outstanding fees: \$536.00</td> </tr> </tbody> </table>	Outstanding:			Date	Invoice Number	Amount	04/24/2018	618430	\$20.00	04/24/2018	618430	\$94.00	04/24/2018	618430	\$234.00	04/24/2018	618430	\$188.00	Total outstanding fees: \$536.00		
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<p>19.</p>	<p>Final steps for permit issuance</p>	<p>If the Applicant Type selected was an Authorized Agent (i.e. a contractor), your permit will be ready for scheduling an inspection. If the Applicant Type selected was a Property Owner (Owner/Builder), then the permit will be ready for scheduling an inspection once staff has reviewed and approved the Owner-Builder Verification Form (DS-3042). This review typically takes 1-2 business days.</p>																					

How to Schedule Inspections For Simple Permits Online

<p>1.</p>	<p>Go to Home and click on My Records</p>															
<p>2.</p>	<p>Use the Search at the top right of the screen to search for the permit <u>OR</u> click on correct Record.</p>	 <p style="text-align: center;"><u>OR</u></p> <table border="1" data-bbox="446 766 1518 913"> <thead> <tr> <th>Date</th> <th>Record Number</th> <th>Record Type</th> <th>Application Name</th> <th>Description</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>04/17/2018</td> <td>PMT-3001787</td> <td>No-Plan - Residential - Combination Mech/Elec/Plum</td> <td>No-Plan - Residential - Combination Mech/Elec/Plum</td> <td></td> <td>Approved Upon Final Payment</td> <td>Pay Fees Due</td> </tr> </tbody> </table>	Date	Record Number	Record Type	Application Name	Description	Status	Action	04/17/2018	PMT-3001787	No-Plan - Residential - Combination Mech/Elec/Plum	No-Plan - Residential - Combination Mech/Elec/Plum		Approved Upon Final Payment	Pay Fees Due
Date	Record Number	Record Type	Application Name	Description	Status	Action										
04/17/2018	PMT-3001787	No-Plan - Residential - Combination Mech/Elec/Plum	No-Plan - Residential - Combination Mech/Elec/Plum		Approved Upon Final Payment	Pay Fees Due										
<p>3.</p>	<p>Click on Record Info and then Inspections</p>	<p>Record PMT-3001856:</p> <h3>No-Plan - Nonresidential/Multifamily - Mechanical</h3> <p>Record Status: Issued</p> <p>Record Info Payments</p> <p>Record Details</p> <p>Processing Status</p> <p>Related Records</p> <p>Attachments</p> <p>Inspections</p>														
<p>4.</p>	<p>Click on Schedule an Inspection</p>	<p>Record Status: Issued</p> <p>Record Info Payments</p> <h3>Inspections</h3> <p>Upcoming (1)</p> <p>Schedule an Inspection</p> <p>Click the link above to schedule one.</p> <p>TBD at TBD Pending Mechanical-Final (14135545)</p> <p>Inspector: unassigned</p> <p>Actions</p>														

How to Schedule Inspections For Simple Permits Online

5.

Click on the day that you would like the inspection.

Schedule/Request an Inspection ✕

Inspection type: Mechanical-Final

To continue, select an inspection date and time range by clicking a link on the calendar below:

Apr 2018

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

May 2018

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

Jun 2018

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

« Prev
Next »

Continue

Cancel

6.

Click on All Day and then click on Continue.

Schedule/Request an Inspection ✕

Inspection type: Mechanical-Final

To continue, select an inspection date and time range by clicking a link on the calendar below:

Apr 2018

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

May 2018

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

Jun 2018

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

« Prev
Next »

Continue

Cancel

How to Schedule Inspections For Simple Permits Online

7.	Verify Inspection Contact information. If you would like to change the information, click Change Contact. Then, click Continue.	<div data-bbox="446 331 1325 772"><p><input checked="" type="radio"/> Specify another person (for this inspection only)</p><p>* First Name Middle Name * Last Name</p><input type="text"/> <input type="text"/> <input type="text"/><p>* Phone Number</p><input type="text"/><p>Submit Cancel</p></div>
8.	Confirm the inspection and then add any additional comments or instructions for the Inspector (i.e. gate codes). Click Finish.	<div data-bbox="446 829 1518 1629"><h3>Schedule/Request an Inspection ✕</h3><p>Confirm Your Selection</p><p>Please confirm the details below and click the Finish button to schedule the inspection.</p><p>Mechanical-Final 04/25/2018 San Diego CA</p><p>Include Additional Notes</p><p>Optional Comments or Instructions for your Inspector:</p><input type="text"/><p>(Please include an alternate phone number if different from the contact information provided in your application.)</p><p>Finish Back Cancel</p></div>