

How to Submit/Create Projects Online – Solar Photovoltaic Permits

RULES

1. Check all plans in the Scout Application to make sure that the plans are acceptable to submit: <https://scout-epr.eplansoftware.com/#!/scout>. Any plans submitted that fail the Scout Application will result in delays in processing.
2. Submitting plans for electronic plan review is limited only to single dwelling unit, residential, roof-mounted solar photovoltaic systems (including photovoltaic shingles) and does not include projects with new or revisions to any roof, patio, carport, or any other structures or ground-mounted systems.
3. All new projects, corrections and construction changes need to be submitted electronically.
4. Plans must use the PV Template provided in [Information Bulletin 301](#) (IB-301).
5. PLEASE NOTE: If the scope of work exceeds any requirements stated within IB-301 and/or triggers any other review disciplines, you must **restart** your application and **submit** plans to the 3rd floor of DSD.

WEBSITE AND LOGIN

1. Visit [website](#).
2. Create/register for new User Account. For information regarding set up of an account and details of the account functionality, click [here](#).

PLAN REQUIREMENTS

1. PDF format only.
2. Every sheet must be numbered in the lower right of the title block using alpha/numeric format, example: TS-1, PV-1, PV-2 etc., failure to do so will result in errors on resubmittal and a delay on your recheck.
3. Plans must be landscape oriented and must be all on 11 x 17 sheets.
4. Files shall be limited to 100MB
5. **Flatten all drawing layers** in your CAD program before creating the PDF. Pages must be straight, clear with no streaks; sheets must be contrasting with background and not too light or dark.
6. Do not submit 'password protected' or 'locked' documents. The Security Method must be set to "No Security". No security certificates can be in place.
7. Failure to submit correctly will result in the submittal being returned, which will delay review.

SPECIFICATION REQUIREMENTS

1. Specifications must be separate submittal from the plans.
2. Only include specifications for products proposed for the specific installation.
3. Files shall be limited to 100MB

FILE ORGANIZATION

1. Solar Photovoltaic Building Construction Plans (Building/Construction Plans)
2. General Application ([General Application – \(DS-3032\)](#))
3. Specification sheets

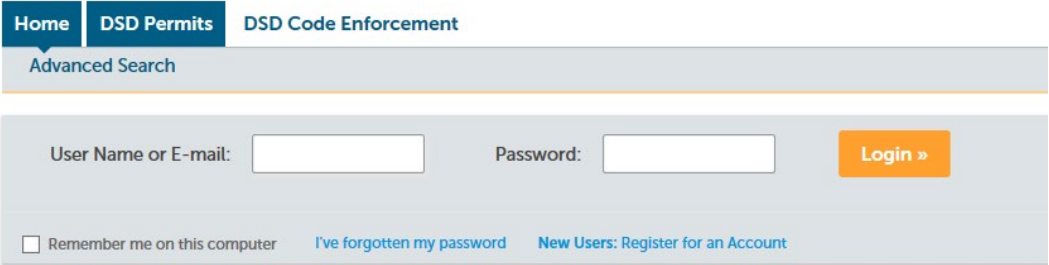


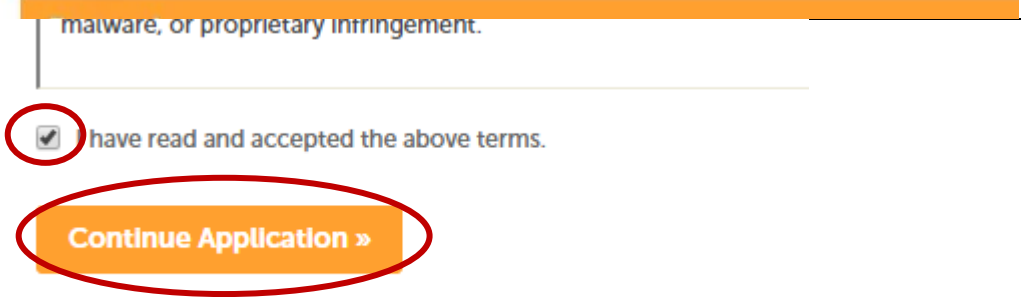
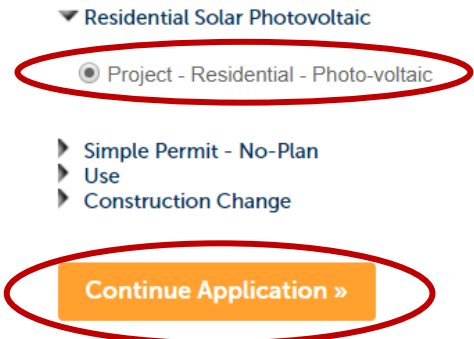
TOPICS

Click on the links below to skip to the specific sections:

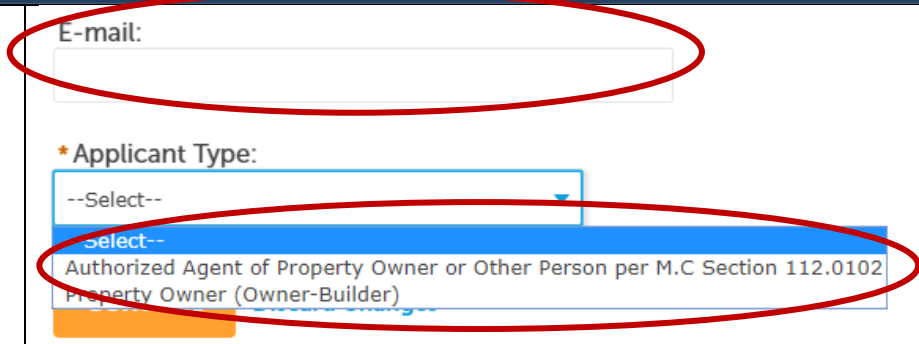
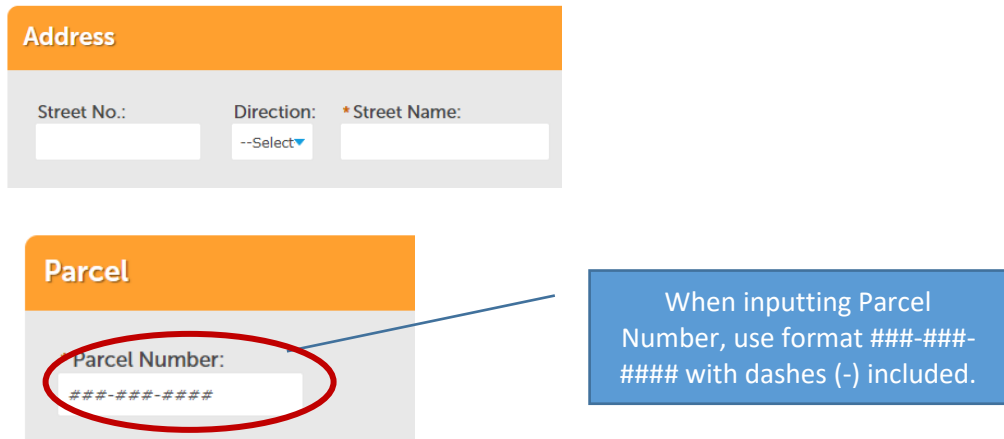
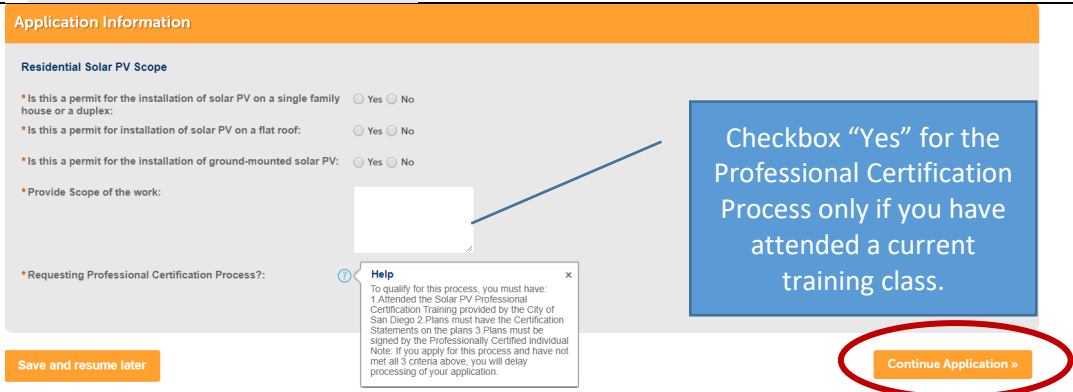
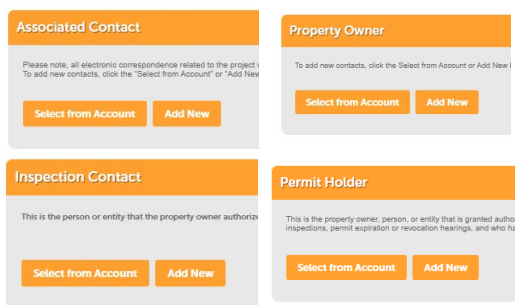
- 1 [Creating the Project](#)
- 2 [Failed Scout Validation](#)
- 3 [Updates Required](#)
- 4 [Recheck Required](#)
- 5 [Pay Fees](#)
- 6 [Construction Changes](#)

How to Submit/Create Projects Online – Solar Photovoltaic Permits

1. Creating a Project

Step	Direction	Picture Reference
1.	Login	
2.	Click on "DSD Permits"	
3.	Click on "Create an Application"	
4.	Accept the Disclaimer and click "Continue Application"	
5.	Select "Project - Residential – Photo-voltaic" and click "Continue Application"	

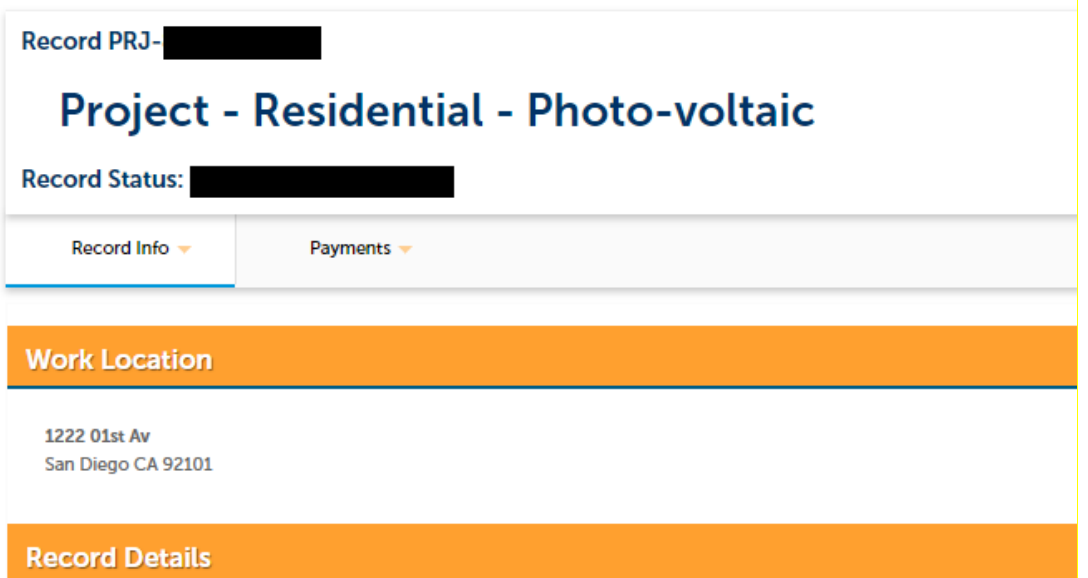
How to Submit/Create Projects Online – Solar Photovoltaic Permits

6.	Add Applicant contact email and select Applicant Type.	
7.	Look up project address or parcel number and click on "Continue Application"	
8.	Provide application information and click on "Continue Application"	
9.	Provide contact information and click on "Continue Application"	

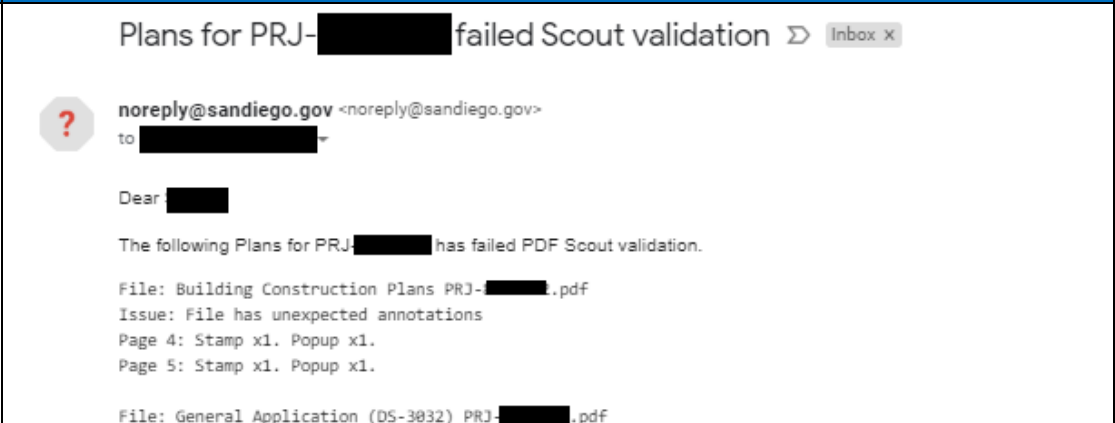

How to Submit/Create Projects Online – Solar Photovoltaic Permits

10.	Add the licensed professional information if you are the Authorized Agent of the Property Owner and click on "Continue Application"	
11.	Attach the "Required Documents" and click on "Continue Application"	
12.	Read certification, then check the certification and click "Continue Application"	
13.	Follow instructions as required. Once your project has been created, you will see the following screen.	

How to Submit/Create Projects Online – Solar Photovoltaic Permits

14.	Then, you will be able to navigate your project to track status. Once your project is in review, you will receive an email if your plans require corrections or if your permit is ready for issuance.	 <p>Record PRJ- [REDACTED]</p> <h3>Project - Residential - Photo-voltaic</h3> <p>Record Status: [REDACTED]</p> <p>Record Info Payments</p> <p>Work Location</p> <p>1222 01st Av San Diego CA 92101</p> <p>Record Details</p>
-----	---	--

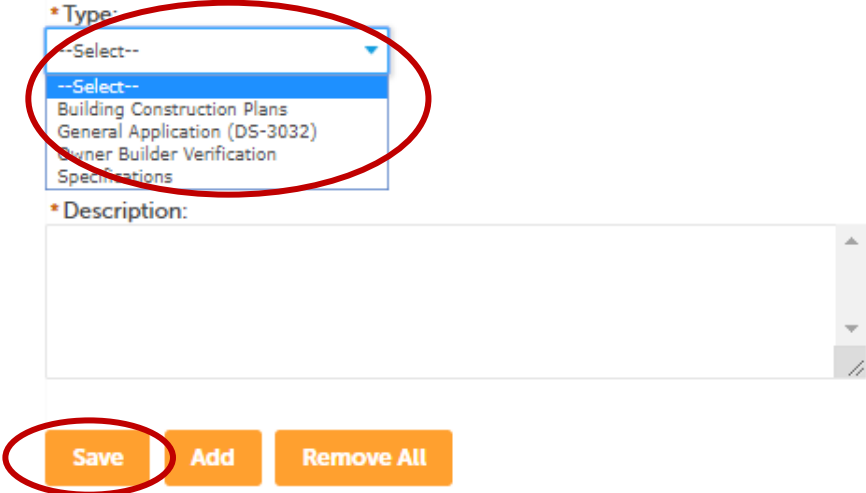
2. Failed Scout Validation (FSV): What to do when you receive a FSV email?

Step	Direction	Picture Reference
1.	If you submit plans that do not meet the requirements on page 1 and you do not use Scout link to check, your plans will be rejected and you will receive an email similar to this email.	 <p>Plans for PRJ-[REDACTED] failed Scout validation Inbox X</p> <p>noreply@sandiego.gov <noreply@sandiego.gov> to [REDACTED]</p> <p>Dear [REDACTED]</p> <p>The following Plans for PRJ-[REDACTED] has failed PDF Scout validation.</p> <p>File: Building Construction Plans PRJ-[REDACTED].pdf Issue: File has unexpected annotations Page 4: Stamp x1. Popup x1. Page 5: Stamp x1. Popup x1.</p> <p>File: General Application (DS-3832) PRJ-[REDACTED].pdf</p> <p>Page 5: Stamp x1. Popup x1.</p> <p>Click here to upload a new version of each Plan.</p> <p>Thank you</p>
2.	Fix the document and verify it is acceptable through the Scout. From the email, Click on the link provided in the email to upload the fixed document.	
3.	Log into your account.	 <p>SAN DIEGO OpenDSD Development Services Department</p> <p>Search + New</p> <p>Announcements Accessibility Support Register for an Account Login</p>

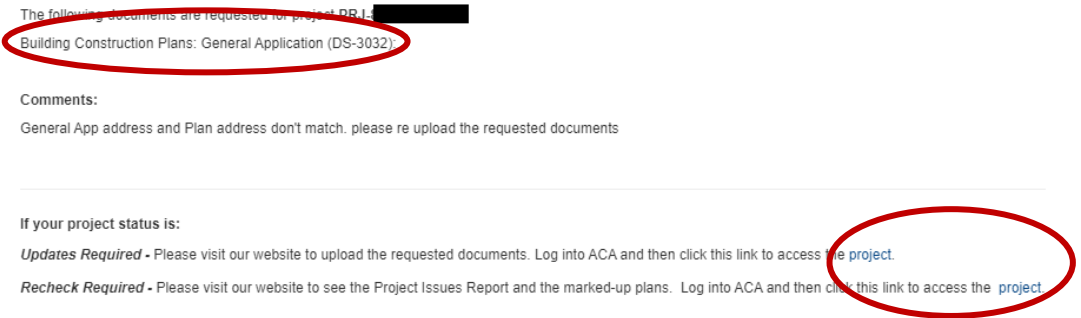

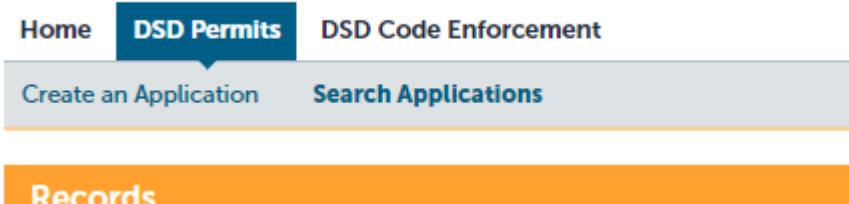
How to Submit/Create Projects Online – Solar Photovoltaic Permits

4.	Click on DSD Permits tab.	<div><div>Home</div><div>DSD Permits</div><div>DSD Code Enforcement</div><div>Create an Application</div><div>Search Applications</div><div>Records</div></div>																												
5.	Input the PRJ into the General Search.	<div><div>General Search</div><div><div>Record Type: --Select--</div><div>Please add the PRJ - XXXXX</div><div>Record Status: --Select--</div><div>Record Number:</div><div></div></div></div>																												
6.	Verify that the project has the status: Failed Scout Validation.	<div><div>Record PRJ- [REDACTED]</div><div><div>Project - Residential - Photo-voltaic</div><div>Record Status: Failed Scout Validation</div><div><div>Record Info</div><div>Payments</div><div>Record Details</div><div>Processing Status</div><div>Related Records</div><div>Attachments</div></div></div></div>																												
7.	For each document that Failed Scout Validation, upload the appropriate document.	<div><div>ntm;ntm;mtm;mtm;exe;doc;docx;xls;xlsx;map;accdb;zip are disallowed file types to upload.</div><table><thead><tr><th>Name</th><th>Record ID</th><th>Record Type</th><th>Type</th><th>Size</th><th>Latest Update</th><th>Document Status</th></tr></thead><tbody><tr><td>Building Construction Plans PRJ-8000291.pdf</td><td>PRJ-8000291</td><td>Project - Residential - Photo-voltaic</td><td>Building Construction Plans</td><td>2.64 MB</td><td>03/19/2020</td><td>Failed Scout Validation</td></tr><tr><td>General Application (DS-3032) PRJ-8000291.pdf</td><td>PRJ-8000291</td><td>Project - Residential - Photo-voltaic</td><td>General Application (DS-3032)</td><td>2.64 MB</td><td>03/19/2020</td><td>Failed Scout Validation</td></tr><tr><td>Specifications PRJ-8000291.pdf</td><td>PRJ-8000291</td><td>Project - Residential - Photo-voltaic</td><td>Specifications</td><td>2.64 MB</td><td>03/19/2020</td><td>Failed Scout Validation</td></tr></tbody></table><div>Add</div></div>	Name	Record ID	Record Type	Type	Size	Latest Update	Document Status	Building Construction Plans PRJ-8000291.pdf	PRJ-8000291	Project - Residential - Photo-voltaic	Building Construction Plans	2.64 MB	03/19/2020	Failed Scout Validation	General Application (DS-3032) PRJ-8000291.pdf	PRJ-8000291	Project - Residential - Photo-voltaic	General Application (DS-3032)	2.64 MB	03/19/2020	Failed Scout Validation	Specifications PRJ-8000291.pdf	PRJ-8000291	Project - Residential - Photo-voltaic	Specifications	2.64 MB	03/19/2020	Failed Scout Validation
Name	Record ID	Record Type	Type	Size	Latest Update	Document Status																								
Building Construction Plans PRJ-8000291.pdf	PRJ-8000291	Project - Residential - Photo-voltaic	Building Construction Plans	2.64 MB	03/19/2020	Failed Scout Validation																								
General Application (DS-3032) PRJ-8000291.pdf	PRJ-8000291	Project - Residential - Photo-voltaic	General Application (DS-3032)	2.64 MB	03/19/2020	Failed Scout Validation																								
Specifications PRJ-8000291.pdf	PRJ-8000291	Project - Residential - Photo-voltaic	Specifications	2.64 MB	03/19/2020	Failed Scout Validation																								

How to Submit/Create Projects Online – Solar Photovoltaic Permits

8.	Be sure to properly identify each document uploading and provide a short description.	
----	---	--

3. Updates Required: What to do when you receive an Updates/Recheck Required and your Project Status is “Updates Required”?

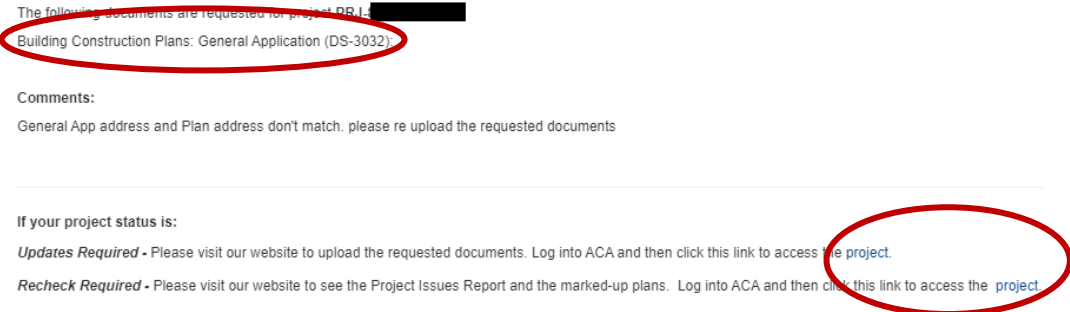

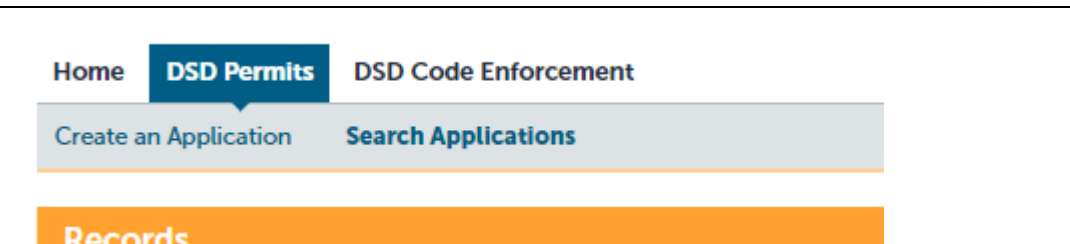
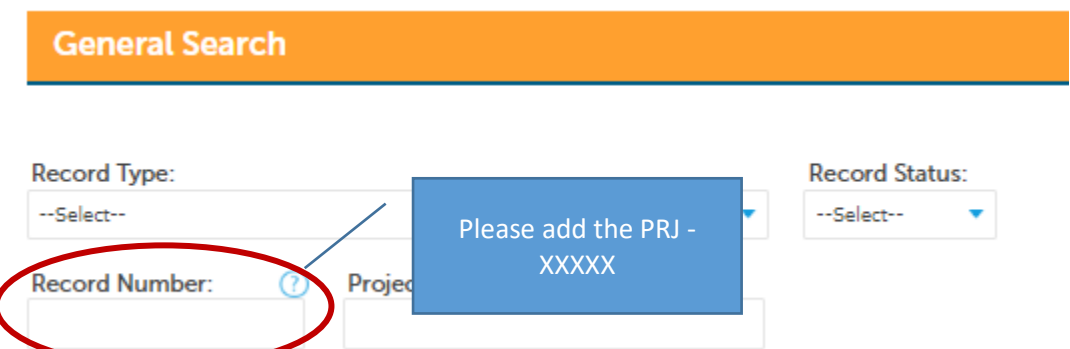
Step	Direction	Picture Reference
1.	If you submit plans that are missing a document or information, you are required to resubmit.	
2.	Log in and click on link provided in email.	
3.	Click on DSD Permits tab.	

How to Submit/Create Projects Online – Solar Photovoltaic Permits

4.	Input the PRJ into the General Search.	<div> <div>General Search</div> <div> Record Type: --Select-- </div> <div> Record Status: --Select-- </div> <div> Record Number: <input type="text"/> </div> <div> Project: <input type="text"/> </div> <div> Please add the PRJ - XXXXX </div> </div>
5.	Verify that the project has the status: Updates Required.	<div> Record PRJ-8000284: <h3>Project - Residential - Photo-voltaic</h3> Record Status: Updates Required <div> Record Info Payments </div> <div> Record Details Processing Status Related Records Attachments Inspections </div> </div>
6.	Add the documents requested in email.	<div> * Type: --Select-- --Select-- Building Construction Plans General Application (DS-3032) Owner Builder Verification Specifications * Description: <input type="text"/> </div> <div> Save Add Remove All </div>

How to Submit/Create Projects Online – Solar Photovoltaic Permits

4. Recheck Required: What to do when you receive an Updates/Recheck Required and your Project Status is “Recheck Required”?

Step	Direction	Picture Reference
1.	If you submit plans that require a recheck, you are required to resubmit.	
2.	Log in and click on link provided in email.	
3.	Click on DSD Permits tab.	
4.	Input the PRJ into the General Search.	

How to Submit/Create Projects Online – Solar Photovoltaic Permits

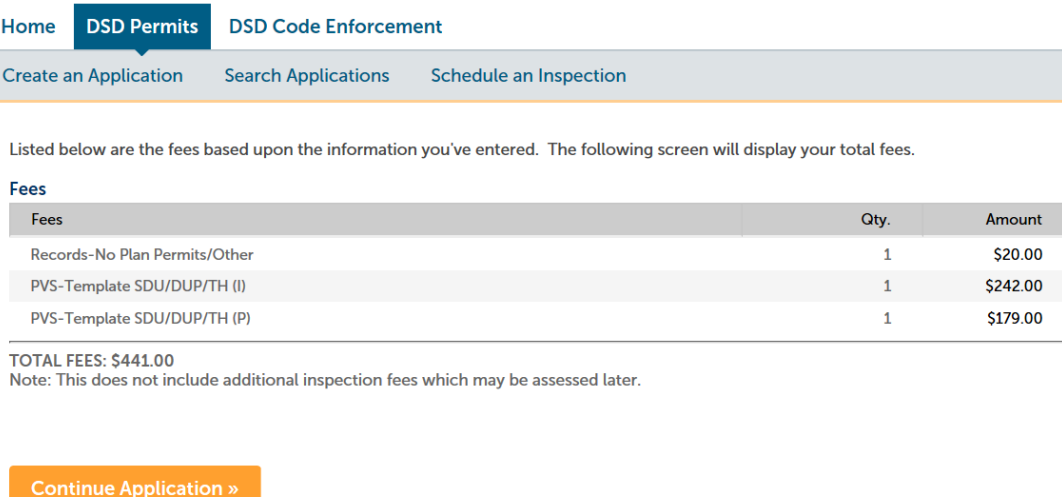
5.	Verify that the project has the status: Recheck Required.	<div><div>HomeDSD PermitsDSD Code Enforcement</div><div>Create an ApplicationSearch Applications</div><div>Record PRJ-8000272: <h1>Project - Residential - Photo-voltaic</h1><div>Record Status: Recheck Required</div><div><div>Record Info</div><div>Payments</div><div>Record Details</div><div>Processing Status</div><div>Related Records</div><div>Attachments</div><div>Inspections</div></div><div>Record Details</div></div></div>																		
6.	Look for the Marked-up plans and Project Issues Report. View or download these items to assist you in submitting for a recheck.	<div><div>8000272.pdf</div><table><tr><td>Building Construction Plans PRJ-8000272.pdf</td><td>PRJ-8000272</td><td>Project - Residential - Photo-voltaic</td><td>Building Construction Plans</td><td>3.89 MB</td><td>03/18/2020</td><td>Returned for Revision</td><td>Action</td><td>Project - Residential - Photo-voltaic - PRJ-8000272</td></tr><tr><td>Project Issues Report PRJ-8000272.pdf</td><td>PRJ-8000272</td><td>Project - Residential - Photo-voltaic</td><td>Project Issues Report</td><td>382.26 KB</td><td>03/18/2020</td><td>Uploaded</td><td>Action</td><td>Project - Residential - Photo-voltaic - PRJ-8000272</td></tr></table><div>Add</div></div>	Building Construction Plans PRJ-8000272.pdf	PRJ-8000272	Project - Residential - Photo-voltaic	Building Construction Plans	3.89 MB	03/18/2020	Returned for Revision	Action	Project - Residential - Photo-voltaic - PRJ-8000272	Project Issues Report PRJ-8000272.pdf	PRJ-8000272	Project - Residential - Photo-voltaic	Project Issues Report	382.26 KB	03/18/2020	Uploaded	Action	Project - Residential - Photo-voltaic - PRJ-8000272
Building Construction Plans PRJ-8000272.pdf	PRJ-8000272	Project - Residential - Photo-voltaic	Building Construction Plans	3.89 MB	03/18/2020	Returned for Revision	Action	Project - Residential - Photo-voltaic - PRJ-8000272												
Project Issues Report PRJ-8000272.pdf	PRJ-8000272	Project - Residential - Photo-voltaic	Project Issues Report	382.26 KB	03/18/2020	Uploaded	Action	Project - Residential - Photo-voltaic - PRJ-8000272												
7.	Address all comments in your updated plans. Upload the revised documents requested in the email and provide description.	<div><div>*Type: <div>--Select--</div><div>Building Construction Plans</div><div>General Application (DS-3032)</div><div>Owner Builder Verification</div><div>Specifications</div></div><div>*Description: <div></div></div><div><div>Save</div><div>Add</div><div>Remove All</div></div></div>																		

5. Pay Fees: Follow these steps when you receive an Invoice for Record PMT-XXXXXX email

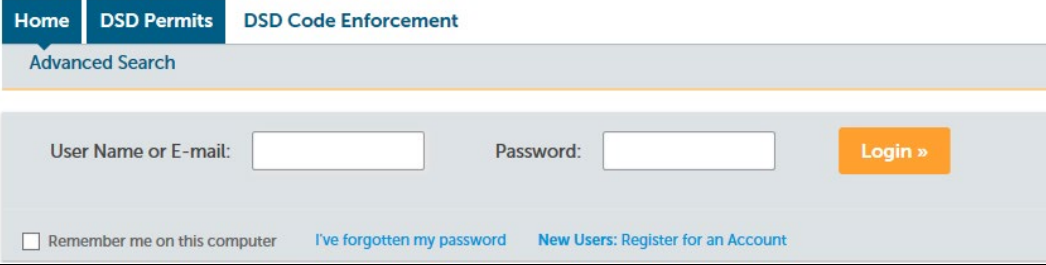
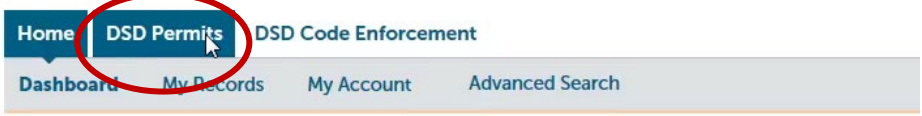

How to Submit/Create Projects Online – Solar Photovoltaic Permits

Step	Direction	Picture Reference
1.	Login	
2.	Click on link provided	
3.	Click on DSD Permits tab.	
4.	Input the PMT into the General Search.	
5.	Verify that the record has the status: Approved Upon Final Payment. Click on Payments, Fees.	
6.	Click on "Pay Fees"	

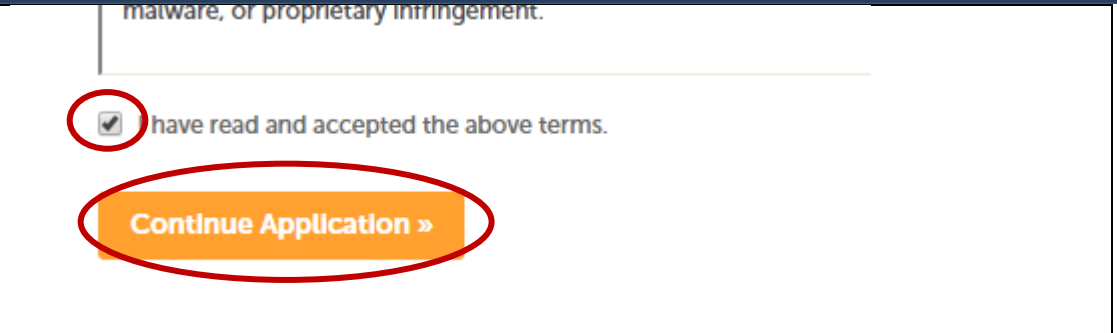
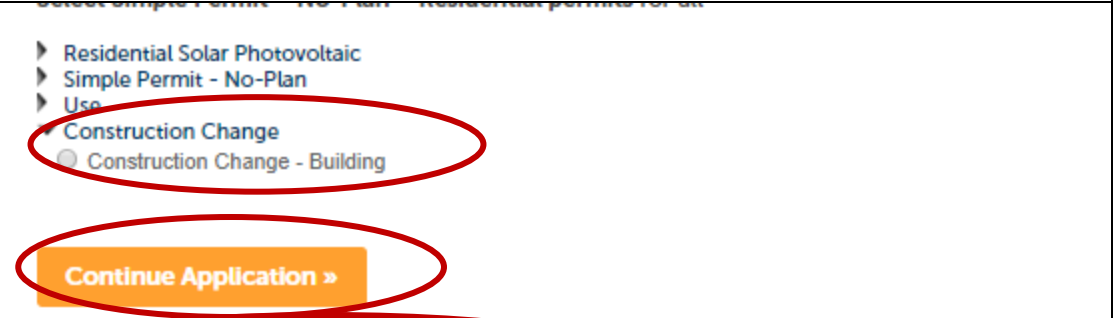
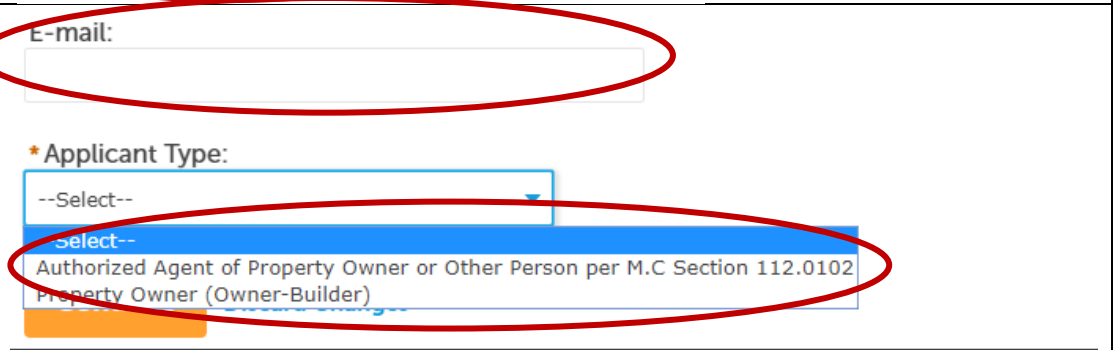
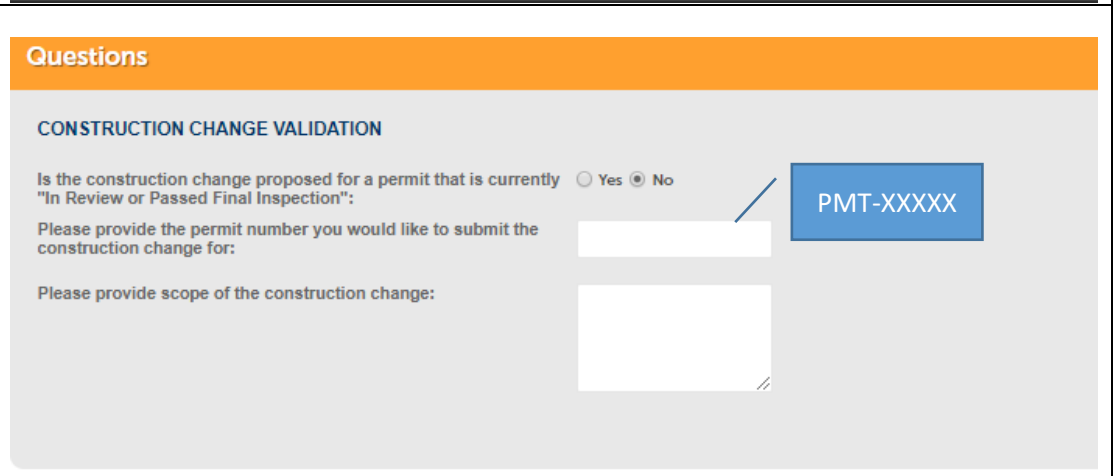
How to Submit/Create Projects Online – Solar Photovoltaic Permits

7.	The following screen will load. Follow instructions to pay.	 <p>Home DSD Permits DSD Code Enforcement</p> <p>Create an Application Search Applications Schedule an Inspection</p> <p>Listed below are the fees based upon the information you've entered. The following screen will display your total fees.</p> <p>Fees</p> <table> <thead> <tr> <th>Fees</th><th>Qty.</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Records-No Plan Permits/Other</td><td>1</td><td>\$20.00</td></tr> <tr> <td>PVS-Template SDU/DUP/TH (I)</td><td>1</td><td>\$242.00</td></tr> <tr> <td>PVS-Template SDU/DUP/TH (P)</td><td>1</td><td>\$179.00</td></tr> </tbody> </table> <p>TOTAL FEES: \$441.00 Note: This does not include additional inspection fees which may be assessed later.</p> <p>Continue Application »</p>	Fees	Qty.	Amount	Records-No Plan Permits/Other	1	\$20.00	PVS-Template SDU/DUP/TH (I)	1	\$242.00	PVS-Template SDU/DUP/TH (P)	1	\$179.00
Fees	Qty.	Amount												
Records-No Plan Permits/Other	1	\$20.00												
PVS-Template SDU/DUP/TH (I)	1	\$242.00												
PVS-Template SDU/DUP/TH (P)	1	\$179.00												

6. Construction Change: How to Submit a Construction Change to Approved Plans?

Step	Direction	Picture Reference
1.	Login	 <p>Home DSD Permits DSD Code Enforcement</p> <p>Advanced Search</p> <p>User Name or E-mail: <input type="text"/> Password: <input type="password"/> Login »</p> <p><input type="checkbox"/> Remember me on this computer I've forgotten my password New Users: Register for an Account</p>
2.	Click on "DSD Permits"	 <p>Home DSD Permits DSD Code Enforcement</p> <p>Dashboard My Records My Account Advanced Search</p>
3.	Click on "Create an Application"	 <p>Home DSD Permits DSD Code Enforcement</p> <p>Create an Application Search Applications Schedule an Inspection</p>

How to Submit/Create Projects Online – Solar Photovoltaic Permits

4.	Accept the Disclaimer and click "Continue Application"	
5.	Select "Construction Change", "Construction Change – Building" and click "Continue Application"	
6.	Add Applicant contact	
7.	<p>a. Verify that your project qualifies as a construction change.</p> <p>b. Provide the PMT number in the format shown that you would like to change.</p> <p>c. Provide a short scope of the construction change.</p>	

How to Submit/Create Projects Online – Solar Photovoltaic Permits

8.	Upload the revised Building Construction Plans and click on "Continue Application"	<div> <div>Condition Document</div> <div> <p>The maximum file size allowed is 400 MB.</p> <p>* Required Documents</p> <p>1. Required Attachment - Building Construction Plans</p> <div> <input type="text"/> <div> Add X </div> </div> </div> </div>
9.	Read certification, then check the certification and click "Continue Application"	<div> <p>I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.</p> <p><input type="checkbox"/> By checking this box, I agree to the above certification.</p> <div> Save and resume later <div> Date: Continue Application » </div> </div> </div>
10.	<p>Follow instructions as required.</p> <p>Once a Construction Change has been created, you will see the following screen.</p>	<div> <p>Step 5: Submitted</p> <div> <p>Your application has been successfully submitted. Please print your record and retain a copy for your records.</p> </div> <p>Thank you for using our online services. Your Record Number is CC-6</p> <p>You will need this number to check the status of your application or to schedule/check results of inspections. Your fees have been assessed or permit issuance has been processed.</p> <p>Choose "View Record Details" to Schedule Inspections, check status, or make other updates.</p> <div> View Record Details » </div> </div>