

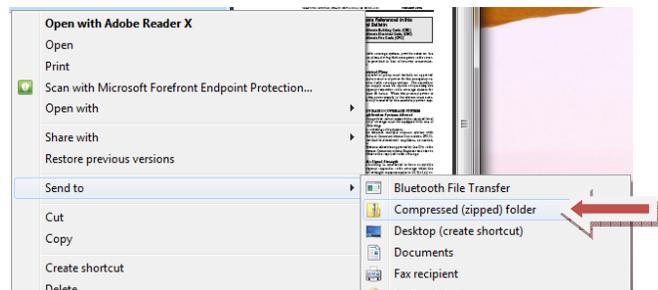
ELECTRONIC SUBMITTAL FOR THE PERMITTING OF SINGLE FAMILY ROOF-MOUNTED PV SYSTEMS (WINDOWS OPERATING SYSTEMS)

The following instructions explain how to submit for a permit for roof-mounted photovoltaic systems for single family homes in the City of San Diego.

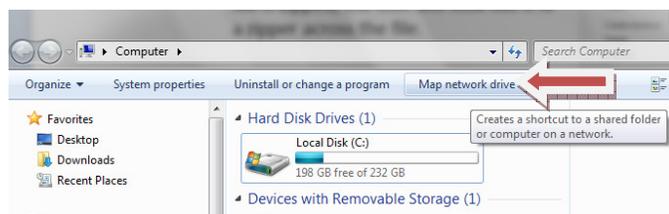
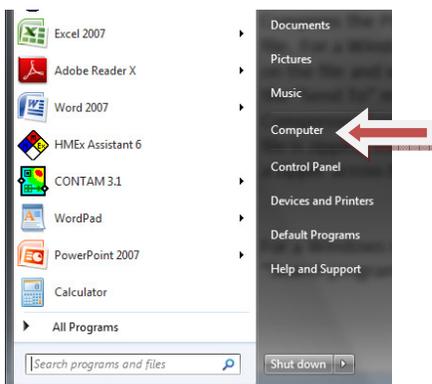
Step 1: Combine all required documents into one PDF file. Include General Application (Form DS-3032), all required plans, and all specification sheets (see IB-301 for submittal requirements).

Step 2: For the first review cycle, name PDF file for the project address. For example, rename PDF by address "1222 First Avenue.pdf". If submitting a recheck or a construction change, follow the following naming convention, "Project # - Recheck" or "Project # - Construction Change".

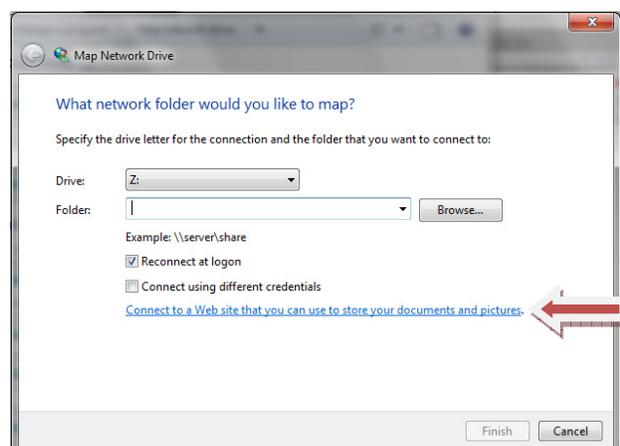
Step 3: Compress the PDF file by zipping the file. Right click on the file and select, "Send To". From the "Send To" menu, select Compressed (zipped) folder. Once the file is zipped, the icon will look like it is a zipper across the file.



Step 4: click on the start button on the bottom left hand of the screen. Click on Computer then click Map Network Drive on the top menu bar



Step 5: Click on the sentence, "Connect to a Web site that you can use to store your documents and pictures" on the bottom of the dialog box.



Step 6: Click Next. Then, select “Choose a custom network location” on the next screen and click Next. Type in <ftp://ftp.sannet.gov/IN/DSD/eSubmittal> and press Next.

Step 7: Check log on anonymously and click Next. It should say in the dialog box for the network location that the default name is “eSubmittal on <ftp.sannet.gov>”. If not, rename the network location. Then, click Next. Check the box, “Open this network location when I click Finish”, then click finish.

Step 8: Now, you have an open FTP connection mapped to your computer. You can drag and drop your zipped PDF file into this FTP folder.

