The City of SAN DIEGO

TIPS FOR COMPLETING THE ONLINE APPLICATION

- Please note that the online application is the same for **New and Renewal Applicants**. Only required documents differ.

- Review the Required Document Checklist for [**New**/**Renewal**] Applications. Gather all required documents (in electronic format) *prior* to starting the online application. You will need to upload all required documents on page 5 of the application.

- The Application ID is system generated and contains letters, numbers, and special characters. The application is also <u>timed</u>. Therefore, before starting the application, we strongly recommend using the "Email" button at the top right of the application. This allows you to send your current application to an email of your choice, so you can retrieve your current application if for some reason you need to come back and complete it at a later time.

Page 1 of 6

Your Application ID: MA03TjmxLVI%3d
Print, Email , Print Application

APPLICATION   THE CITY OF SAN DIEGO
This application and associated documents are not public records, subject to the Public Records Act, and are not open for public inspection. All information provided will be kept confidential to the extent permitted by law.

Print = Applicaion ID will print
Email = Application ID will be sent to an email address you provide.
Will also provide a link to resume/complete/modify an un-submitted application.
Print Application = Application will print

- Where applicable, please make sure to hit the "Add" button after entering information. Otherwise, the information *will not save*.

- Ownership Information: please make sure to add <u>all</u> owners. Percentage of ownership should = 100%.

- At least one NAICS code is required. Please use 6 digit codes: **http://www.census.gov/eos/www/naics/**

- Indicate license holder information, if applicable. This applies to holders of contractor's licenses, professional licenses issued by the State of California, such as Architects and Engineers.

- Please note, you will be required to print, sign and scan the Certification Statement/Signature Affidavit on page 4 of the online application. You will then upload the Affidavit as the last item on page 5 labeled "Signature Affidavit."

- LASTLY, the application is not complete until you reach page 6/6 and the screen reads, "**Thank you for submitting your application!**" (you *will not* receive a confirmation email)