

DSD ONLINE PERMITS

Apply for a Simple Permit



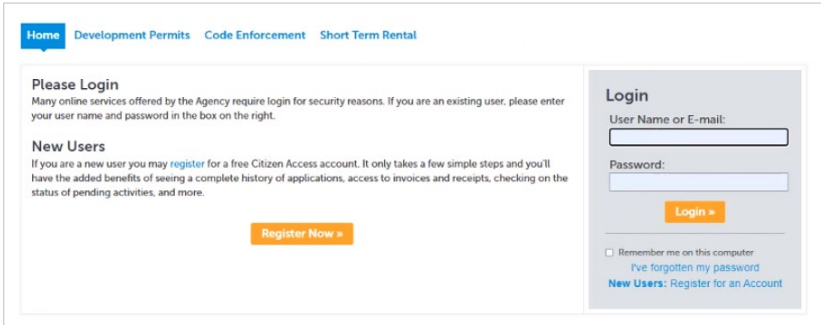
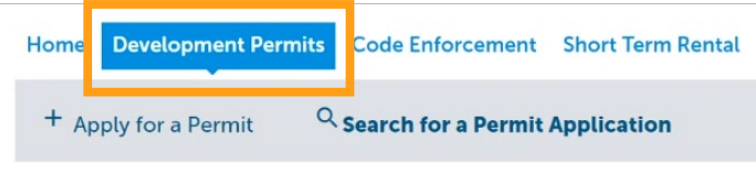
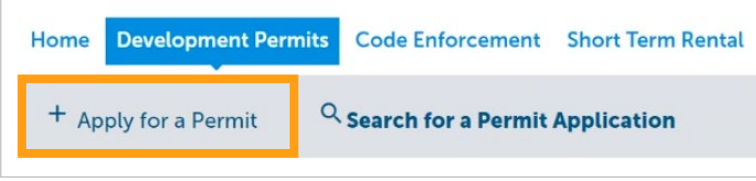
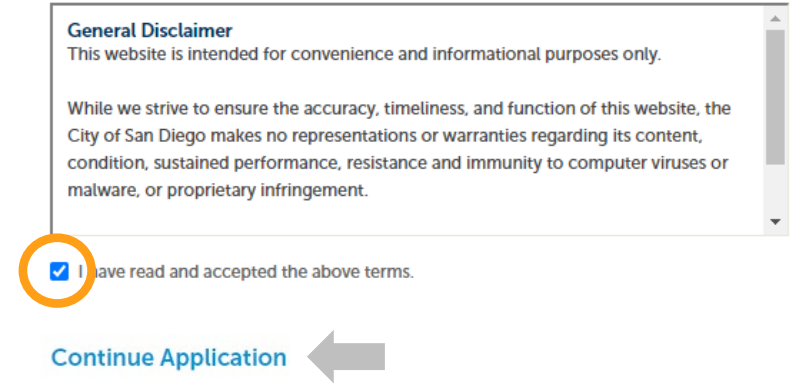
Overview

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" 	

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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

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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:	* Street Name:	Street Type:
1222	--Select▼	01st	Av ▼

Search **Clear**

* **Parcel Number:**

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

Legal Description:

[Empty text area]

Search **Clear**

Continue Application

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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

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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

9	<p>Permit Holder</p> <ul style="list-style-type: none"> • Select "From Account" or add new contact information <p>Inspection Contact</p> <ul style="list-style-type: none"> • Select "From Account" <ul style="list-style-type: none"> • Click "Continue Application" 	<p>Step 2 : Contacts & Documents > Permit Contacts</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Permit Holder</p> <p>To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.</p> <p style="text-align: center;">Select from Account</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Inspection Contact</p> <p>To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.</p> <p style="text-align: center;">Select from Account</p> </div> <p style="text-align: center;">Save and resume later Continue Application</p>
10	<p>Property Owner "Select from Account" or "Add New" contact information (required if applicant is property owner)</p> <p>Contractor Select "Add New" and provide information (required if applicant is Authorized Agent of property owner)</p> <ul style="list-style-type: none"> • Provide all city, state and federal information in the required fields. • Click "Continue Application" 	<p>Step 2 : Contacts & Documents > Owner or Contractor</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Property Owner</p> <p>To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.</p> <p style="text-align: center;">Select from Account Add New</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Contractor</p> <p>To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed p</p> <p style="text-align: center;">Add New</p> </div> <p style="text-align: center;">Save and resume later Continue Application</p>

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Required Documents (only required for Owner/Builder)

- Using the “Choose File” button, search for and upload the DS-3042 Owner- Builder Acknowledgement and Information Verification form
- Click “Continue Application”

Step 2 : Permit Contacts > Required Documents

Required Documents

The maximum file size allowed is **200 MB**.

* Required Documents

- 1. Required Attachment - Owner-Builder Verification Form

No file chosen

[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”

The screenshot shows a web interface for reviewing an application. At the top, there are navigation links: Home, DSD Permits, Building & Land Use Enforcement, and Short Term Rental. Below this is a search bar with a '+ Create an Application' button and a 'Search Applications' input field. A progress bar indicates the current step: 1 Permit Information, 2 Permit Contacts, 3 Declaration, 4 Review (highlighted), and 5 Submitted. Below the progress bar, the title 'No-Plan - Residential - Combination Mech/Elec/Plum' is shown. The 'Step 4 : Review' section includes a 'Save and resume later' button and a 'Continue Application >' link. A note says 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.' There are three main sections: 'Record Type' (No-Plan - Residential - Combination Mech/Elec/Plum), 'Address' (1222 01st Av, San Diego CA), and 'Parcel' (Parcel Number: 533-433-2800, Legal Description: BLK 1 ST CL500BLKS 13 THRU 150, Parcel Area: 6551.83, Land Value: 0, Improved Value: 0, Exemption Value: 0). Each section has an 'Edit' button. At the bottom, there is a 'Verify the Following Information' section.

[Continue Application](#)

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- Acknowledge final declaration
- Click "Continue Application"

I certify that I have read this application and state the above information is true and correct. I understand that the City of San Diego has the authority to issue permits and that the City is not responsible for the accuracy of the information provided. I understand that the City is not responsible for the accuracy of the information provided. I understand that the City is not responsible for the accuracy of the information provided.

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 schedule inspections. Fees have been assessed or permit issuance has been processed.

Choose "View Record Details" to Schedule Inspections, check status, or print your record.

[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 was uploaded.
Repeat the above steps to upload all the requested documents. Once all the requested documents are uploaded, the "Add Attachment" button will disappear. **If the "Add Attachment" button doesn't disappear, that confirms that you have not finished uploading all the requested documents.**
For review processing times, please check [here](#) for the latest information.

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- Click the blue link for the invoice you want to pay.
- Follow directions on 3rd party website to pay.

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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- Enter payment Information

The City of SAN DIEGO

Your account details

There is a third-party payments.

Enter

Retrieved Account Transaction

Email Address

Funding Source

Payment Method

New Bank

Payment Amount

Payment Address

Enter Additional Record ID

Your Account with

Continue

Add New Bank Details

If you have a business or Corporate bank account that has ACH filter/block, please contact your financial institution and add the following ACH company IDs and names to the account before you complete this transaction. Failure to do so may result in your payment being rejected and the assessment of penalties and fees.

Name: DSD ACA Payment
ACH Company ID: 7956054878

Name: Alacriti (3rd Party Service Fee)
ACH Company ID: 2800853509

Name on Account: *

Account Type: *

Personal or Commercial Account: *

Routing Number: * What is this?

Account Number: * What is this?

Re-Enter Account Number: *

Please re-enter your Bank Account Number.

Save changes
Cancel

19

- Review and confirm your payment

Payment confirmation will be sent to your email address.

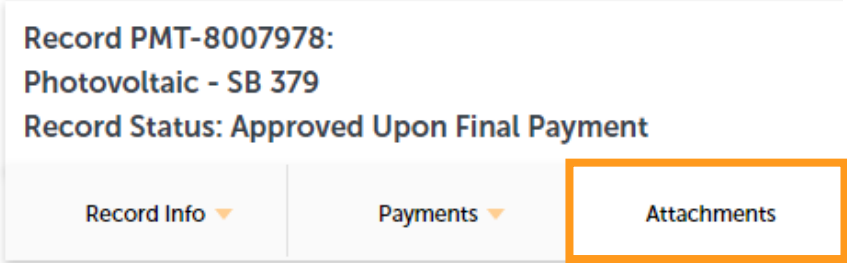


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Reports can be accessed from the *Attachments* tab

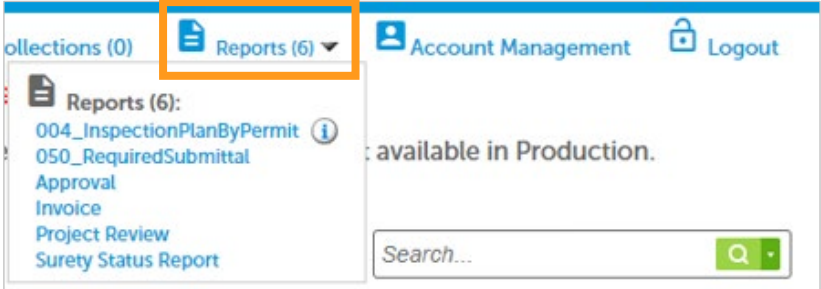
OR

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**



collections (0) **Reports (6)** ▾ Account Management Logout

Reports (6):
004_InspectionPlanByPermit ⓘ
050_RequiredSubmittal Approval
Invoice
Project Review
Surety Status Report

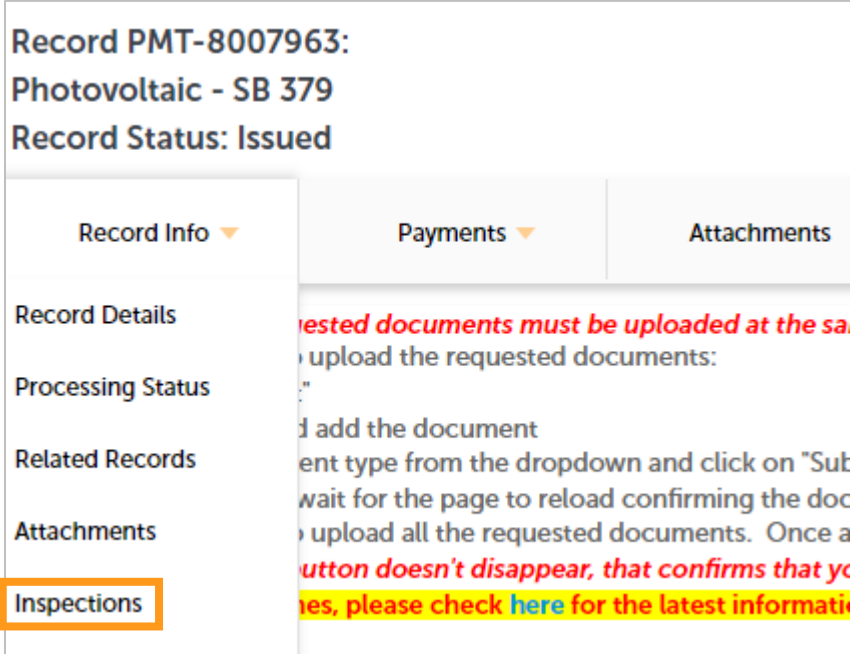
Search...

21a

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" to add the 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. Once all the requested documents are uploaded, the **Submit** button doesn't disappear, that confirms that you have successfully uploaded all the requested documents. Once a document is uploaded, please check [here](#) for the latest information.

21b 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 ▾

21c **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


SD 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



21d

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

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

21e

21f

- Select the last option on the list

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



21g

- 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®

21h

- 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					

21i

- Add details

Add your details

Name *

Email *

Address *

Phone number *

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

Notes (optional)

21j

- 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.