

## **DSD ONLINE PERMITS**

# Apply for an Engineering 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 documents for completeness, assess required permit fees and assign that project to a reviewer. Reviewers will send out their cycle issues report as they complete each cycle, but resubmittal can only happen after all reviews have been complete. Applicants must address all cycle issues prior to resubmitting any new plans. You cannot resubmit to each specific discipline – resubmittals are for all disciplines at the same time.

- For help with user accounts or uploading documents, email [DSDProjectinfo@sandiego.gov](mailto:DSDProjectinfo@sandiego.gov).
- For plan requirements and document issues, please click [here](#).
- For help planning your project, consider booking a [virtual counter appointment](#) with DSD.

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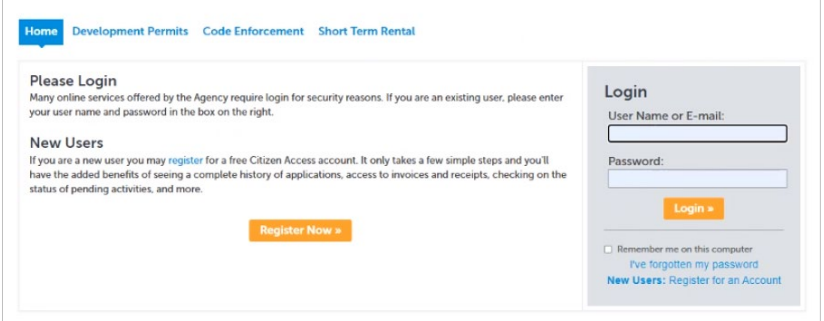
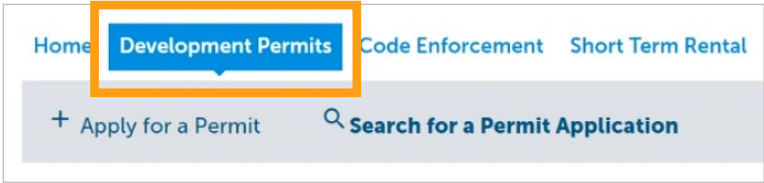
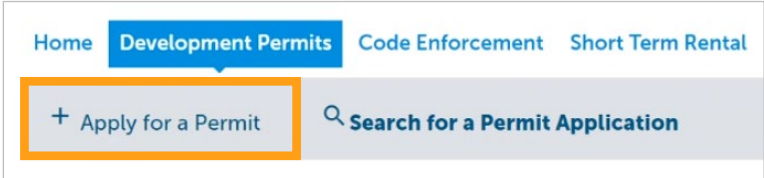
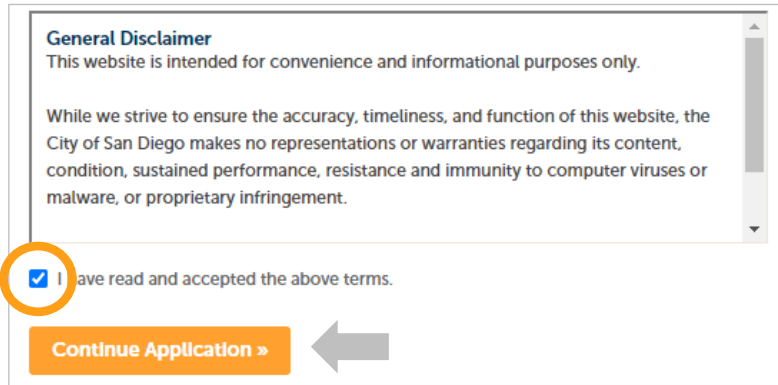
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## HOW TO SUBMIT AN APPLICATION

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <li>Log into your online permitting account.</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 the "Development Permits" tab</li> </ul>	
3	<ul style="list-style-type: none"> <li>Select "Create an Application"</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 instructions 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**
  - ☐ Others

Continue Application

Jump to a permit type for the next step:

- [Right-of-Way – Minor – Rapid Review](#)
- [Grading, ROW, Mapping – Standalone](#)
- [Grading, ROW, Mapping – Associated](#)
- [Engineering Construction Change](#)

## Right-of-Way – Minor – Rapid Review

1. Select “Right-of-Way – Minor – Rapid Review”
2. Click “Continue Application”

- ▶ **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

Continue Application »

### Submittal Validation

- Answer "Yes" or "No" to the validation questions below
- When complete, click "Continue Application"

6b

SUBMITTAL VALIDATION

\* Does your project propose a Pedestrian Plaza per Information Bulletin 565:

☐ Yes
☒ No

\* Is this Spaces as Places application:

☐ Yes
☒ No

Save and resume later

→

Continue Application

- Indicate if there is an address for the Project Site
- Click "Continue Application"

6c

ADDRESS VALIDATION

\* Do you have an address for the project site?:

☐ Yes
☐ No

Continue Application »

←

- Answer the Rapid Review validation questions and click "Continue Application"

**NOTE:** It is important to answer the validation questions correctly and as directed to avoid cancelation of the permit application.

**IMPORTANT:** Failure to answer the following questions correctly and as directed will result in cancelling your permit application request. Reapplying for the correct record type application will be required.

- See [Information Bulletin 165](#), How to Obtain a Public Right-of-Way Permit for Standard Public Improvements.
- See [Information Bulletin 523](#), How to Obtain a Permit for a Sidewalk Café.
- See [Section 142.0560\(j\)](#), for Driveway and Access Regulations.

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Minor Right of Way - Validation Questions

MINOR ROW - RAPID REVIEW

\* Is the requested Right of Way Permit a condition of an associated Discretionary Permit:

☐ Yes
☐ No

Save and resume later

Continue Application

### Address or Parcel Entry

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

**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

**OR**

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

\* Parcel Number:

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

Legal Description:

- Click "Continue Application"

**Continue Application »**



### Permit Scope and Site Information

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type
4. Whether a discretionary permit is currently in process for the project
5. Associated discretionary permit approval numbers

**Project Information**

* Define the scope of the work:	<input type="text"/>	1	* What is the processing timeline requested for this application?:	<input type="text"/>	2
* Applicant Type:	--Select--	3	* Is there a Discretionary Permit currently in the process associated with this project:	Yes <input type="radio"/> No <input type="radio"/>	4
* Provide associated prior Discretionary Approval Number(s):	<input type="text"/>	5			



- When complete, click "Continue Application"



Go to [step 7](#) to upload documents and complete application

## Grading, ROW, Mapping - Standalone

### Select a Record Type

- For new engineering or mapping submittals, elect "Grading, ROW, Mapping - Standalone"
- Click "Continue Application"

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

#### ► 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

**Continue Application »**



### Submittal Validation

Answer the submittal validation questions.

If the answer is "Yes" to both questions you must submit a **Grading, ROW, Mapping- Associated** submittal to complete the permit application

Otherwise, click "Continue Application"

#### Submittal Validation

\*Will this application have associated approvals such as Grading, ☒ Yes ☐ No Right of Way, or Mapping Actions on the same site :

Are you submitting this application as an "Associated Submittal" to ☐ Yes ☒ No an existing Grading, Right of Way, or Mapping Actions in progress:

\*

### Address Validation

- Indicate if there is an address for the Project Site
- Click "Continue Application"

#### ADDRESS VALIDATION

\*Do you have an address for the project site?:

☐ Yes ☐ No

**Continue Application »**





## Address or Parcel Entry

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

**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**

**OR**

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

\* Parcel Number:

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

Legal Description:

**Search** **Clear**

**OR**

- If the project is located entirely within the Public Right of Way and is not associated to the adjacent property, provide the general vicinity (see below).
- Click "Continue Application"

**PROJECT SITE VALIDATION**

\* Do you have an address for the project site: ☐ Yes ☒ No

Do you have an Assessor's Parcel Number(s): ☐ Yes ☒ No

Is the project located entirely within the public Right of Way: ☒ Yes ☐ No

Provide the general vicinity of the location: \*

Intersection of B St and First Ave.

**Save and resume later** **Continue Application**

### Code Validation

Answer the Code enforcement Case question:

- If “no,” continue application:
- If “yes,” answer the additional questions

#### CE CASE VALIDATION

\* Is there a code enforcement violation case on this site?: ☐ Yes ☒ No

#### Code Enforcement

\* Is there a code enforcement violation case on this site?: ☒ Yes ☐ No

Code Enforcement case number(s): \*

NC 123456

Is this application related to the code violation?: \* ☒ Yes ☐ No

Will this application resolve the code violation?: \* ☒ Yes ☐ No

**Continue Application »**

### Permit Specific Requirements

- Select permit type and answer any additional questions
- Click “Continue Application”

#### PERMIT REQUIREMENTS

\* Select the permit type:

Grading

Select the type of Grading Permit: \*

--Select--

### Permit Scope and Site Information

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type
4. Whether a discretionary permit is currently in process for the project
5. Associated discretionary permit approval numbers

#### Project Information

\* Define the scope of the work:

1

\* Applicant Type:

--Select--

3

\* Provide associated prior Discretionary Approval Number(s): ?

5

\* What is the processing timeline requested for this application?:

2

--Select--

\* Is there a Discretionary Permit currently in the process with this project: ☐ Yes ☐ No

4

Save and resume later

**Continue Application**

When complete, click “Continue Application”



Go to [step 7](#) to upload documents and complete application

## Grading, ROW, Mapping - Associated

### Select a Record Type

- Select "Grading, ROW, Mapping- Associated Submittal" to link to an existing project in Accela

If the existing project is a PTS or Hybrid project, select the Standalone record to complete your application.

**Help**

Associated Submittals are those permits for which the design of one permit directly impact the other. For example, the grading, public improvement plan and Final Map showing proposed streets are related permits as they are directly related to the location of those streets shown on the Final Map

☐ Plan - Mechanical/Electrical/Plumbing Standalone

☐ Sign

**PTS**

☐ PTS Electronic Submittal

**Traffic & Transportation**

☐ Traffic Control Permit

☐ Transportation Permit

**Miscellaneous Applications**

☐ Others

**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

### Submittal Validation

- Enter an existing Accela PRJ number to continue

#### Associated Submittal Check

\* Provide the project number for which you would like associated this submittal:

PRJ-1000000

- If the PRJ number is invalid, Select "Grading, ROW, Mapping - Standalone" to complete your application

#### Associated Submittal Check

**Invalid Project number**

\* Provide the project number for which you would like associated this submittal:

I

### Address Validation

- Indicate if there is an address for the project site
- Click "Continue Application"

#### PROJECT SITE VALIDATION

\* Do you have an address for the project site:

☐ Yes ☐ No

**Continue Application »**



### Address or Parcel Entry

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

**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**

**OR**

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

\* Parcel Number:

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

Legal Description:

**Search** **Clear**

**OR**

- If the project is located entirely within the Public Right-of-Way and is not associated to the adjacent property, provide the general vicinity (see below).
- Click "Continue Application"

**PROJECT SITE VALIDATION**

\* Do you have an address for the project site: ☐ Yes ☒ No

Do you have an Assessor's Parcel Number(s): \* ☐ Yes ☒ No

Is the project located entirely within the public Right of Way: \* ☒ Yes ☐ No

Provide the general vicinity of the location: \*

Intersection of B St and First Ave.

**Save and resume later** **Continue Application**

### Code Validation

Answer the Code enforcement Case question:

- If “no,” continue application:
- If “yes,” answer the additional questions

#### CE CASE VALIDATION

\* Is there a code enforcement violation case on this site?: ☐ Yes ☒ No

#### Code Enforcement

\* Is there a code enforcement violation case on this site?: ☒ Yes ☐ No

Code Enforcement case number(s): \*

NC 123456

Is this application related to the code violation?: \* ☒ Yes ☐ No

Will this application resolve the code violation?: \* ☒ Yes ☐ No

**Continue Application »**

### Permit Specific Requirements

- Select permit type and answer any additional questions
- Click “Continue Application”

#### PERMIT REQUIREMENTS

\* Select the permit type:

Grading

Select the type of Grading Permit: \*

--Select--

### Permit Scope and Site Information

Provide the following:

1. Scope
2. Processing timeline
3. Applicant type
4. Whether a discretionary permit is currently in process for the project
5. Associated discretionary permit approval numbers

#### Project Information

\* Define the scope of the work:

1

3

5

\* What is the processing timeline requested for this application?:

2

--Select--

\* Applicant Type:

--Select--

\* Is there a Discretionary Permit currently in the process with this project?: ☐ Yes ☒ No

4

\* Provide associated prior Discretionary Approval Number(s):

--Select--

Save and resume later

Continue Application

When complete, click “Continue Application”



Go to [step 7](#) to upload documents and complete application

## Engineering Construction Change

- 6a**
- Select a Record Type**
- Select "Engineering Construction Change"
- 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

- 6b**
- Enter the PRJ# in the exact format PRJ-XXXXXX
  - Provide a narrative of the changes proposed
  - Click "Continue Application"

### CONSTRUCTION CHANGE VALIDATION

\*Please provide the project number you would like to submit the construction change for:

PRJ-8001760

\*Please provide scope of the construction change:

Change to location of sprinkler heads

**Continue Application »**

- 6c**
- Click "Add a Row"

### RELATED PERMITS

Showing 0-0 of 0

Permit Number

No records found.

Add a Row

Edit Selected

Delete Selected

- 6d**
- Enter the PMT number you want to associate with this construction change
  - Click "Submit" and the PMT will be added

### RELATED PERMITS

\*Permit Number:

PMT-8001719

**Submit**

Cancel

After the PMT is validated, it will be displayed.

- Click "Continue Application"

**Continue Application »**

Go to [step 7](#) to upload documents and complete application

## Required Documents

### 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.

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

• Required Documents

1. Required Attachment - Construction Plan (DS-3179)	<input type="button" value="Choose File"/>	No file chosen
2. Required Attachment - Storm Water Req. Applicability Checklist (DS-560)	<input type="button" value="Choose File"/>	No file chosen

**Continue Application »**

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

[Scout Validation Help](#)

### Additional Documents

Upload any additional documents you wish to include with your submittal

- Click "Add"

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

File Name	File Size	Type
DS-3179 final draft BD.pdf	130.14 kB	Construction Plan (DS-3179)
DS-560.pdf	1.12 MB	Storm Water Req. Applicability Checklist (DS-560)

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- 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
- Click "Continue Application"

### New Attachment

New Attachment

Project Contact Information Form.pdf

Type

Project Contacts Information

Description

Contact form

Close

Submit

Continue Application »

## Review Application

Review the Application and return to previous steps by clicking on the numbered tabs at the top.

Fire

1

2

3 Project Information

4 Project Documents

5 Declaration

6 Review

7 Submitted

Step 6: Review

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

Record Type

Fire

Address Validation

ADDRESS VALIDATION

Do you have an address for the project site?: Yes

Address

1222 01st Av

Parcel

Parcel Number: 533-433-2800  
Legal Description: BLK 1 ST CLSD 6 BLKS 13 THRU 150

Additional Information-If applicable

Additional Information

List any additional parcel(s) associated with the project scope: List any unit number(s) associated with the project scope:

Code Case Validation

Code Enforcement

Is there a code enforcement violation case on this site? No

Select Scope and Timeline

Project Information

Define the scope of the work: ADU  
Applicant Type: Authorized Agent of Property Owner or Other Person per M.C. Section 112.0102

What is the processing timeline requested for this application?: Standard  
Provide associated prior Discretionary Approval Number(s): 0

Does the project propose any of the following residential use types?

RESIDENTIAL USE TYPES

Permanent Supportive Housing: No  
Transitional Housing: No  
Accessory Dwelling Units: No  
Junior Accessory Dwelling Units: No  
None of the above: Yes

Does the project propose using any of the following incentive programs?

INCENTIVE PROGRAMS

SB 35 Streamlined Affordable Housing: No

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- Acknowledge the final certification
- 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 right to inspect the property at any time to verify compliance with the City's policies and regulations applicable to the proposed development or laws or regulations, including before or during final inspections. City regulation, nor does it constitute a waiver by the City to pursue any other action against the city to enter the above-identified property for inspection purposes.

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

**Continue Application »**



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Your record number will be created and displayed, and an email with further instructions will be sent.

**Step 8: 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 PRJ-8001732.**

You will need this number to check the status of your application or to schedule/check results of inspections. Fees have been assessed or permit issuance has been processed.

Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

**View Record Details »**

13

You will receive a system generated email with your project number and what to expect next.

Hello,

Development Services has created your application.

Record ID: PRJ-8005336

Record Address:

Record Type: General

**Please do not reply to this email, this mailbox is not monitored.**

Thank you for your application. Your documents have been received and will be processed in the order submitted.

For current application processing timeline, [click here](#)

**The progress of your application can be tracked through your [Online Permitting Account](#)**

**For questions about your user account or help uploading, contact 619-446-5000**

Thank you,

City of San Diego

Development Services Department

## Deferred As Graded

### Select a Record Type

- Select "Deferred As Graded"

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

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

- Answer the prompted "Yes" or "No" questions.

\* A Construction Change application is required to process a Change of Geotechnical Consultant of Record

#### AS GRADED VALIDATION

\* Is this an as-graded submittal to an issued Grading and/or Right-of-Way project? :

☒ Yes ☐ No

\* Is this a change of Geotechnical Consultant of Record?:

☐ Yes ☒ No

- Enter the PRJ# in the exact format PRJ-XXXXXX
- Select the requested Processing Timeline
- Provide a narrative of the scope of work
- Click "Continue Application"



Please provide the project number you would like to submit the deferred submittal for: Must provide PRJ number that is in issued or inspecting status.:

\* What is the processing timeline requested for this application? :

--Select--

\* Please define the scope of work:

- OPTIONAL:
- Click "Add a Row"
- Enter the PMT number you want to associate with the deferred record
- Click "Submit" and the PMT will be added

#### RELATED PERMITS

Showing 0-0 of 0

Permit Number

No records found.

Add a Row

Edit Selected

Delete Selected

#### RELATED PERMITS

\* Permit Number:

PMT-8010970

Submit

Cancel

6e

After the PMT is validated, it will be displayed.

- Click "Continue Application"

Custom Lists

RELATED PERMITS

Showing 1-1 of 1

<input type="checkbox"/>	Permit Number
<input type="checkbox"/>	PMT-8010970

Add a Row

Edit Selected

Delete Selected

Continue Application »



Go to [step 7](#) to upload documents and complete application

## Required Documents

### 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.
- Click "Continue Application"

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

\* Required Documents

1. Required Attachment - Geotechnical Report (As-Graded)

No file chosen

2. Required Attachment - Grading Plan

No file chosen

Continue Application »

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

[Scout Validation Help](#)

7

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### Additional Documents

Upload any additional documents you wish to include with your submittal

- Click "Add"
- Click "Continue Application"

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

File Name	File Size	Type
DS-3179 final draft BD.pdf	130.14 kB	Construction Plan (DS-3179)
DS-560.pdf	1.12 MB	Storm Water Req. Applicability Checklist (DS-560)
<div>Add</div>		

9

- 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
- Click "Continue Application"

New Attachment

Choose File

No file chosen

Type

Sewer Study

▼

Description

Close

Submit

Close

Submit

Continue Application »

## Review Application

- Review the Application and return to previous steps, if needed, by clicking on the numbered tabs at the top.
- Click "Continue Application"



Application Information	2 Documents	3 Review	4 Pay Fees	5 Submitted
-------------------------	-------------	----------	------------	-------------

### Step 3: 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

Deferred As Graded

#### Custom Fields

##### AS GRADED VALIDATION

Is this an as-graded submittal to an Issued Grading and/or Right-of-Way project? : Yes

Is this a change of Geotechnical Consultant of Record?: No

Please provide the project number you would like to submit the deferred submittal for. Must provide PRJ number that is in issued or inspecting status.: PRJ-8008087

What is the processing timeline requested for this application? : Standard

Please define the scope of work: test

[Edit](#)

#### Custom Lists

##### RELATED PERMITS

No Custom Lists data for the sub group above.

[Edit](#)

[Save and resume later](#)

[Continue Application](#)

10

11

Your record number will be created and displayed, and an email with further instructions will be sent.



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 AS-0000063.**

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

Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#)

12

You will receive a system generated email with your project number and what to expect next.

Hello,

Development Services has created your application.  
Record ID: AS-0000063  
Record Address: 1222 01st, San Diego, CA  
Record Type: As Graded

*Please do not reply to this email, this mailbox is not monitored.*

Thank you for your application. Your documents have been received and will be processed in the order submitted.

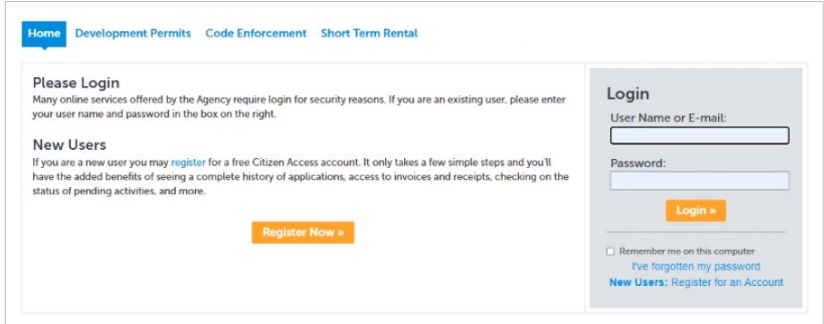
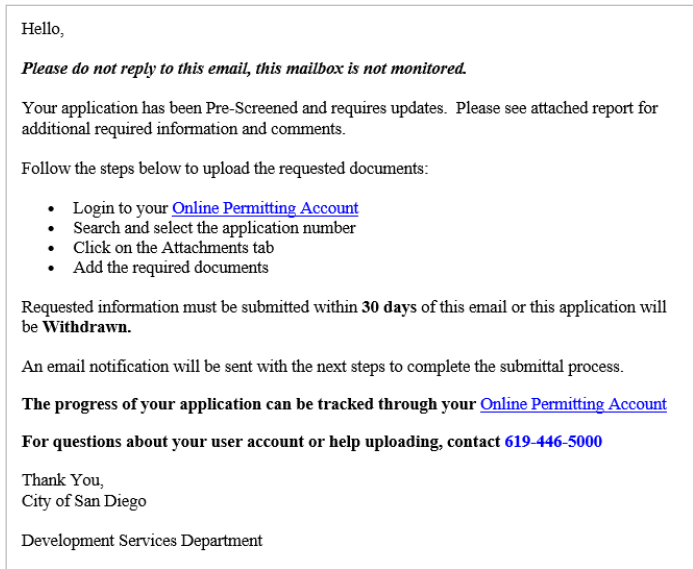
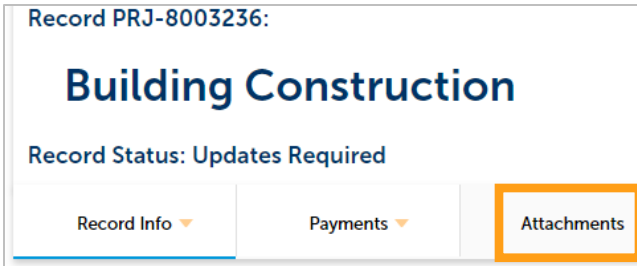
For current application processing timeline, [click here](#)

**The progress of your application can be tracked through your [Online Permitting Account](#)**

**For questions about your user account or help uploading, contact 619-446-5000**

Thank you,  
City of San Diego  
Development Services Department

## I RECEIVED AN "UPDATES REQUIRED" EMAIL. HOW DO I UPLOAD THE REQUESTED DOCUMENTS?

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	<p>Open the 'Updates Required' email.</p> <ul style="list-style-type: none"> <li>Click either of the email links to go to your account and make project updates</li> </ul>	
3	<p>Your project information will load</p> <ul style="list-style-type: none"> <li>Click the "Attachments" Tab</li> </ul>	

4

Previously attached documents will be displayed.

- Click "Add Attachment"

To upload attachments:  
1. Click Add to start the process  
2. Click Add for each file to upload  
The maximum file size allowed is 400 MB.  
acdb;ade;adp;bat;chm;cmd;com;cpl;doc;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mdb;mde;mht;mhtml;msc;msp;mst;php;pif;scr;ctb;shb;sys;vbx;vbe; types to upload.  
html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;acdb;zip are disallowed file types to upload.

Attachments (2)

File Name	File Size	Status
Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded
Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded

Add Attachment

5

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

**New Attachment**

New Attachment

Choose File No file chosen

Type

--Select--

Description

Enter a brief description of the document

Close Submit

To upload attachments:

- Click Add to start the process
- Click Add for each file to upload
- The maximum file size allowed is 400 MB.

`acofcdafeadpbatdcmcmdcomcpbdodocdoceneathtchhtmlenstspjarjcselshkcnmdeamltmbtmtmcmmomstphlpdpfscrsctsdhsqsvbvbevevdevevsevevndchdczxp` are disallowed file types to upload.  
[html.htmrmtbmhtmlenstdecdocdocdcddcdmldaccdfp](#) are disallowed file types to upload.

Finishing upload of Fire Specs 372KB.pdf. Please wait for the page to refresh

	File Name	File Size	Status	Type	Refresh
Actions ▾	Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	
Actions ▾	Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded	Fire Permit Worksheet	
Actions ▾	Fire Alarm Specs PRJ-8001577.pdf	371.47 kB	Uploaded	Fire Alarm Specs	

Add Attachment

[Home](#) [Development Permits](#) [Code Enforcement](#) [Short Term Rental](#)

### Please Login

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.

### New Users

If you are a new user you may [register](#) 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.

[Register Now »](#)

### Login

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

[RETURN TO TOP](#)



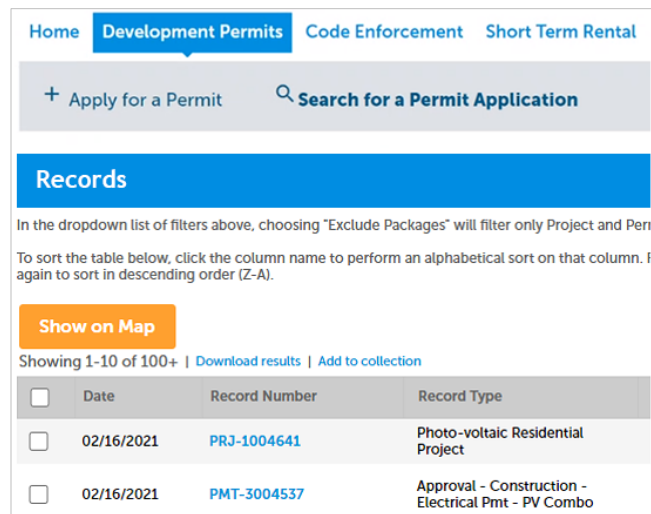
Click on the "Development Permits" tab.

- Select the record listed in the email

OR

Scroll down to the search field for Records

- Input the PRJ into the General Search in this format:  
**PRJ-1234567**



Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

### Records

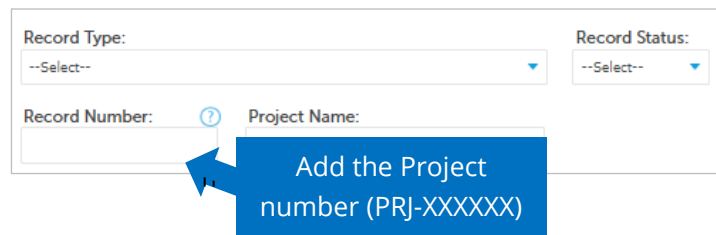
In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Per

To sort the table below, click the column name to perform an alphabetical sort on that column. If you click again to sort in descending order (Z-A).

Show on Map

Showing 1-10 of 100+ | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	02/16/2021	PRJ-1004641	Photo-voltaic Residential Project
<input type="checkbox"/>	02/16/2021	PMT-3004537	Approval - Construction - Electrical Pmt - PV Combo



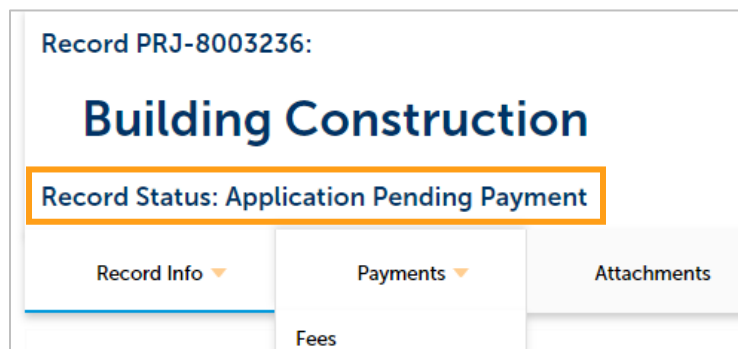
Record Type: --Select-- Record Status: --Select--

Record Number: Project Name:

Add the Project number (PRJ-XXXXXX)

Verify that the record has the status: "Application Pending Payment"

- Click on "Payments"
- Select "Fees"



Record PRJ-8003236:

## Building Construction

Record Status: Application Pending Payment

Record Info Payments Attachments

Fees

- Click on "Pay Fees"

Outstanding:

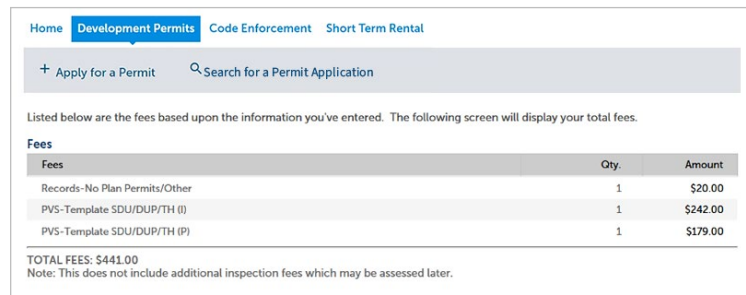
Date	Invoice Number	Amount
01/12/2018	617932	\$20.00
01/12/2018	617932	\$242.00
01/12/2018	617932	\$179.00

Total outstanding fees: \$441.00

Pay Fees

6

The following screen will load. Follow instructions to pay.



Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

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

Fees	Qty.	Amount
Records-No Plan Permits/Other	1	\$20.00
PVS-Template SDU/DUP/TH (I)	1	\$242.00
PVS-Template SDU/DUP/TH (P)	1	\$179.00

TOTAL FEES: \$441.00  
Note: This does not include additional inspection fees which may be assessed later.

## I RECEIVED A "RECHECK REQUIRED" EMAIL FROM A REVIEW DISCIPLINE. HOW DO I LOOK FOR THE ISSUES REPORT?

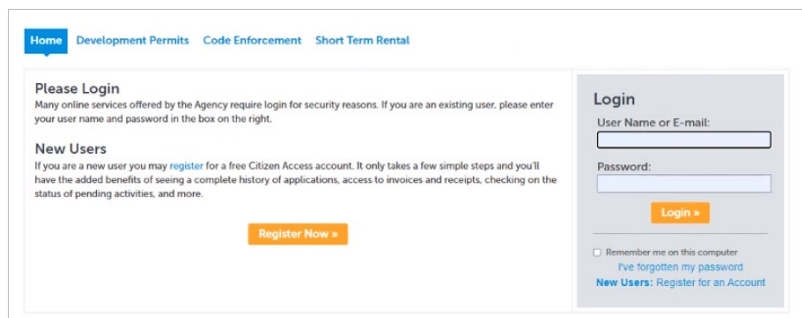
Step

Action

Screen Reference

1

- Log into your [online permitting account](#)
  - Enter your username and password\*
- \* If you are a new user, see the [tutorial](#) on how to register for an account



Home **Development Permits** Code Enforcement Short Term Rental

**Please Login**  
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.

**New Users**  
If you are a new user you may register 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.

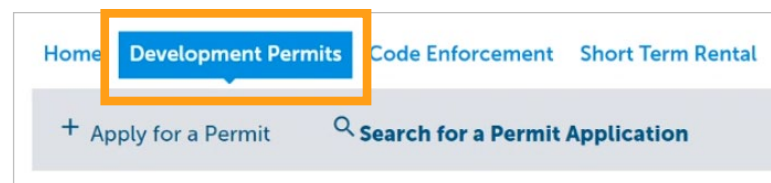
[Register Now »](#)

**Login**  
User Name or E-mail:  
Password:  
[Login »](#)

☐ Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

2

- Select "Development Permits"



Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

3

Your records will be displayed

- Select the PRJ you wish to see the Project Issues Report for

<input type="checkbox"/>	01/25/2021	PRJ-8001673	Fire	Standard-Fire-101/Ash	Issued
<input type="checkbox"/>	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm-101/Ash	Issued
<input type="checkbox"/>	01/25/2021	PMT-8001629	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm-101/Ash	Issued
<input type="checkbox"/>	01/25/2021	CC-8001682	Building Construction Change	Construction Change - PRJ-8001673	In Review
<input type="checkbox"/>	01/25/2021	CC-8001693	Building Construction Change	Construction Change - PRJ-8001669	In Review

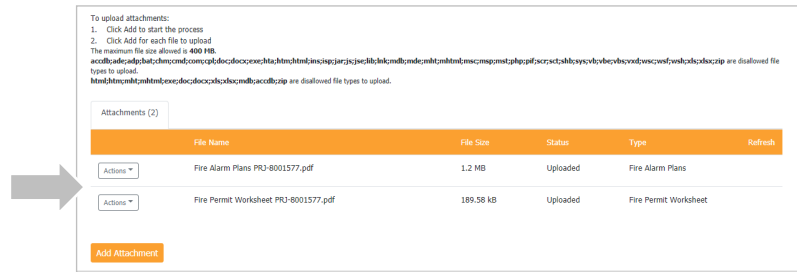
4

- Click the "Attachments" tab

Previously attached documents will be displayed.

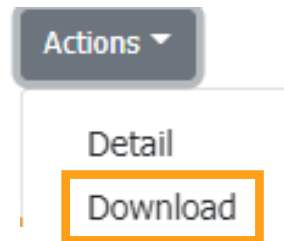
You will see your Project Issues Report by discipline displayed.

- Click the "Actions" drop-down



5

Click "Download" and the selected Project Issues Report will download



## I RECEIVED A "READY FOR RESUBMITTAL" EMAIL. HOW DO I SUBMIT THE REQUESTED DOCUMENTS?

Step

Action

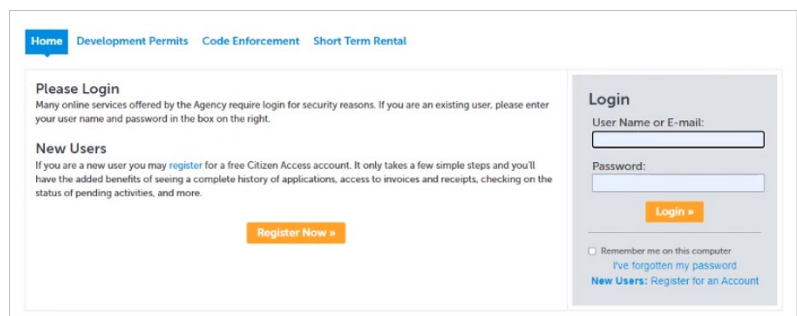
Screen Reference

i

You will receive an email for Recheck Required if there are corrections to be made to the plans or if additional information is needed.

1

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



- Development Services Department

3

- [Home](#)
[Development Permits](#)
[Code Enforcement](#)
[Short Term Rental](#)

[+ Apply for a Permit](#)
[🔍 Search for a Permit Application](#)

### Records

--Select--

In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Permit type records.

To sort the table below, click the column name to perform an alphabetical sort on that column. For example, click "Application Name" to sort records by Application Name in ascending order (A-Z), and click to sort in descending order (Z-A).

[Show on Map](#)

Showing 61-70 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	Description	Status
<input type="checkbox"/>	01/12/2021	PMT-8001493	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm.1200/03rd		Opened
<input type="checkbox"/>	01/12/2021	PRJ-8001528	Fire	Standard-Fire.4250/05th		Issued
<input type="checkbox"/>	01/12/2021	PMT-8001496	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st		Opened
<input type="checkbox"/>	01/12/2021	PMT-8001497	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st		Opened
<input type="checkbox"/>	01/12/2021	PMT-8001498	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground.1222/01st		Opened
<input type="checkbox"/>	01/12/2021	PRJ-8001525	Fire	Standard-Fire.1222/01st		Recheck Required

4

### Attachments

5

- New Attachment

New Attachment

Choose File

No file chosen

Type

--Select--

Description

Enter a brief description of the document

Close

Submit

- If you have any items to submit that were not requested, upload them first.
- When your resubmittal contains all the required documents, the *Add* button will disappear.

Upload attachments:

1. Click Add to start the process
2. Click Add for each file to upload

The maximum file size allowed is 400 MB.  
 acornfile.pdf, bat, doc, docm, docx, epub, gif, jpeg, jpg, pdf, ppt, pptx, rar, tiff, txt, xls, xlsx, zip are disallowed file types to upload.  
 bat, doc, docm, docx, epub, gif, jpeg, jpg, pdf, ppt, pptx, rar, tiff, txt, xls, xlsx, zip are disallowed file types to upload.


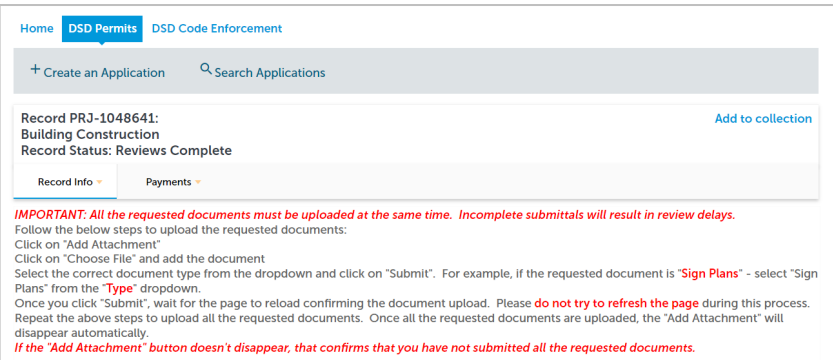
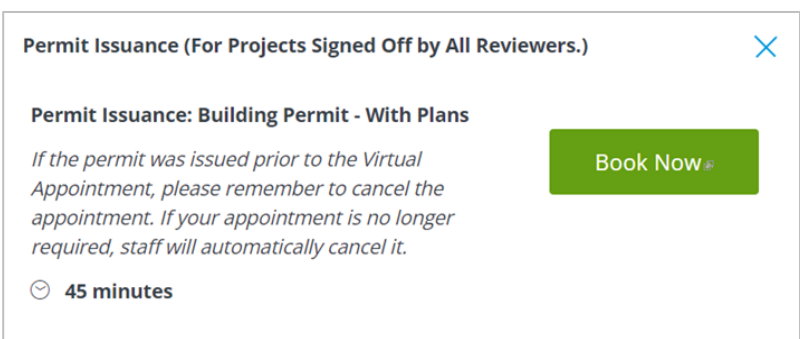
Finishing upload of Fire Specs 372KB.pdf, Please wait for the page to refresh

Attachments (3)

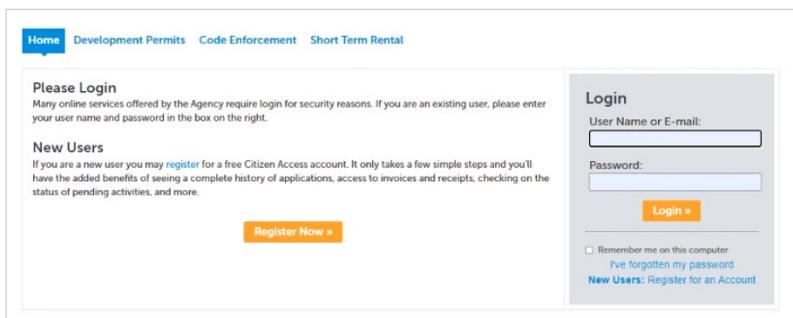
	File Name	File Size	Status	Type	Remove
Actions ▼	Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	
Actions ▼	Fire Permit Worksheet PRJ-8001577.pdf	189.58 KB	Uploaded	Fire Permit Worksheet	
Actions ▼	Fire Alarm Specs PRJ-8001577.pdf	371.47 KB	Uploaded	Fire Alarm Specs	

Add Attachment

## I RECEIVED A "FINAL VERSION SIGNED OFF" EMAIL. WHAT DO I DO NEXT?

Step	Action	Screen Reference
	The application is now in queue for issuance. Refer to the <a href="#">Permit Application Processing Timeline</a> for current issuance timelines.	
1	<p>We offer appointments for issuance of certain application types.</p> <ul style="list-style-type: none"> <li>To schedule an appointment, <a href="#">click here</a>.</li> </ul>	

## I RECEIVED A "REVIEW COMPLETE/PERMIT READY FOR PAYMENT" EMAIL. HOW DO I PAY MY INVOICE?

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>	

Open the "Approved" email

- Click on the email link that says "Online Permitting Account" to login to your account and upload documents

Hello,

*Please do not reply to this email, this mailbox is not monitored.*

**Information Only:**

Great News! The final version of the plans has been signed off by all review disciplines.

The application is now in queue for issuance with the exception of engineering permits, please refer to items in red below.

Refer to the [Permit Application Processing Timeline](#) for current issuance timelines. We offer appointments for issuance of certain application types. To schedule an appointment, [click here](#).

**For Engineering permits:**

- D-Sheet drawings** have been forwarded to the Deputy City Engineer queue for audit and signature. Discrepancies found in the audit may result in additional review cycles. Once the drawings are signed, they will be sent to issuance staff to start the pre-issuance process. All City Engineer audits, and engineering permit pre-issuance reviews are processed in the order received.
- B, C or U-Sheet drawings** have been forwarded to the Deputy City Land Surveyor for audit and signature. The associated project document(s) will then be sent to the County of San Diego for recordation.

Applications will be pre-screened by issuance staff. If additional scope changes, issuance documents, or plan check fees are required, you will be notified.

If no additional information is required, a final invoice will be sent to you via email. Once the invoice is paid your application/permit will be issued.

The progress of your application can be tracked through your [Online Permitting Account](#)

For questions about your user account or help uploading, contact 619-446-5000

Thank you,  
City of San Diego  
Development Services Department

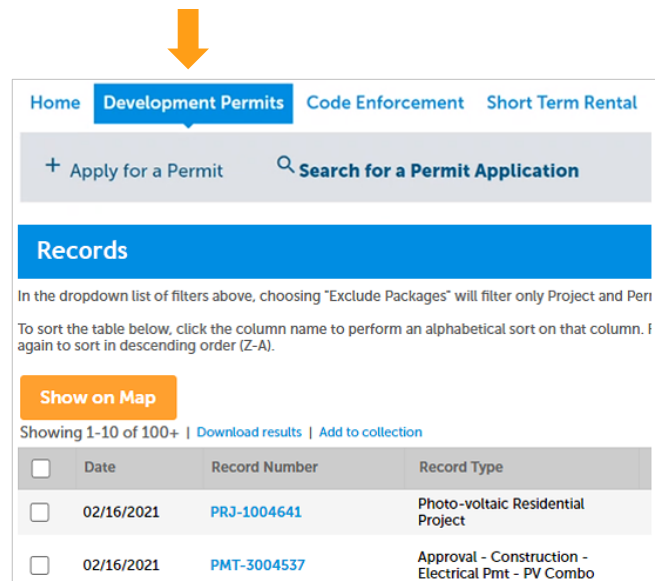
Click on "Development Permits" tab.

- Select the record listed in the email

OR

Scroll down to the search field for Records

- Input the PRJ into the General Search in this format:  
**PRJ-1234567**



Home **Development Permits** Code Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

**Records**

In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Per

To sort the table below, click the column name to perform an alphabetical sort on that column. If again to sort in descending order (Z-A).

Show on Map

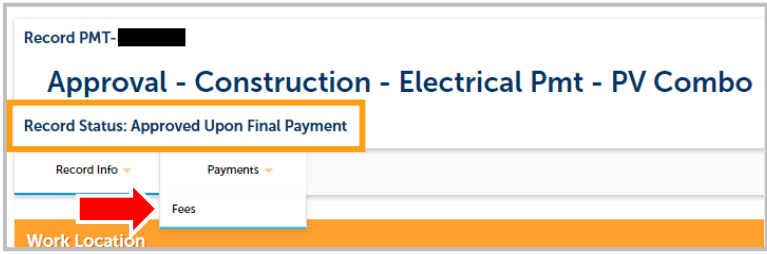

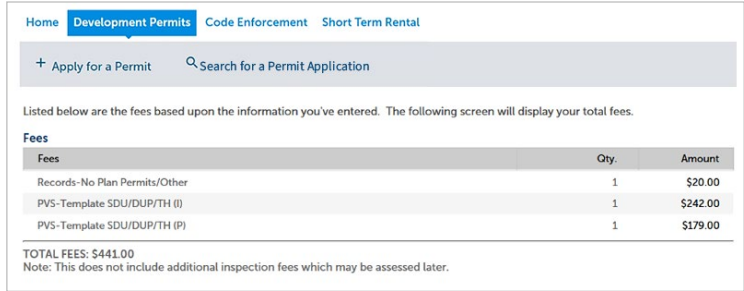
Showing 1-10 of 100+ | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	02/16/2021	PRJ-1004641	Photo-voltaic Residential Project
<input type="checkbox"/>	02/16/2021	PMT-3004537	Approval - Construction - Electrical Pmt - PV Combo


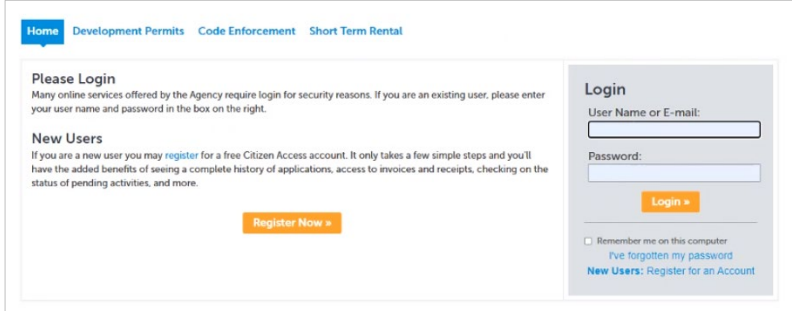
Record Type: --Select-- Record Status: --Select--

Record Number: ? Project Name:

Add the Project number (PRJ-XXXXXX)

4	<p>Verify that the record has the status: Approved Upon Final Payment.</p> <ul style="list-style-type: none"> <li>• Select "Payments" tab</li> <li>• Then, select "Fees"</li> </ul>	
5	<p>Click on "Pay Fees"</p>	
6	<p>The following screen will load.</p> <ul style="list-style-type: none"> <li>• Follow instructions to pay</li> </ul>	

## I RECEIVED A "ISSUANCE CHECKLIST REQUESTED" EMAIL. HOW DO I SUBMIT THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference
	<p>You will receive a Recheck Required email if there are corrections to be made to the plans or if additional information is needed.</p>	
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

- Open the “Issuance Checklist Required” email.
- Click on a link to login to your account and submit documents

Hello,

*Please do not reply to this email, this mailbox is not monitored.*

Plan check for PRJ-8005336 has been completed. There may be outstanding plan check fees that must be paid prior to uploading the requested Issuance Checklist Items shown on the attachment for permit issuance.

For any outstanding fees, refer to the attached Invoice. **Documents cannot be uploaded until outstanding plan check fees are paid.**

Follow the steps below to upload the requested documents:

- Login to your [Online Permitting Account](#)
- Search and select the application number
- Pay outstanding fees (if applicable)
- Click on the Attachments tab
- Upload the requested documents

**NOTE:** The **Inspection Contact** listed on the Form DS-345 (Project Contacts Information) must have an **ACA registered account** to schedule inspections. Click the following link [Online Permitting Account](#) to register.

The progress of your application can be tracked through your [Online Permitting Account](#)

For questions about your user account or help uploading, contact **619-446-5000**

Thank You,

City of San Diego

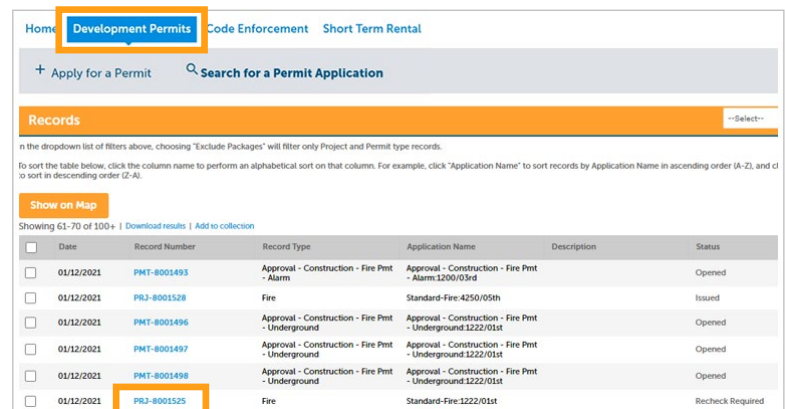
Development Services Department

3

- Select the “Development Permits” tab

Your records will display with the current statuses.

- Click on the blue PRJ link of the project

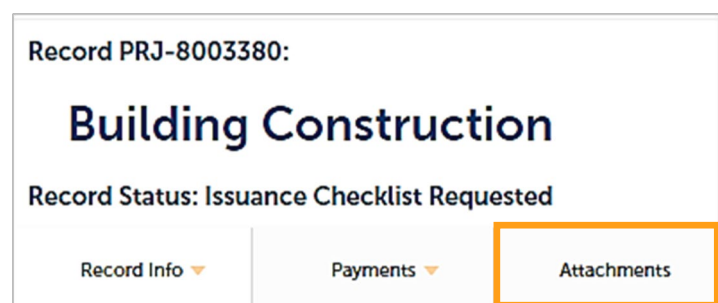


Date	Record Number	Record Type	Application Name	Description	Status
01/12/2021	PMT-8001493	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm 1200/03rd		Opened
01/12/2021	PRJ-8001528	Fire	Standard-Fire-4250/05th		Issued
01/12/2021	PMT-8001496	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground 1222/01st		Opened
01/12/2021	PMT-8001497	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground 1222/01st		Opened
01/12/2021	PMT-8001498	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground 1222/01st		Opened
01/12/2021	PRJ-8001525	Fire	Standard-Fire-1222/01st		Recheck Required

4

Your project information will load.

- Click the “Attachments” Tab



**Record PRJ-8003380:**

## Building Construction

**Record Status: Issuance Checklist Requested**

Record Info
Payments
**Attachments**

- Click "Add Attachment"

To upload attachments:

1. Click Add to start the process
2. Click Add for each file to upload

The maximum file size allowed is 400 MB.

accdb, ade, adp, bat, chm, cmd, com, cpl, doc, docx, exe, htm, http, html, ins, isp, jar, js, jpeg, jpg, lock, mdb, mde, mht, mhtml, msc, msp, mst, ppt, pps, pptx, scr, sct, shb, sys, vbe, vbs, vxd, wsc, wsf, wsh, xld, xls, xlsx, xlt, xlsx, xps, xml, zip are disallowed file types to upload.

htm, htm, mht, mhtml, exe, doc, docx, docx, mdb, accdb, zip are disallowed file types to upload.

Attachments (2)

	File Name	File Size	Status	Type
Actions ▾	Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans
Actions ▾	Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded	Fire Permit Works

Add Attachment

- Repeat until all requested documents have been uploaded

New Attachment

New Attachment

Choose File

No file chosen

Type

--Select--

Description

Enter a brief description of the document

Close

Submit

**Tip:** When your resubmittal contains all the required documents, the *Add* button will disappear.

To upload attachments:

1. Click Add to start the process
2. Click Add for each file to upload

The maximum file size allowed is 4GB MB.  
`acofcdaecbfbaebfcdcbmcncmccmgpbpcgpfscrcstahbycyvchvebvdcnbcwcvsvckdxcdfazip` are disallowed file types to upload.

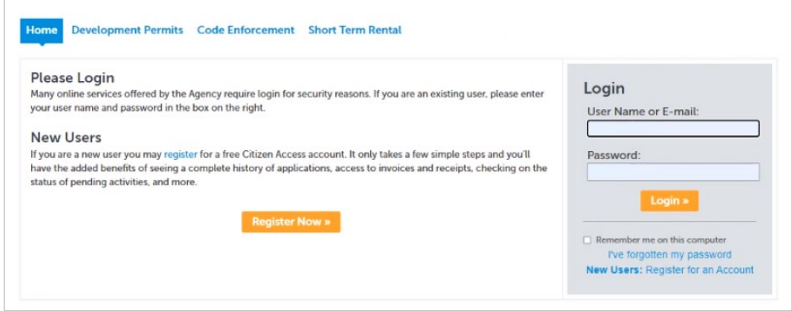
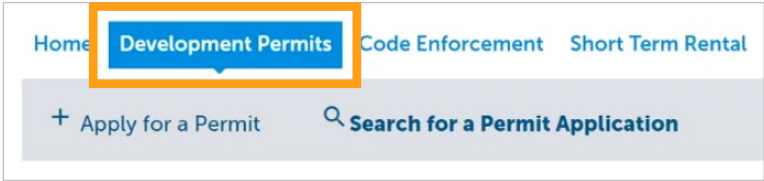
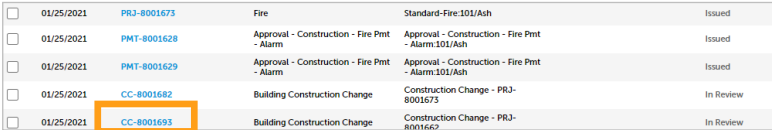
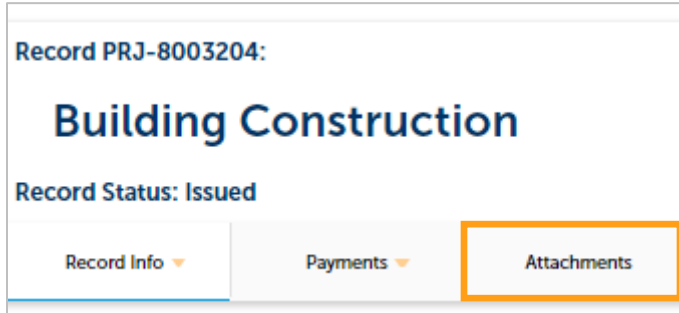
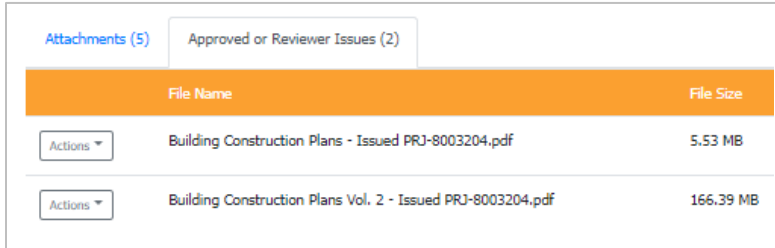
`htntdkltnymkmbtkmltmdydecodocdcfcldcmcllyaccdzip` are disallowed file types to upload.

Finishing upload of Fire Specs 372KB.pdf. Please wait for the page to refresh

Attachments (3)					
	File Name	File Size	Status	Type	Refresh
Action ▼	Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	
Action ▼	Fire Permit Worksheet PRJ-8001577.pdf	189.58 KB	Uploaded	Fire Permit Worksheet	
Action ▼	Fire Alarm Specs PRJ-8001577.pdf	371.47 KB	Uploaded	Fire Alarm Specs	

Add Attachment

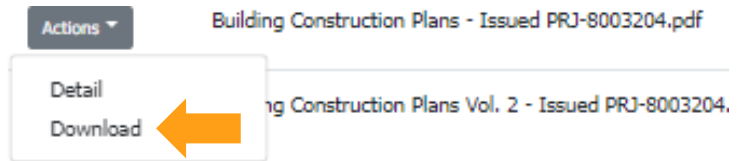
## PERMIT STATUS IS "ISSUED." HOW DO I DOWNLOAD MY APPROVED PLANS?

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>Select the "Development Permits" tab</li> </ul>	
3	<p>Your records will be displayed</p> <ul style="list-style-type: none"> <li>Select the PRJ record you wish to print by clicking on the blue link</li> </ul>	
4	<p>The record details will be displayed</p> <ul style="list-style-type: none"> <li>Click the "Attachments" Tab</li> </ul>	
5	<p>The attachments for this project will be displayed.</p> <p>Status will be "Approved"</p>	

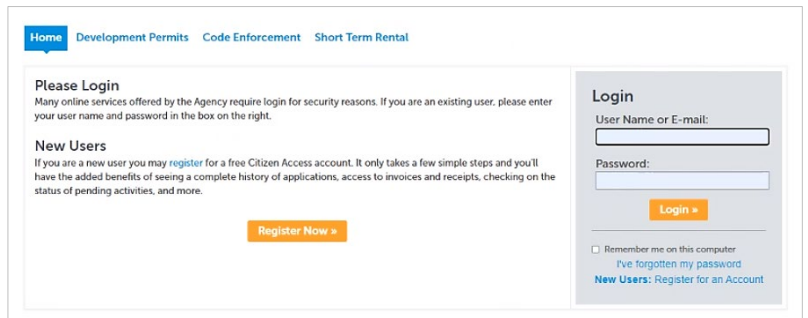

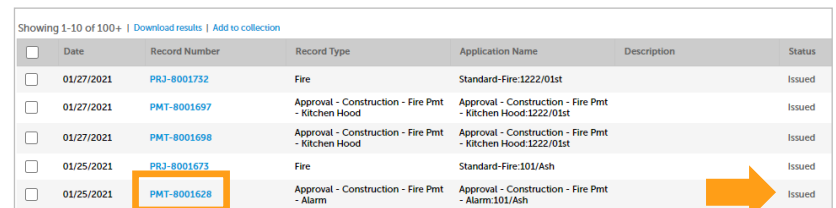
6

The document name will contain the word "Issued"

- Click on the Actions drop-down and click "Download"



## HOW DO I SCHEDULE INSPECTIONS?

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 “My Records” and your records will be displayed</li></ul>	 <table><thead><tr><th></th><th>Date</th><th>Record Number</th><th>Record Type</th><th>Application Name</th><th>Description</th><th>Status</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>01/27/2021</td><td>PRJ-8001732</td><td>Fire</td><td>Standard-Fire:1222/01st</td><td></td><td>Issued</td></tr><tr><td><input type="checkbox"/></td><td>01/27/2021</td><td>PMT-8001697</td><td>Approval - Construction - Fire Pmt - Kitchen Hood</td><td>Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st</td><td></td><td>Issued</td></tr><tr><td><input type="checkbox"/></td><td>01/27/2021</td><td>PMT-8001698</td><td>Approval - Construction - Fire Pmt - Kitchen Hood</td><td>Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st</td><td></td><td>Issued</td></tr><tr><td><input type="checkbox"/></td><td>01/25/2021</td><td>PRJ-8001673</td><td>Fire</td><td>Standard-Fire:101/Ash</td><td></td><td>Issued</td></tr><tr><td><input type="checkbox"/></td><td>01/25/2021</td><td>PMT-8001628</td><td>Approval - Construction - Fire Pmt - Alarm</td><td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td><td></td><td>Issued</td></tr></tbody></table>		Date	Record Number	Record Type	Application Name	Description	Status	<input type="checkbox"/>	01/27/2021	PRJ-8001732	Fire	Standard-Fire:1222/01st		Issued	<input type="checkbox"/>	01/27/2021	PMT-8001697	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	<input type="checkbox"/>	01/27/2021	PMT-8001698	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	<input type="checkbox"/>	01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash		Issued	<input type="checkbox"/>	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash		Issued
	Date	Record Number	Record Type	Application Name	Description	Status																																						
<input type="checkbox"/>	01/27/2021	PRJ-8001732	Fire	Standard-Fire:1222/01st		Issued																																						
<input type="checkbox"/>	01/27/2021	PMT-8001697	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued																																						
<input type="checkbox"/>	01/27/2021	PMT-8001698	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued																																						
<input type="checkbox"/>	01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash		Issued																																						
<input type="checkbox"/>	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash		Issued																																						
3	<ul style="list-style-type: none"><li>Click on the permit number for which you would like to schedule inspection.</li></ul> <p>The status must be “Issued” to schedule an inspection.</p>	 <table><thead><tr><th></th><th>Date</th><th>Record Number</th><th>Record Type</th><th>Application Name</th><th>Description</th><th>Status</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>01/27/2021</td><td>PRJ-8001732</td><td>Fire</td><td>Standard-Fire:1222/01st</td><td></td><td>Issued</td></tr><tr><td><input type="checkbox"/></td><td>01/27/2021</td><td>PMT-8001697</td><td>Approval - Construction - Fire Pmt - Kitchen Hood</td><td>Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st</td><td></td><td>Issued</td></tr><tr><td><input type="checkbox"/></td><td>01/27/2021</td><td>PMT-8001698</td><td>Approval - Construction - Fire Pmt - Kitchen Hood</td><td>Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st</td><td></td><td>Issued</td></tr><tr><td><input type="checkbox"/></td><td>01/25/2021</td><td>PRJ-8001673</td><td>Fire</td><td>Standard-Fire:101/Ash</td><td></td><td>Issued</td></tr><tr><td><input type="checkbox"/></td><td>01/25/2021</td><td>PMT-8001628</td><td>Approval - Construction - Fire Pmt - Alarm</td><td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td><td></td><td>Issued</td></tr></tbody></table>		Date	Record Number	Record Type	Application Name	Description	Status	<input type="checkbox"/>	01/27/2021	PRJ-8001732	Fire	Standard-Fire:1222/01st		Issued	<input type="checkbox"/>	01/27/2021	PMT-8001697	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	<input type="checkbox"/>	01/27/2021	PMT-8001698	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued	<input type="checkbox"/>	01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash		Issued	<input type="checkbox"/>	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash		Issued
	Date	Record Number	Record Type	Application Name	Description	Status																																						
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<input type="checkbox"/>	01/27/2021	PMT-8001697	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued																																						
<input type="checkbox"/>	01/27/2021	PMT-8001698	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued																																						
<input type="checkbox"/>	01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash		Issued																																						
<input type="checkbox"/>	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash		Issued																																						

4	<p>Click on "Record Info" button for drop-down options</p>	<div> <p>Record PMT-8001628:</p> <h2>Approval - Construction - Fire Pmt - Alarm</h2> <p>Record Status: Issued Expiration Date: 01/25/2021</p> <div> <div>Record Info ▼</div> <div>Payments ▼</div> <div>Conditions 1</div> <div>Attachments</div> </div> </div>
5	<ul style="list-style-type: none"> <li>Click on "Inspections"</li> </ul>	<div> <div>Record Info ▼</div> <div>Record Details</div> <div>Processing Status</div> <div>Related Records</div> <div>Inspections ←</div> </div>
6	<p>The inspections screen will appear, showing upcoming and completed inspections.</p> <ul style="list-style-type: none"> <li>Click on the "Actions" link of the inspection you would like to schedule</li> </ul>	<div> <p><b>Please Note:</b> Combination - Disconnect Reconnect Inspection type needs to an <b>"Electrical"</b> upgrade(s)/replacement(s)</p> <p>Upcoming (2) <a href="#">Schedule an Inspection</a></p> <p><small>Click the link above to schedule one.</small></p> <p>TBD Pending Elect-Fire Alarm-Final (3) Tenant Improvement (18517181) Inspector: <i>unassigned</i></p> <p>01/25/2021 Scheduled Elect-Fire Alarm-Rough Tenant Imp (18517180) Inspector: John Bayliss</p> <p>Completed</p> <p><small>There are no completed inspections on this record.</small></p> <div> <div>Actions ▼</div> <div>View Details Schedule ←</div> </div> </div>
7	<ul style="list-style-type: none"> <li>Click on the "Schedule" link</li> </ul>	<div> <div>Actions ▼</div> <div>View Details Schedule ←</div> </div>

8

- Click on the date you would like the inspection. It must be a future date, not same day.
- Then, click on the "All Day" radio button and finally click "Continue"

### Schedule/Request an Inspection

calendar below:

Jan 2021							Feb 2021							Mar 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th		
					1	2		1	2	3	4	5	6		1	2	3	4		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25		
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

« Prev

☐ All Day

**Continue** Cancel

9

The following screen will be displayed. If needed, click on 'Change contact' to enter a new person for the inspector to contact.

If no changes are needed, click on "Continue"



### Schedule/Request an Inspection

Inspection type: Elect-Fire Alarm-Final (3) Tenant Improvement

**Location and Contact**

Verify whether the location and contact person for the selected inspection are correct.

**Location**  
101 Ash St

**Contact**  
DONNA D'ORSI  
8586272013

[Change Contact](#)

**Continue** Back Cancel

10

The following screen will be displayed. Review the information and if correct then click "Finish."

If not correct, then click 'Back' and you can edit the information or click 'Cancel' to begin the process from the start.

**Include any additional notes for the inspector here.**

### Schedule/Request an Inspection

**Confirm Your Selection**

Please confirm the details below and click the Finish button to schedule the inspection.

Elect-Fire Alarm-Final (3) Tenant Improvement  
01/28/2021  
101 Ash St  
DONNA D'ORSI 8586272013

[Include Additional Notes](#)

**Finish** Back Cancel

- 11**
- Click "Continue"
- You will be returned to the Inspections screen where you can confirm that the inspection was properly scheduled.

Click the link above to schedule one.

TBD Pending Elect-Fire Alarm-Final (3) Tenant Improvement (18517181) [Actions ▼](#)

Inspector: *unassigned*

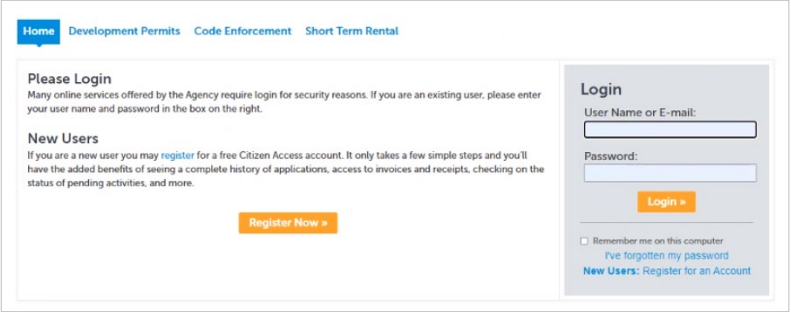
**01/25/2021 Scheduled Elect-Fire Alarm-Rough Tenant Imp (18517180)** [Actions ▼](#)

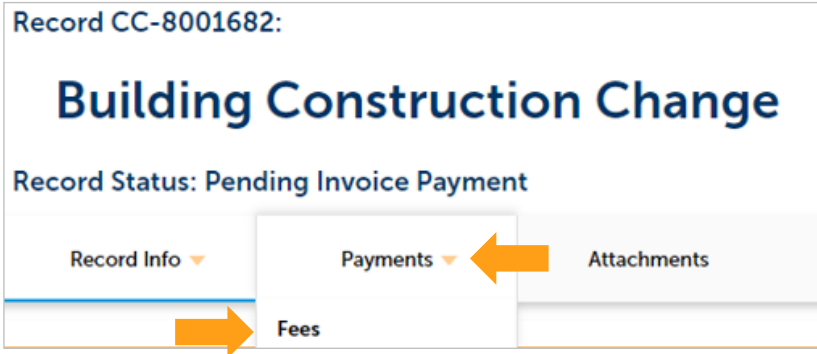

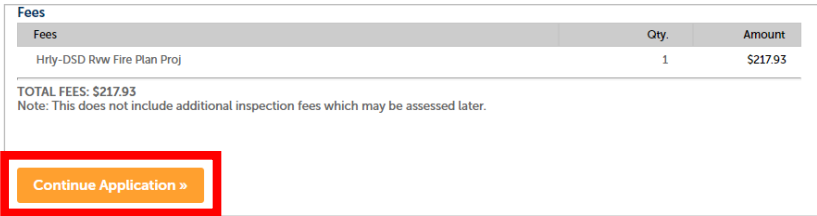
Inspector: John Bayliss

**Completed**

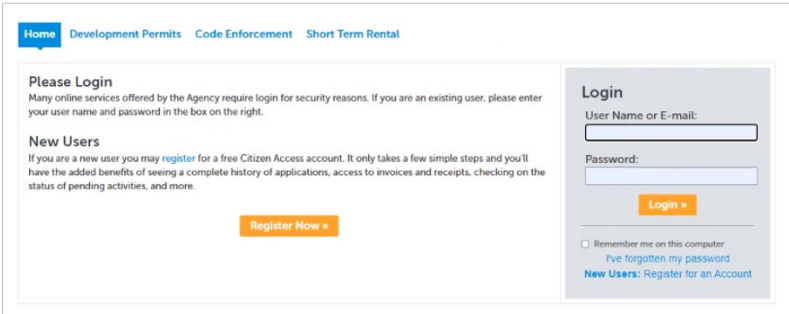
*There are no completed inspections on this record.*

## I RECEIVED A "PENDING INVOICE PAYMENT" EMAIL FOR MY CONSTRUCTION CHANGE. HOW DO I PAY?

Step	Action	Screen Reference
<b>1</b>	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a> by entering your username and password and then clicking on the Login button.</li> </ul>	
<b>2</b>	<ul style="list-style-type: none"> <li>Click a link to log in to your account and make a payment</li> </ul>	<p>Hello,</p> <p><i>Please do not reply to this email, this mailbox is not monitored.</i></p> <p>Pre-Screen for PRJ-8005336 has been completed and an invoice with initial plan check fees is attached.</p> <p>Follow the steps below to pay the outstanding fees:</p> <ul style="list-style-type: none"> <li>• Login to your <a href="#">Online Permitting Account</a></li> <li>• Search and select the application number</li> <li>• Click on the Payments tab</li> <li>• Pay the outstanding fees</li> </ul> <p>After we receive payment, your project will be Deemed <a href="#">Complete</a> and the Project Review will begin.</p> <p><b>NOTE:</b> For <b>CIP projects</b> paying through Inter Office Transfer using SAP system, email your DSD Project Manager to coordinate the payment.</p> <p><b>The progress of your application can be tracked through your <a href="#">Online Permitting Account</a></b></p> <p><b>For questions about your user account or help uploading, contact 619-446-5000</b></p> <p>Thank You,</p> <p>City of San Diego</p> <p>Development Services Department</p>

3	<p>Your record will be displayed</p> <ul style="list-style-type: none"> <li>Click "Payments" Tab</li> <li>Click "Fees" link</li> </ul>	
4	<ul style="list-style-type: none"> <li>Click on "Pay Fees"</li> </ul>	
5	<p>The following screen will load.</p> <ul style="list-style-type: none"> <li>Click <i>Continue Application</i> and follow instructions to pay.</li> </ul>	

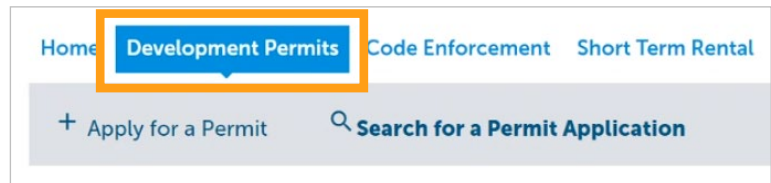
## HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <li>Log into your <a href="#">Online Permitting Account</a> by entering your username and password and then clicking on the Login button.</li> </ul>	



2

- Select the "Development Permits" tab



3

Your records will be displayed

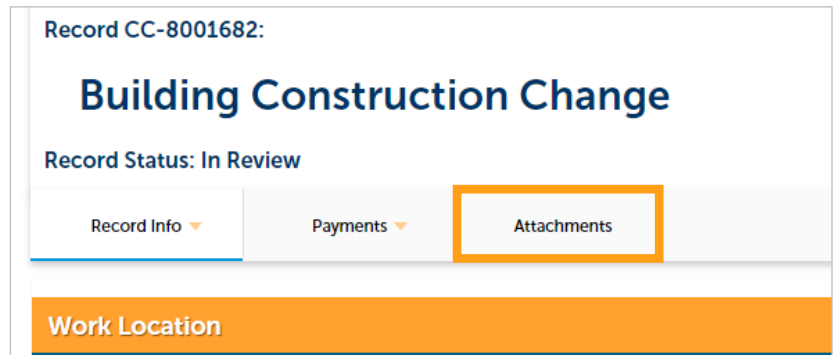
- Select the record you wish to print by clicking on the blue link

<input type="checkbox"/>	01/25/2021	<a href="#">PRJ-8001673</a>	Fire	Standard-Fire:101/Ash	Issued
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001628</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued
<input type="checkbox"/>	01/25/2021	<a href="#">PMT-8001629</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued
<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001682</a>	Building Construction Change	Construction Change - PRJ-8001673	In Review
<input type="checkbox"/>	01/25/2021	<a href="#">CC-8001693</a>	Building Construction Change	Construction Change - PRJ-8001662	In Review

4

The record details will be displayed

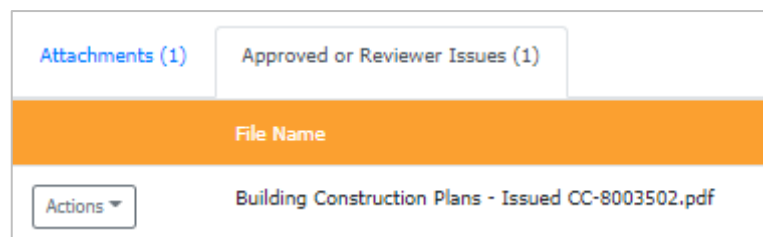
- Click the "Attachments" Tab



5

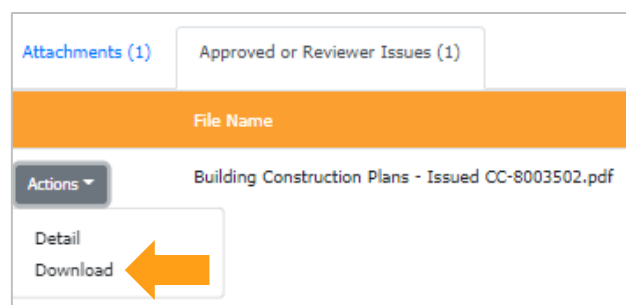
- Click the "Approved or Reviewer Issues" tab

The attachments for this CC project will be displayed

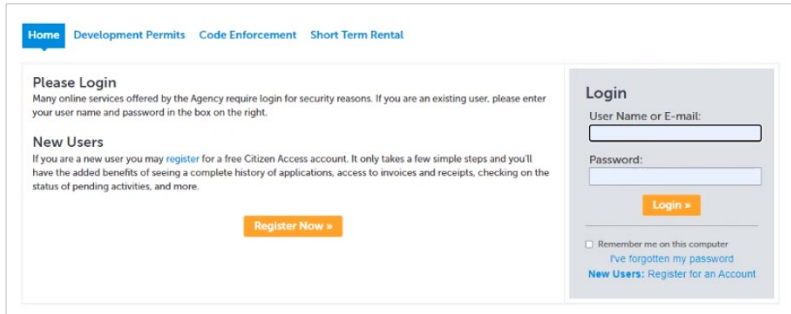
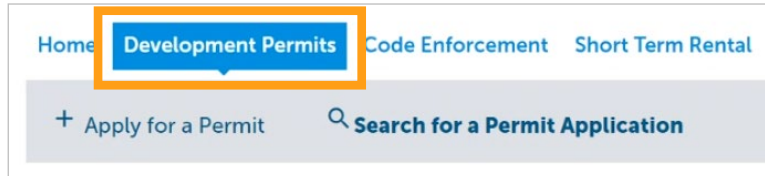
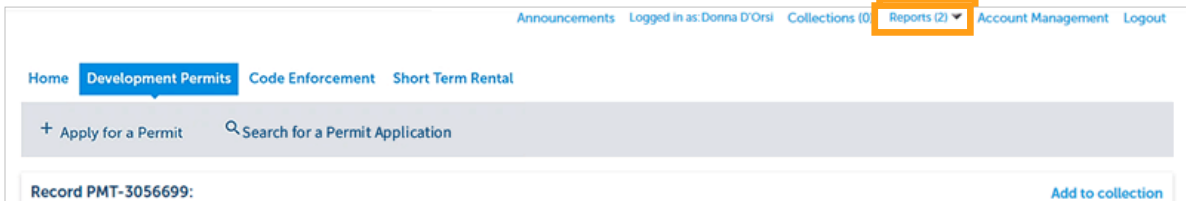


6

- Click on the Actions drop-down and click "Download"



## HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?

Step	Action	Screen Reference															
1	<b>APPROVAL REPORT</b> <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 Development Permits tab and your records will be displayed</li></ul>																
3	<ul style="list-style-type: none"><li>Click on the PMT you wish to print the Approval Report for</li></ul>	<table><tr><td>01/29/2021</td><td><b>PMT-8001719</b></td><td>Approval - Construction - Fire Pmt - Underground</td><td>Approval - Construction - Fire Pmt - Underground:1222/01st</td><td>Issued</td></tr><tr><td>01/29/2021</td><td>PRJ-8001760</td><td>Fire</td><td>Standard-Fire:1222/01st</td><td>Issued</td></tr><tr><td>01/28/2021</td><td>PRJ-8001754</td><td>Fire</td><td>Standard-Fire:1650/08th</td><td>In Queue</td></tr></table>	01/29/2021	<b>PMT-8001719</b>	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground:1222/01st	Issued	01/29/2021	PRJ-8001760	Fire	Standard-Fire:1222/01st	Issued	01/28/2021	PRJ-8001754	Fire	Standard-Fire:1650/08th	In Queue
01/29/2021	<b>PMT-8001719</b>	Approval - Construction - Fire Pmt - Underground	Approval - Construction - Fire Pmt - Underground:1222/01st	Issued													
01/29/2021	PRJ-8001760	Fire	Standard-Fire:1222/01st	Issued													
01/28/2021	PRJ-8001754	Fire	Standard-Fire:1650/08th	In Queue													
4	The selected record will be displayed	<div>Record PMT-8001719: <b>Approval - Construction - Fire Pmt - Underground</b> Record Status: Issued Expiration Date: 01/29/2021 <div><div>Record Info</div><div>Payments</div><div>Attachments</div></div></div>															
5	<ul style="list-style-type: none"><li>Click on the "Reports" drop-down menu</li><li>Select "Approval"</li></ul>																

6

A pop-up window will open. Make sure that the correct permit number appears, if not, enter the correct permit number.

- Click on "Submit"

**Please input report parameter(s):**

\*Approval ID:

**Submit** **Cancel**

1

## INVOICE REPORT

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

Home Development Permits Code Enforcement Short Term Rental

**Please Login**  
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.

**New Users**  
If you are a new user you may [register](#) 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.

[Register Now »](#)

**Login**  
User Name or E-mail:  
  
Password:  
  
[Login »](#)

☐ Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

2

- Click on Development Permits and your records will be displayed

Home **Development Permits** Code Enforcement Short Term Rental

[+ Apply for a Permit](#) [Search for a Permit Application](#)

3

Locate your record in the list displayed.

- Click on the blue link to select that record

01/28/2021	<a href="#">PMT-8001710</a>	Approval - Construction - Fire Pmt - Underground
01/28/2021	<a href="#">PRJ-8001747</a>	Fire
01/28/2021	<a href="#">CC-8001745</a>	Building Construction Change
01/28/2021	<a href="#">CC-8001742</a>	Building Construction Change
01/27/2021	<a href="#">PRJ-8001732</a>	Fire

- To generate the Invoice report, click on the "Payments" Tab and then on "Fees"

Record PMT-8001719:

## Approval - Construction - Fire Pm

Record Status: Issued  
Expiration Date: 01/29/2021

Record Info ▼	Payments ▼	Attachments
Fees		

Make note of the invoice number

Record Info ▼	Payments ▼	Attachments			
Fees					
<p><b>Paid:</b></p> <table> <tr> <td>Date 01/29/2021</td> <td>Invoice Number 80992</td> <td>Amount \$599.34</td> </tr> </table> <p>Total paid fees: \$599.34</p>			Date 01/29/2021	Invoice Number 80992	Amount \$599.34
Date 01/29/2021	Invoice Number 80992	Amount \$599.34			

- Click on the "Reports" drop down
- Select "Invoice"

[Announcements](#)
[Logged in as: Donna D'Orsi](#)
[Collections \(0\)](#)
[Reports \(2\) ▼](#)
[Account Management](#)
[Logout](#)

A pop-up window will open. Make sure that the correct invoice number appears. If not, enter the invoice number.

- Click on *Submit*
- Invoice of Permit or Project will be displayed in PDF format.

Please input report parameter(s):

\* Invoice Number:

81183

Submit Cancel

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

Task Name	Workflow Task Status	Record Status (Project)	Process
Pre-Screen	In Queue	In Queue	Initial submittal from applicant
Pre-Screen	In Process	Pre-Screen	The Pre-Screen process has been started by staff and a due date is set
Pre-Screen	Updates Required	Updates Required	Staff determines during Pre-Screen that the applicant's submission is incomplete
Pre-Screen	Resubmitted	Resubmitted	The applicant has submitted any additional documents requested during Pre-Screen
Pre-Screen	Route to EPR	Pre-Screen	Staff has routed the applicable documents to EPR for plan review (e.g. plans)
Pre-Screen	Documents Routed to EPR	Pre-Screen	System confirmation that documents have been routed to EPR for plan review
Pre-Screen	Pending Invoice Payment	Application Pending Payment	Staff has deemed the submission complete, assessed fees for plan check, and the project is ready for review
Project Review	In Review	In Review	The status of the project review until all disciplines sign-off and the project is ready for issuance
Project Review	Recheck Required	In Review	Reviewer has requested a resubmittal of documents and/or information
Project Review	Final version submitted	In Review	The final version will be reviewed by all disciplines
Project Review	Review Complete	In Review	The project review has completed and requires one last assessment by issuance staff
Project Review	Ready for Issuance	Review Phase Complete	The review phase can be closed out and the project is ready for issuance
Issuance	In Progress	Review Phase Complete	Permit issuance is in progress
Issuance	Updates Required	Issuance Checklist Requested	Issuance Checklist items are needed prior to permit issuance
Issuance	Resubmitted	Issuance Checklist Submitted	Issuance Checklist items have been resubmitted by the applicant
Issuance	Approved Upon Final Payment	Approved Upon Final Payment	Staff has confirmed that all required documents are present, approved plans are available in Accela, and all required fees have been assessed at both the project level and the permit level
Issuance	Approved Upon Final Payment	Issued (When all Permits are set to Issued)	Inspection invoice(s) will be sent to customer. When all fees are paid, permit is issued.
Issuance	Closed	Closed (When all Permits are set to Closed)	The record is closed. Any changes to the building construction plans require a construction change application.

## APPENDIX B – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

### Sheet Numbering

Please make sure your sheet numbers are located in the bottom right corner of your plans. Use [the designated templates](#) or follow [sheet numbering styles](#) to ensure the timely processing of reviews.

### 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.