

## **DSD ONLINE PERMITS**

# Apply for a Transportation 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](http://sandiego.gov/dsd).

When new permit applications are received, DSD will review the required documents for completeness, if documents are incomplete staff will request a resubmittal. Applicants must address the requirements prior to resubmitting documents. Fees will be assessed and an invoice will be issued to the applicant.

- For help with user accounts or uploading documents, please call us at 619-446-5000.
- For permit status or questions about your transportation permit, login to your [online permitting account](#).
- For help with questions specific to applying for a Transportation Permits, email [DSD-TransPermits@sandiego.gov](mailto:DSD-TransPermits@sandiego.gov).

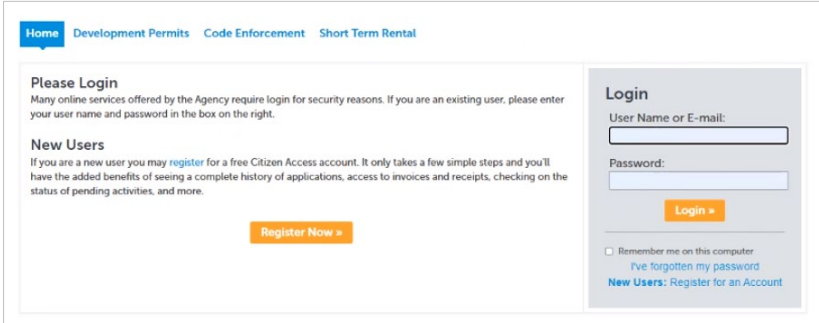
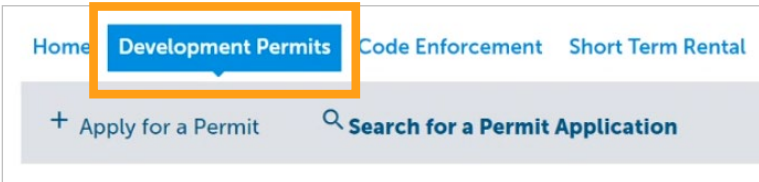
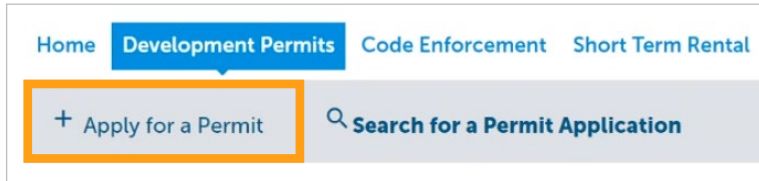
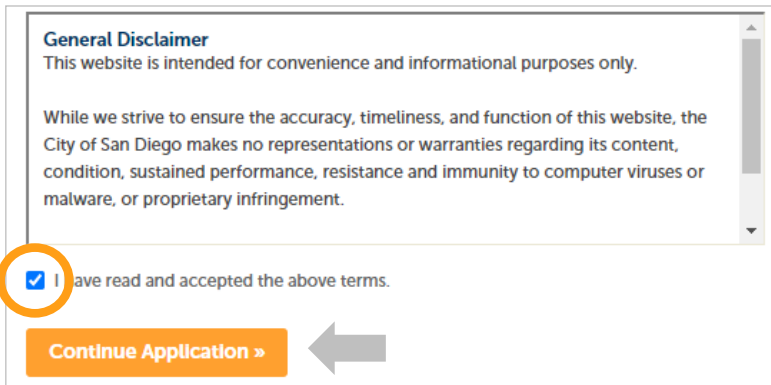
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## HOW TO SUBMIT AN APPLICATION

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

## Select a Record Type

- Select the permit type you would like to apply for and click *Continue Application*

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

### Select a Record Type

#### Building Applications

- ☐ Approval - Process - Agreement
- ☐ 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 - Special Programs
- ☐ Building Construction Change
- ☐ Deferred Fire Submittal
- ☐ Deferred Submittal
- ☐ Demolition
- ☐ Fire
- ☐ Fire Construction Change
- ☐ Photovoltaic
- ☐ Photo-voltaic Construction Change
- ☐ Photo-voltaic Residential Project
- ☐ Plan - Mechanical/Electrical/Plumbing Standalone
- ☐ Sign

#### 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

- ☐ PTS Electronic Submittal

#### Grading, Right of Way, Mapping Applications

- ☐ Deferred As Graded
- ☐ Engineering Construction Change
- ☐ Grading, ROW, Mapping - Associated Submittal
- ☐ Grading, ROW, Mapping - Standalone
- ☐ Right of Way - Dry Utilities
- ☐ Right of Way - Minor - Rapid Review

#### Discretionary Applications

- ☐ Discretionary Project

#### Traffic & Transportation

- ☐ Traffic Control Permit
- ☐ Transportation Permit

#### Agreement

- ☐ Approval - Process - Agreement

#### Miscellaneous Applications

- ☐ Individual Historical Resource Nomination
- ☐ Mills Act Agreement
- ☐ Others
- ☐ Street - Tree Permit
- ☐ Zone History Letter

**Continue Application**

5a

- Select "Transportation Permit" listed under "Traffic & Transportation."
- Enter an address if applicable. If not, "Continue Application"

#### Traffic & Transportation

- ☐ Traffic Control Permit
- ☒ Transportation Permit

**Continue Application »**



5b



If no address is applicable, skip step 5c and continue to step 6 to enter Permit Information.

### 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"

- Enter any additional parcels or addresses, if it applies to your project, and include the Unit # or Suite #

- 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:
<input type="text" value="1222"/>	--Select▼	<input type="text" value="01st"/>	Av ▼

\*Parcel Number:

Legal Description:

**Additional Information**  
Warning

List any additional parcel(s) associated with the project scope:	<input type="text"/>	List any unit number(s) associated with the project scope:	<input type="text" value="Suite 415"/>
--	----------------------	--	--





## Street Tree Permit Specific Information

- Provide the required information
- Provide Restrictions/Riders information if applicable
- Click "Continue Application"

**NOTE:** All fields marked with an asterisk (\*) are required

### Step 2 : Permit Information > Permit Information

#### Application Information

##### Transportation Permit Specific

* Type of Permit:	--Select--
* Effective From Date:	MM/DD/YYYY
* Effective To Date:	MM/DD/YYYY
* Hours Limitation:	
* Load:	
* Vehicle:	
* Trailer:	
* Width:	
* Length:	
* Height:	
* Weight:	
* Trip Origin:	
* Trip Destination:	
* Route:	
Restrictions/Riders - SDPD:	<input type="checkbox"/>
Restrictions/Riders - SDPD Description:	
Restrictions/Riders - CalTrans:	<input type="checkbox"/>
Restrictions/Riders - Other:	<input type="checkbox"/>
Restrictions/Riders - Other Description:	



Continue Application »

## Permit Documents – Proceed to step 7 below to upload documents and complete application

### Upload Required Project Documents

Required documents will be listed

- Select “Choose File” and drag/drop or search your files to attach them.
- You will not be able to continue if files have not been uploaded.

\* You will not be able to continue if files have not been uploaded.

\* If you encounter Failed Scout Validation, use the [Scout link](#) and check your files.

[Scout Validation Help](#)

Step 3 : Permit Documents > Required Documents

Valid copy of the policy of insurance must be per San Diego Municipal Code 85.22 (a)  
Transportation Permit Application can be found [here](#)

#### Required Documents

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

\* Required Documents

1. Required Attachment - Proof of Insurance

Choose File

No file chosen

2. Required Attachment - Transportation Permit Application

Choose File

No file chosen

#### Required Documents

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

Attachment SHEET COVER ROADWAY - RC - (09.08.2022).pdf passed Scout validation and has been successfully uploaded

\* Required Documents

1. Required Attachment - Proof of Insurance

SHEET COVER ROADWAY ✖

2. Required Attachment - Transportation Permit Application

SHEET COVER ROADWAY ✖



**Continue Application »**

## Review Application

- Review the Application for completeness
- Read the certification and check the box to confirm
- Click "Continue Application"

1 Address and Parcel

2 Permit Information

3 Permit Documents

4 Review

5 Submitted

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

Transportation Permit

Address

Parcel

Application Information

Transportation Permit Specific:	
Type of Permit:	Continuing
Effective From Date:	09/21/2022
Effective To Date:	09/29/2022
Hours Limitation:	4-6
Load:	d
Vehicle:	FORD
Trailer:	YES
Width:	6'
Length:	21'
Height:	7'
Weight:	500
Trip Origin:	d
Trip Destination:	d
Route:	d
Restrictions/Riders - SDPD:	No
Restrictions/Riders - SDPD Description:	
Restrictions/Riders - CalTrans:	No
Restrictions/Riders - Other:	No
Restrictions/Riders - Other Description:	

Save and resume later

Continue Application

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

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

Date: 09/26/2022

Save and resume later

Continue Application



## I RECEIVED A "RECHECK REQUIRED" EMAIL. HOW DO I UPLOAD THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference																														
1	<ul style="list-style-type: none"><li>Open the "Recheck Required" email</li><li>Open the Issues Report attached to the email and confirm which documents are requested</li></ul>	<div><p>[EXTERNAL] PMT-8006548 – Recheck Required</p><div><div><div>N</div><div>noreply@sandiego.gov</div><div>To Adams, Tamara</div></div><div><div><div></div><div>DSD_085_Review_PermitIssues_20220930_074115.pdf</div><div>149 KB</div></div></div></div><div><div>⏮ ⏪ ⏩ ⏭</div><div>Fri 9/30</div></div></div> <p>Hello,</p> <p><i>Please do not reply to this email, this mailbox is not monitored.</i></p> <p>Your application has been Pre-Screened and requires updates. Please see attached report for additional required information and comments.</p> <p>Follow the steps below to upload the requested documents:</p> <ul style="list-style-type: none"><li>• Login to your Online Permitting Account</li><li>• Search and select the application number</li><li>• Click on the Attachments tab</li><li>• Add the required documents</li></ul>																														
2	<ul style="list-style-type: none"><li>Log in to your <a href="#">Online Permitting Account</a></li></ul>	<div><div><div>HomeDevelopment PermitsCode EnforcementShort Term Rental</div><div><div>Please Login</div><div>Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.</div><div><div>New Users</div><div>If you are a new user you may <a href="#">register</a> for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.</div><div>Register Now »</div></div></div><div><div>Login</div><div>User Name or E-mail:<div></div></div><div>Password:<div></div></div><div>Login »</div><div><div><input type="checkbox"/> Remember me on this computer</div><div><a href="#">I've forgotten my password</a></div><div><a href="#">New Users: Register for an Account</a></div></div></div></div></div>																														
3	<ul style="list-style-type: none"><li>Click the "My Records" tab</li><li>Find and select the record for your transportation permit</li></ul>	<div><div><div>HomeDevelopment PermitsCode EnforcementShort Term Rental</div><div><div>DashboardMy RecordsMy Account</div></div></div><div><div>Development Permits</div><div>Showing 1-10 of 100+   <a href="#">Download results</a>   <a href="#">Add to collection</a></div><table><tr><th><input type="checkbox"/></th><th>Date</th><th>Record Number</th><th>Record Type</th><th>Application Name</th></tr><tr><td><input checked="" type="checkbox"/></td><td></td><td>PMT-8006575</td><td>Transportation Permit</td><td>Transportation Permit:null/null</td></tr><tr><td><input type="checkbox"/></td><td>10/04/2022</td><td>22TMP-003688</td><td>Transportation Permit</td><td></td></tr><tr><td><input type="checkbox"/></td><td>10/03/2022</td><td>PMT-8006569</td><td>Transportation Permit</td><td>Transportation Permit:null/null</td></tr><tr><td><input type="checkbox"/></td><td>10/03/2022</td><td>PMT-8006570</td><td>Transportation Permit</td><td>Transportation Permit:null/null</td></tr><tr><td><input type="checkbox"/></td><td>10/03/2022</td><td>PMT-8006572</td><td>Transportation Permit</td><td>Transportation Permit:null/null</td></tr></table></div></div>	<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	<input checked="" type="checkbox"/>		PMT-8006575	Transportation Permit	Transportation Permit:null/null	<input type="checkbox"/>	10/04/2022	22TMP-003688	Transportation Permit		<input type="checkbox"/>	10/03/2022	PMT-8006569	Transportation Permit	Transportation Permit:null/null	<input type="checkbox"/>	10/03/2022	PMT-8006570	Transportation Permit	Transportation Permit:null/null	<input type="checkbox"/>	10/03/2022	PMT-8006572	Transportation Permit	Transportation Permit:null/null
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<input type="checkbox"/>	10/03/2022	PMT-8006570	Transportation Permit	Transportation Permit:null/null																												
<input type="checkbox"/>	10/03/2022	PMT-8006572	Transportation Permit	Transportation Permit:null/null																												

- Click the "Attachments" tab

Previously attached documents will be displayed.

- Click "Add Attachment"

File Name	File Size	Status	Type
Transportation Permit Application PMT-8006575.pdf	258.1 kB	Uploaded	Transportation Permit Application
Proof of Insurance PMT-8006575.pdf	258.1 kB	Uploaded	Proof of Insurance

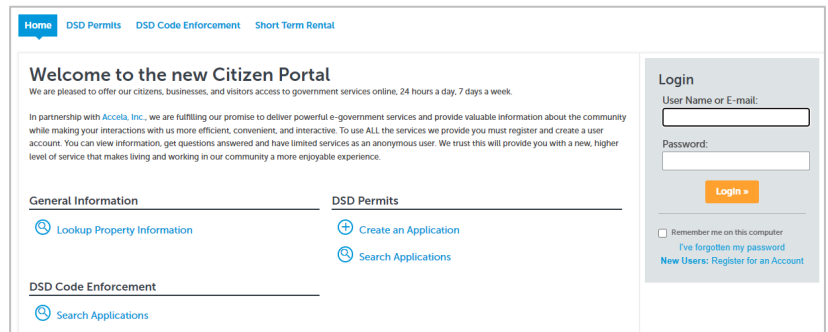
From the pop-up window:

- Select "Choose File" and drag/drop or search your files to attach them
- Click the *Type* drop-down and select file type
- Provide a brief description of the document
- Click the "Submit" button



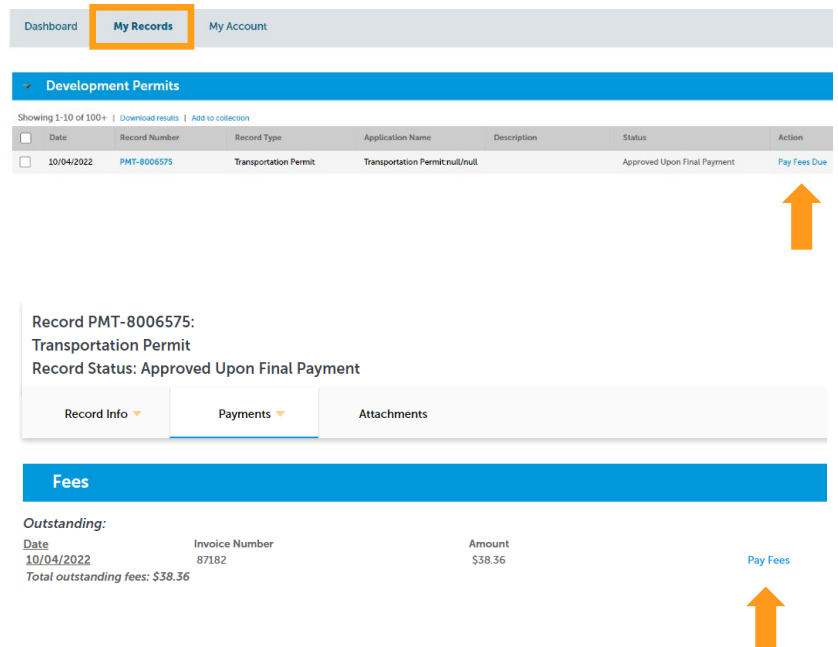
2

- Log into your [Online Permitting Account](#)
- Enter your username and password.



3

- Click the "My Records" tab
- Find the record from your list of records



4

- Click "Continue Application" and follow the prompts to make your payment.

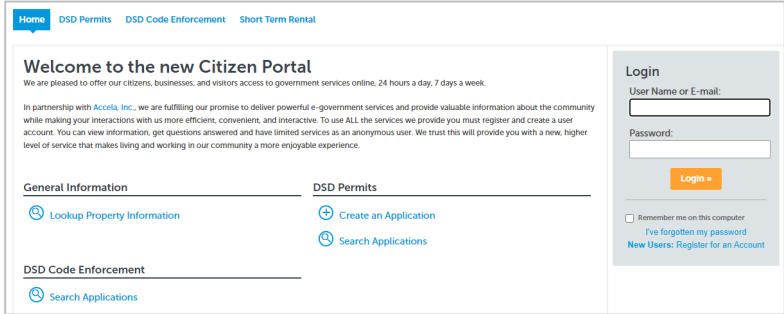
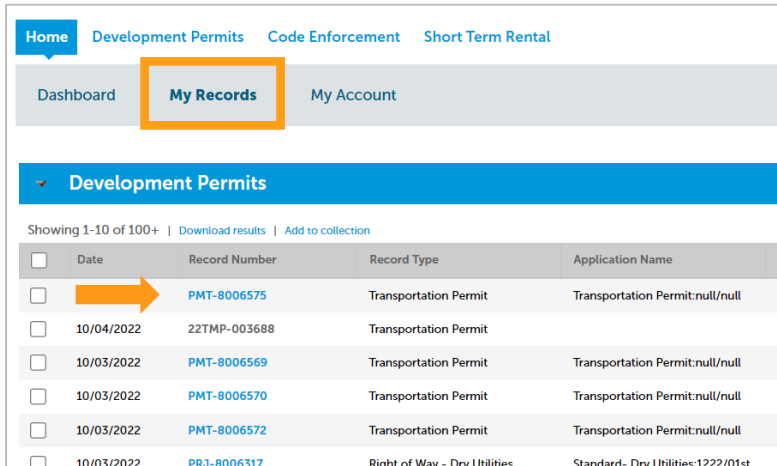
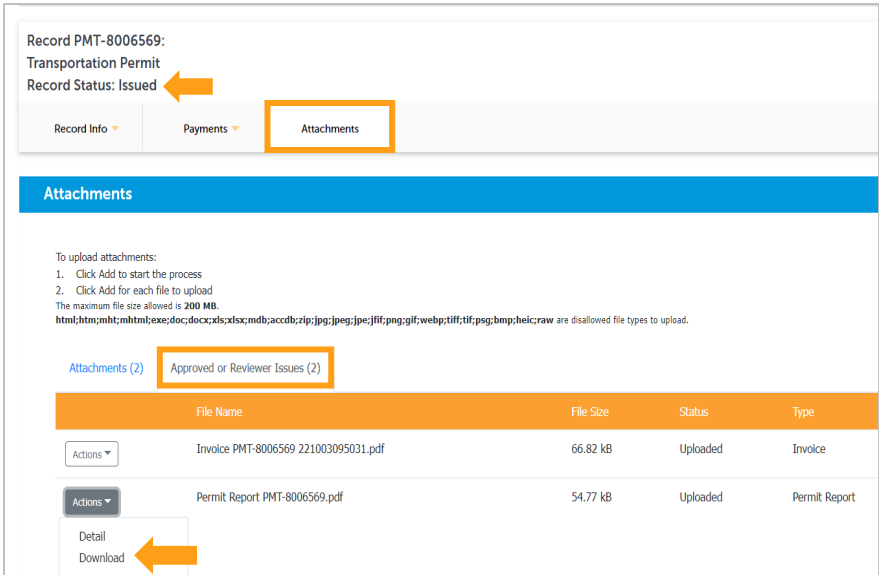
Listed below are the fees based upon the information you've entered. The following screen will display your total fees.

Fees	Qty.	Amount
Transportation-Cont 6 mos	1	\$38.36

**TOTAL FEES: \$38.36**  
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

## PERMIT STATUS IS "ISSUED" HOW DO I DOWNLOAD MY PERMIT APPROVAL?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a></li> <li>Enter your username and password.</li> </ul>	
2	<ul style="list-style-type: none"> <li>Click on the "My Records" tab</li> <li>Find and select the record for your individual Transportation Permit.</li> </ul>	
How do I print an Approval Report and an Invoice Report?		
3	<ul style="list-style-type: none"> <li>Click the "Attachment Tab"</li> <li>Click on "Approved or Reviewer Issues"</li> <li>Click on "Action" next to "Permit Report PMT-1234567"</li> <li>Click on "Download"</li> </ul> <p><b>NOTE:</b> The permit status will change to "issued" and the Permit Report will be available once all fees are paid.</p>	

## APPENDIX A – WORKFLOW/RECORD STATUS MAPPING AND DEFINITIONS

Task Name	Workflow Task Status	Record Status (Project)	Process
Review	Open	In Queue	Initial submittal from applicant
Review	Recheck Required	Recheck Required	Staff requested a resubmittal of documents and/or information
Review	Resubmittdd	Resubmitted	Staff has requested a resubmittal of documents and/or information
Fees	In Progress	Open	The status of the permit review is complete, and all permit fees are getting assessed
Fees	Approved Upon Final Payment	Approved Upon Final Payment	Staff has confirmed that all required documents are present, and all required fees have been assessed. Permit invoice will be sent to the applicant. When all fees are paid, permit is issued.
Closed	In Progress	Issued	The permit is issued and will be closed 30 days after the issuance date
Closed	Closed	Closed	The permit is no longer active and has been closed

## APPENDIX B – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

### File Size

The max size of each file you can upload cannot exceed 200MB. File sizes larger than 200MB will be rejected.

**FIX:** Return to the source document and create PDF files that are below the file size limitation.

### Page Size

PDF files with page sizes 8.5- by 11-inches are accepted for DSD-approved fillable documents and required reports. However, plans must be at minimum 11- by 17-inches and a maximum of 36- by 48-inches.

**FIX:** Return to the source document and change the paper size to meet the requirements.

### Page Orientation

Having a mix of paper sizes and orientations is not a problem, as orientation issues will not prevent the file from being accepted. However, this will generate more difficult reviewing conditions for review teams. A warning will pop-up if different orientations are found to help you research whether any pages are upside down or improperly oriented.

**FIX:** Verify that pages are not upside down or improperly oriented.

### Password Protection

Files must not be password protected. If the PDF cannot be opened, the file will be rejected.

**FIX:** Remove the password protection to allow users to open the PDF.

### Annotations and Comments

An annotation is any 'object' that appears in the Adobe Reader 'Comment' panel. It could be a 'comment' or 'stamp' or font issue like SHX Text from AutoCad.

**FIX:** To remove annotations in a PDF, use the print to PDF option. This process eliminates annotations by "flattening" the PDF.