

## How to Schedule Inspections For PTS Permits Online

1.	Go to Website	Website Address: <a href="https://opensd.sandiego.gov/web/approvals/">https://opensd.sandiego.gov/web/approvals/</a>														
2.	Input Approval Number (Permit Number) and then click on Search. You can also search by address.	<div>Approval Search</div> <div><div>ID Search</div><div>Address Search</div></div> <div><div>Approval ID</div><div>12345</div><div>Or</div><div>Project ID</div><div>Enter Project ID</div><div><div>Search</div><div>Clear</div></div></div>														
3.	Click on the Approval ID	<div>Approval Search</div> <div><div>ID Search</div><div>Address Search</div></div> <div><div>Approval ID</div><div>12345</div><div>Or</div><div>Project ID</div><div>Enter Project ID</div><div><div>Search</div><div>Clear</div></div></div> <div><div>Map Results</div></div> <table><thead><tr><th>Approval ID</th><th>Approval Type</th><th>Approval Status</th><th>Street Address</th><th>Project ID</th><th>Title</th><th>Change in DU</th></tr></thead><tbody><tr><td>12345</td><td>Plumbing Permit</td><td></td><td></td><td>7496</td><td>Plumbing</td><td></td></tr></tbody></table>	Approval ID	Approval Type	Approval Status	Street Address	Project ID	Title	Change in DU	12345	Plumbing Permit			7496	Plumbing	
Approval ID	Approval Type	Approval Status	Street Address	Project ID	Title	Change in DU										
12345	Plumbing Permit			7496	Plumbing											
4.	Scroll down the permit and click on Inspections tab.	<div><div>Project Scope</div><div>UNIVERSITY. Building permit for the replacement in like kind of an existing exterior wood post sup multi-family residential buildings. RM 1-1. Geo Haz 54. FireBM . CPIOZ-A.ESL. PRD-3</div><div>Fees</div><div>Exceptions</div><div>Inspections</div><div>Issues</div></div>														

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5.

Click on  
Schedule Online  
for the  
inspection  
needed to  
schedule online.

You can also  
schedule by  
phone at 858-  
581-7111.

### Inspections

ID	Tier	InspType	Status	Inspector	Scheduled	Performed	Res
3264318	2	Foundation	Available Call (858) 581-7111 to schedule this inspection <a href="#">[Schedule Online]</a>				
3264319	2	Frame	Available Call (858) 581-7111 to schedule this inspection <a href="#">[Schedule Online]</a>				
3264320	2	Insulation	Available Call (858) 581-7111 to schedule this inspection <a href="#">[Schedule Online]</a>				
3264321	2	Lath & Drywall	Available Call (858) 581-7111 to schedule this inspection <a href="#">[Schedule Online]</a>				
3264323	2	Prefinal (2)	Available Call (858) 581-7111 to schedule this inspection <a href="#">[Schedule Online]</a>				
3264322	2	Suspended Ceiling	Available Call (858) 581-7111 to schedule this inspection <a href="#">[Schedule Online]</a>				
3264317	3	Final(3)	Unavailable				

6.

Select Inspection  
Date and  
provide an  
Inspection  
Contact  
Number.

The Inspection  
Contact number  
is necessary for  
scheduling  
online and was  
provided at the  
time of permit  
application. If  
you do not have  
this number, you  
will not be able  
to schedule  
online.

## Inspection Scheduling

### Inspection: Foundation

Id: #3264318

### Approval

Approval Id [REDACTED]

Approval Type Building Permit

Job Location [REDACTED]

Approval Scope For the replacement in like kind of an existing exterior wood post supporting a garage beam at multi-family resid

### Schedule This Inspection

Inspection Date:

11/09/2018

Inspection Contact Phone Number (must match our records):

858 555 5555

Comments for Inspector:

(Contact information, gate codes, etc...)

Call Tony at [REDACTED] with ETA. |

Schedule Inspection

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7.

To obtain a time frame for the inspection, leave a phone number in the "Comments for Inspectors" section of your request. Your inspector will contact you before 10:00AM the morning of the scheduled inspection date with a time frame. Leave any other special instructions for the inspectors. Click Schedule Inspection

### Inspection Scheduling

#### Inspection: Foundation

Id: #3264318

#### Approval

Approval Id [REDACTED]

Approval Type Building Permit

Job Location [REDACTED]

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11/09/2018



Inspection Contact Phone Number (must match our records):

[REDACTED]

Comments for Inspector:

(Contact information, gate codes, etc..)

Call Tony at [REDACTED] with ETA. |

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## How to Schedule Inspections For PTS Permits Online

### Troubleshooting Inspection Scheduling

There are several reasons why your inspections may be unavailable to schedule online. Below are the most common reasons:

- **Inspection Contact Number:** If you do know the Inspection Contact phone number associated with your permit, you will not be able to schedule online. Either contact the permit applicant to find out the phone number provided or schedule using our automated phone system: 858-581-7111.
- **Permit Status:** Your permit must be in Issued status. If your permit is in any other status, you will not be able to schedule online.
- **Outstanding Fees or Refunds Pending:** Open the Fees folder. All fees must be in Paid status. If any fees are in Invoiced or Not Invoiced status, inspections will not be able to be scheduled online. Either pay fees online or call the Inspection Office at 858-492-5070 for assistance.
- **Project is in Review/Construction Changes:** You will not be able to schedule an inspection if your permit is still in review or a construction change is in process. Contact your Project Manager to find out project status.
- **Uncleared Issues** – Scroll down and click on the **Issues** folder to view issues that require action prior to scheduling an inspection. All issues must be cleared prior to scheduling a Final Inspection.
- **Dependent Approvals** – Scroll to the **Dependent Approvals** folder. The Status Required of a dependent approval must match the Current Status (i.e., Issued = Issued, Completed = Completed). If they do not match, the final inspection will not be able to be scheduled.
- **Unused Inspection that Block the Final** - Call 858-492-5070 to review/revise your inspection plan.

For further information regarding inspections, see [Information Bulletin 120, Project Inspections](#).