

DSD ONLINE PERMITS

Apply for a Simple Permit



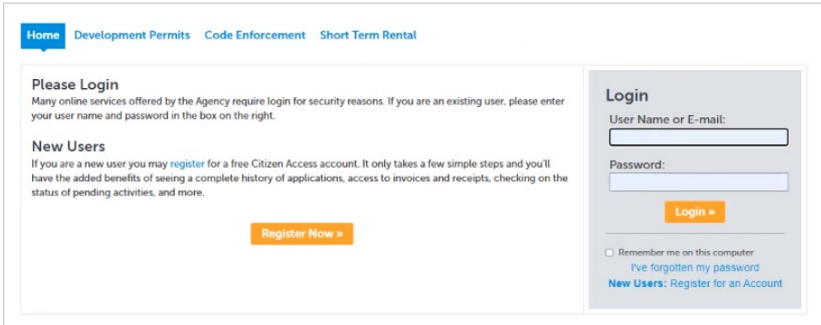
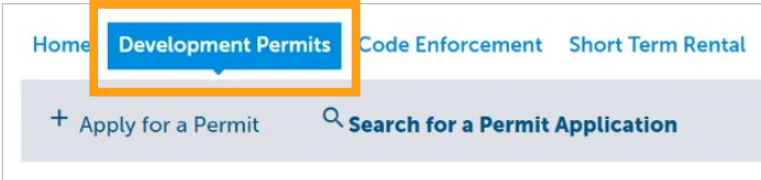
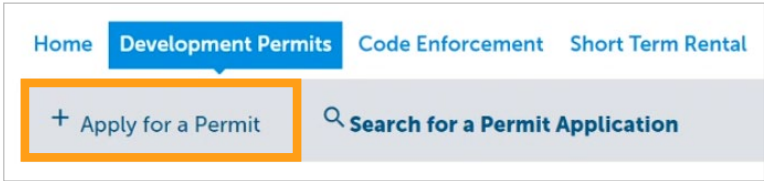
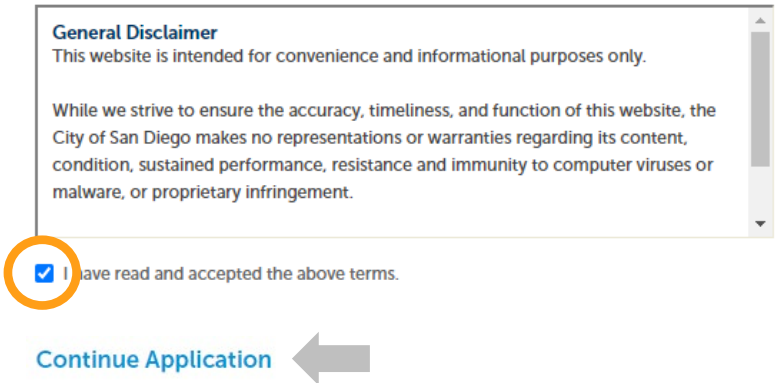
Overview

The Development Services Department's (DSD) online permitting system is a full cloud-based application that allows customers to apply for permits online and upload plans and documents for review 24/7.

Before you begin, please review the information about the permit submittal requirements at sandiego.gov/dsd.

When new permit applications are received, a communication will be sent with the invoice attached, when paid the permit will be in Issued status and inspections will be available to schedule through your online permitting account or virtually click [here](#) to schedule a virtual inspection.

- For help with user accounts or uploading documents, please call us at 619-446-5000.
- For plan requirements and document issues, please click [here](#).
- For help planning your project, consider booking a [virtual counter appointment](#) with DSD.

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> Log into your online permitting account. Enter your username and password.* <p>* If you are a new user, see the tutorial on how to register for an account.</p>	
2	<ul style="list-style-type: none"> Select "Development Permits" 	
3	<ul style="list-style-type: none"> Select "Apply for a Permit" 	
4	<ul style="list-style-type: none"> Read and acknowledge the disclaimer Click "Continue Application" 	

Select a Record Type

- Select the permit type
"Photovoltaic - SB 379"
- Click "Continue Application"

Note: For PTS Permits, please refer to instructions in the [OpenDSD User Guide to PTS Projects](#).

☐ Building Applications

- ☐ Building Construction
- ☐ Building Construction - CIP or Public Project
- ☐ Building Construction - Master Plan Accessory Structure
- ☐ Building Construction - Master Plan MDU
- ☐ Building Construction - Master Plan SDU
- ☐ Building Construction - Master Plan Small Cell Telecom ?
- ☐ Building Construction - Special Programs
- ☐ Deferred Fire Submittal ?
- ☐ Deferred Submittal ?
- ☐ Demolition
- ☐ Fire ?
- ☐ Plan - Mechanical/Electrical/Plumbing Standalone
- ☐ Sign

☐ Construction Change

- ☐ Building Construction Change
- ☐ Fire Construction Change

☐ Photovoltaic

- ☐ Photovoltaic - SB 379

☐ Simple No Plan Permits

- ☐ No-Plan - Nonresidential/Multifamily - Electrical
- ☐ No-Plan - Nonresidential/Multifamily - Mechanical
- ☐ No-Plan - Nonresidential/Multifamily - Plumbing
- ☐ No-Plan - Residential - Combination Mech/Elec/Plum ?

☐ PTS

[Continue Application](#)

Address or Parcel Entry

- Enter Street No. and Street Name only (the system will populate the parcel info)
- Click "Search"

OR

- Enter parcel number in ###-###-#### format (the system will populate the address info if it exists)
- Click "Search"

Information will populate

- Verify and click "Continue Application"

Tip: For numeric **Street Names** in single digits, add a zero (0). For example, for 1st Av use 01st

* Street No.: Direction: --Select-- * Street Name: Street Type:

* Parcel Number:

###-###-####

Legal Description:

[Continue Application](#)

Permit Information

- Answer historic designation question
- Select applicant type

Authorized Agent will require a License number.

Property owner will require an Owner Builder Verification form to be uploaded.

- Provide Permit Scope
- Click "Continue Application"

Step 1 : Permit Information > Permit Information

Verify the Following Information

SIMPLE PERMIT SPECIFIC

* Indicate 'No' to verify that the project does not contain a designated historic resource nor is located in a designated historic district.:



☐ Yes ☐ No

* Applicant Type:

--Select--

Scope

PERMIT COMMON

Permit Scope:

[Continue Application](#)

Select Fees

- Indicate quantity of each item
- Click "Continue Application"

MECHANICAL

Air Handler:

Boiler:

Dryer Vent:

Exhaust Fan:

Furnace/FAU/Wall Heater:

Heater-Unit/Radiant:

Mini-Split System - Cooling Only:



Walk-In Cooler/Condenser:

[Continue Application](#)

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Permit Holder

- Select "From Account" or add new contact information

Inspection Contact

- Select "From Account"
- Click "Continue Application"

Step 2 : Contacts & Documents > Permit Contacts

Permit Holder

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Inspection Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Save and resume later

[Continue Application](#)

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Property Owner

"Select from Account" or "Add New" contact information (required if applicant is property owner)

Contractor

Select "Add New" and provide information (required if applicant is Authorized Agent of property owner)

- Provide all city, state and federal information in the required fields.
- Click "Continue Application"

Step 2 : Contacts & Documents > Owner or Contractor

Property Owner

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Contractor

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link.

Add New

Save and resume later

[Continue Application](#)

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Workers Compensation Declaration

- Select appropriate declaration
- Click "Continue Application"

Step 2 : Contacts & Documents > Declaration

Declaration

DECLARATION

I am either self-insured or will maintain workers compensation insurance: ?

☐

I am not subject to workers compensation insurance: ?

☐

Continue Application

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Review/Edit

- Make changes to the Application information, if necessary
- Click "Continue Application"

[Home](#) [SDS Permits](#) [Building & Land Use Enforcement](#) [Short Term Rental](#)

[+ Create an Application](#) [Search Applications](#)

No-Plan - Residential - Combination Mech/Elec/Plum

1 Permit Information	2 Permit Contacts	3 Declaration	4 Review	5 Submitted
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Step 4 : Review

[Save and resume later](#) [Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

No-Plan - Residential - Combination Mech/Elec/Plum

Address [Edit](#)

1222 01st Av
San Diego CA

Parcel [Edit](#)

Parcel Number: 535-433-2800
Legal Description: BLK 1 ST CLSD08LKS 13 THRU 150
Parcel Area: 6555.83
Land Value: 0
Improved Value: 0
Exemption Value: 0

Verify the Following Information

Continue Application

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- Acknowledge the final declaration
- Click "Continue Application"

I certify that I have read this application and state the above information entitlement to the use of the property that is the subject of this application policies and regulations applicable to the proposed development or pe laws or regulations, including before or during final inspections. City ap regulation, nor does it constitute a waiver by the City to pursue any ren the city to enter the above-identified property for inspection purposes. I

☒ By checking this box, I agree to the above certification.

Continue Application

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Your PMT number will be displayed.
Email communication will go to applicant

- Click "View Record Details"

Step 4 : Submitted



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is PMT-8007975.

You will need this number to check the status of your application or to see if fees have been assessed or permit issuance has been processed.

Choose "View Record Details" to Schedule Inspections, check status, or more.

[View Record Details »](#)

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Payments

- Click "Payment" tab then "Fees" to pay invoice

Record PMT-8007975:

Photovoltaic - SB 379

Record Status: Approved Upon Final Payment

Record Info ▾

Payments ▾

Attachments

Fees

IMPORTANT: All the requested documents must be uploaded at the same time.
Follow the below steps to upload the requested documents:
Click on "Add Attachment"
Click on "Choose File" and add the document
Select the correct document type from the dropdown and click on "Submit".
Once you click "Submit", wait for the page to reload confirming the document upload.
Repeat the above steps to upload all the requested documents. Once all the documents are uploaded, the "Add Attachment" button will disappear, that confirms that you have successfully uploaded all the requested documents.
For review processing times, please check [here](#) for the latest information.

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Fees

Outstanding:

Date	Invoice Number	Amount
08/03/2023	88250	\$35.48
08/03/2023	88250	\$275.80
Total outstanding fees: \$311.28		

[Pay Fees](#)

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- Review and confirm your payment

The City of SAN DIEGO

There is a third-party service fee per transaction of \$1.50 flat fee for e-check, 2.95% fee for credit card payments, and 1.50% fee for debit card payments.

Enter Payment **Review** Thank You

Almost Done

Please review your payment:

Account Details

Transaction ID: 1030322

Payment Details

Payment Method:	Checking ending in 6792
Routing Number:	055002707
Payment Date:	05/30/2023
Payment Amount:	\$1,383.49
Third-Party Service Fee:	\$1.50
Total Amount:	\$1,384.99


Two Transactions will appear on your bank statement, one in the amount of [Payment Amount] and one in the amount of [Third-Party Service Fee].

By clicking **Confirm** you authorize us to initiate a debit from the **Payment Method Account** to make a payment to the **Account or Invoice**. The payment to your account will be made on the **Payment Date** detailed above, and the debit from your account will occur within two business days of that date, but no earlier than that date. You also authorize your financial institution (and its successors or assigns) to process this debit to your account.

[Confirm](#) [Edit](#) [Cancel](#)

Payment confirmation will be sent to your email address.

[EXTERNAL] City of San Diego DSD ACA Payment Payment Scheduled Successfully

 City of San Diego DSD ACA Payment <donotreply@billerpayments.com>
To: Thomas, J.C.

Retention Policy: 5 Year Retention (Inbox) (5 years)

****This email came from an external source. Be cautious about clicking on any links in this email or opening attachments.****

Dear Customer,

This email is to confirm a DSD ACA Payment transaction received on 05/30/2023 for the following:

Payment ID: 1030322

Web Reference ID: -N/A-

A one-time payment of \$1,384.99 has been scheduled with a date of 05/30/2023. The funding source that will be debited for

The confirmation number for this payment is IN0015XGPSM.

We appreciate your business. If you have any questions, please contact our office.

Reports can be accessed from the *Attachments* tab

OR

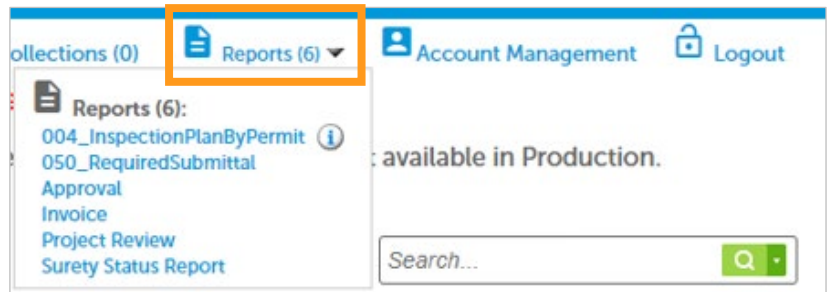
Run from the *Reports* menu at the top of the page.

Record PMT-8007978:
Photovoltaic - SB 379
Record Status: Approved Upon Final Payment

Record Info ▼

Payments ▼

Attachments



Scheduling Inspections (In Person)

PV inspections also can be done virtually (see [step 21c](#)).

- From the *Record Info* tab, click "Inspections"

Record PMT-8007963:
Photovoltaic - SB 379
Record Status: Issued

Record Info ▼

Payments ▼

Attachments

Record Details

Processing Status

Related Records

Attachments

Inspections

Requested documents must be uploaded at the same time.
To upload the requested documents:
1. Click on "Add Document".
2. Select the document type from the dropdown and click on "Submit".
3. Wait for the page to reload confirming the document was uploaded.
4. Upload all the requested documents. Once all documents are uploaded, the "Submit" button doesn't disappear, that confirms that you have successfully uploaded the documents. If the button disappears, please check [here](#) for the latest information.

20b

Available inspections will be displayed

- Click on the *Actions* drop down and then "Schedule"
- Provide the required information

Inspections

Please Note: Combination - Disconnect Reconnect Inspection type need an **"Electrical"** upgrade(s)/replacement(s)

Upcoming (3)

TBD5 Pending Combination-Disconnect Reconnect (18574252)

Inspector: *unassigned*

TBD5 Pending Combination-Photovoltaic Final (18574251)

Inspector: *unassigned*

TBD5 Pending Combination-Rough Photovoltaic (18574250)

Inspector: *unassigned*

Actions ▼


View Details
Schedule

Actions ▼

20c

Scheduling Inspections (Virtual)

- From [DSD's Webpage](#), Click "Schedule an Inspection"



**Development
Services**

Locations and Hours

Contact Us About Us

We're Hiring


Development Services Department
Urban Parkway Guidelines Presentation

Where to begin?


- Community Plan Mobility Element
- Identify the roadway classification
- Street Design Manual
- Identify requirements based on roadway classification and land use

View Training Videos and Webinars


Most Requested Services




[Apply for a Permit Online](#)




[Schedule an Appointment](#)



[View Permit Application Processing Timeline](#)



[Pay or Find an Invoice](#)



[Schedule an Inspection](#)

- Select "Virtual Inspections"

Schedule an Inspection

Standard Inspections



Virtual Inspections



Enhanced Inspections



Emergency Inspections



- Select Request a Virtual Inspection

Virtual Inspections



Requirements: Customers must have a smartphone, tablet or computer, with internet access and be able to use the Microsoft Teams conferencing platform. Download [Microsoft Teams](#).

Virtual inspections, using the Microsoft Teams conferencing platform, will be conducted with customers at the job site and a City inspector reviewing qualified projects remotely. Here is a list of single-family, duplex and townhouse project types that are qualified for virtual inspections:

- | | |
|--|---------------------------------------|
| • Air Handlers | • Gas System/Meter |
| • Appliance Vent/Chimney | • Heat Pump |
| • Backflow Preventor - Domestic | • Heater |
| • Boiler | • Mini-Split Systems |
| • Chiller | • Pressure Reducing Valve - Domestic |
| • Condensing Unit for HVAC | • Reinspection of minor corrections |
| • Drain - Repair/Replacement | • Rooftop-mounted solar photovoltaic |
| • Dryer Vent | • Sewage Ejector |
| • Electrical panel and circuits up to 400 Amps | • Temporary power |
| • Electrical vehicle charging stations | • Water heaters |
| • Exhaust Fan | • Water Softener |
| • Furnace/FAU/Wall Heater | • Water/Waste Pipe Repair/Replacement |
| • Gas System Leak Repair | |

Schedule: Virtual inspections are performed on weekdays from 8:30 a.m. to 3:30 p.m.

Cost: Virtual inspections are conducted at no extra cost to the applicant if conducted during normal business hours. If conducted outside of normal business hours, see [Information Bulletin 501](#) to view the fee schedule.

Request a Virtual Inspection

20f

- Select the last option on the list

Virtual Inspections (Single-Family, Duplex and Townhouse Project Types)



20g

- Click "Book Now"

Virtual Inspections (Single-Family, Duplex and Townhouse Project Types)



Virtual inspections, using the Microsoft Teams conferencing platform, are conducted with customers at the job site and a City inspector reviewing qualified single-family, duplex and townhouse project types listed below remotelv.

Book Now

20h

- Select a date/time

< > August 2023

Su	Mo	Tu	We	Th	Fr	Sa	9:00 am	9:30 am	10:00 am
		1	2	3	4	5	10:30 am	11:00 am	11:30 am
6	7	8	9	10	11	12	12:00 pm	12:30 pm	1:00 pm
13	14	15	16	17	18	19	1:30 pm	2:00 pm	2:30 pm
20	21	22	23	24	25	26	3:00 pm		
27	28	29	30	31					

20i

- Add details

Add your details

Name *

Email *

Address *

Phone number *

Please let us know if you have any special requests.
Thank you.

Notes (optional)

20j

- Provide any additional information and click "Book"

Provide additional information

Provide Permit Number (ie. PMT/Approval-XXXXXX) for this Virtual Inspection appointment.

I have documented the requested Date and Time of the appointment in the event a confirmation email is not received. Type "Yes" below.

Book