

DSD ONLINE PERMITS

Apply for a Permit Ready Letter



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

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

When new permit applications are received, 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.

- For help with user accounts or uploading documents, please call us at 619-446-5000.
- For project application status, login to your [online permitting account](#).

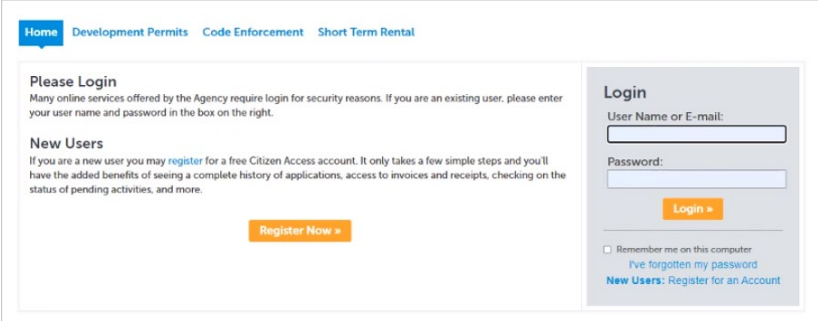
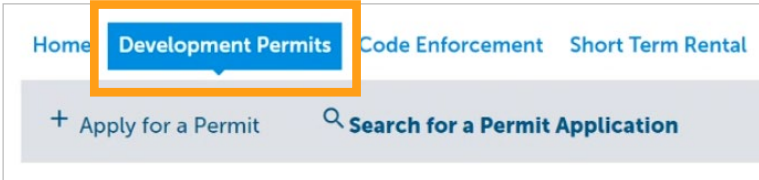
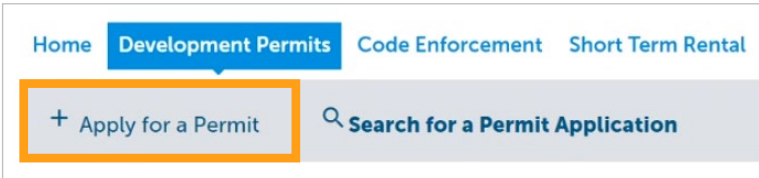
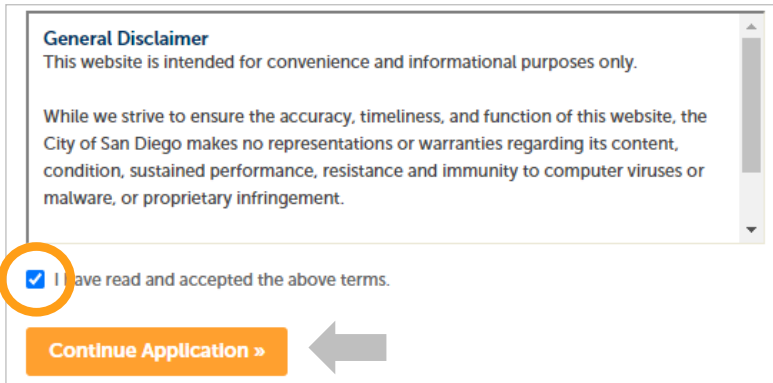
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HOW TO SUBMIT AN APPLICATION

Step	Action	Screen Reference
1	- Log into your online permitting account. - Enter your username and password.	
2	Select "Development Permits"	
3	Select "Apply for a Permit"	
4	- Read and acknowledge the General Disclaimer - Click <i>Continue Application</i>	

Select a Record Type

- Select "Permit Ready Letter" listed under *Informational Applications*

Select a Record Type

Building Applications

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

Construction Change

- ☐ Building Construction Change
- ☐ Fire Construction Change

Photovoltaic

- ☐ Photovoltaic - SB 379 ?

Simple No Plan Permits

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

PTS

- ☐ PTS Electronic Submittal

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

Traffic & Transportation

- ☐ Construction Noise Permit
- ☐ Traffic Control Permit
- ☐ Transportation Permit

Discretionary Applications

- ☐ Discretionary Project

Informational Applications

- ☐ Permit Ready Letter
- ☐ Preliminary Review
- ☐ Zone History Letter

Historic Applications

- ☐ Individual Historical Resource Nomination
- ☐ Mills Act Agreement

Miscellaneous Applications

- ☐ Approval - Process - Agreement
- ☐ Others ?
- ☐ Street - Tree Permit

Project Contacts

- ☐ Add/Remove Licensed Contractor ?

[Continue Application](#)

- Click "Continue Application"

Informational Applications

- ☒ Permit Ready Letter
- ☐ Preliminary Review
- ☐ Zone History Letter

[Continue Application »](#)



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Project Number Validation

- Enter the associated project (PRJ) number
- Provide additional information, if needed

Step 1: Application Information > Information

Application Info

PERMIT LETTER READY VALIDATION

* Please provide the permit number you would like to submit the permit ready letter for:

PRJ-8001234

Provide any additional information, if needed.:

- Click "Continue Application"

Continue Application »



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Adding Related Permit (OPTIONAL)

- Click "Add a Row"
- Enter the PMT number you want to associate with the Permit Ready Letter

Related Permits

RELATED PERMITS

Showing 0-0 of 0

Permit Number
No records found.

Add a Row
Edit Selected
Delete Selected

- Click "Submit"



RELATED PERMITS

* Permit Number:

PMT-8010970

Submit
Cancel

8

Uploading the Required Document

- Click "Choose File"
- Choose the *Letter of Request* to upload
- Once the document has been uploaded, click "Continue Application"

Required Documents

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

- * Required Documents
- 1. Required Attachment - Letter of Request

[Choose File](#) No file chosen

[Continue Application »](#)

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Review Application

- Review the application for completeness
- Click "Edit" on a section to make revisions, if needed
- Click "Continue Application"

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

Permit Ready Letter

Application Info

PERMIT LETTER READY VALIDATION

Please provide the permit number you would like to submit the permit ready letter for: PRJ-8008211

Provide any additional information, if needed:

[Edit](#)

Related Permits

RELATED PERMITS

No Custom Lists data for the sub group above.

[Edit](#)

[Continue Application »](#)

i

The record number will be created and displayed, and an email with further instructions will be sent to the applicant.

Step 5: Submitted



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

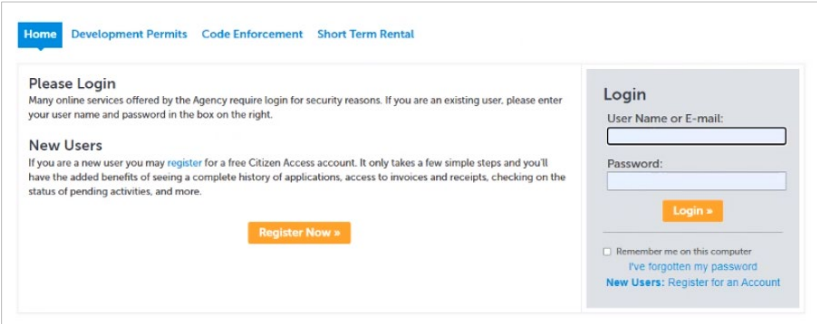
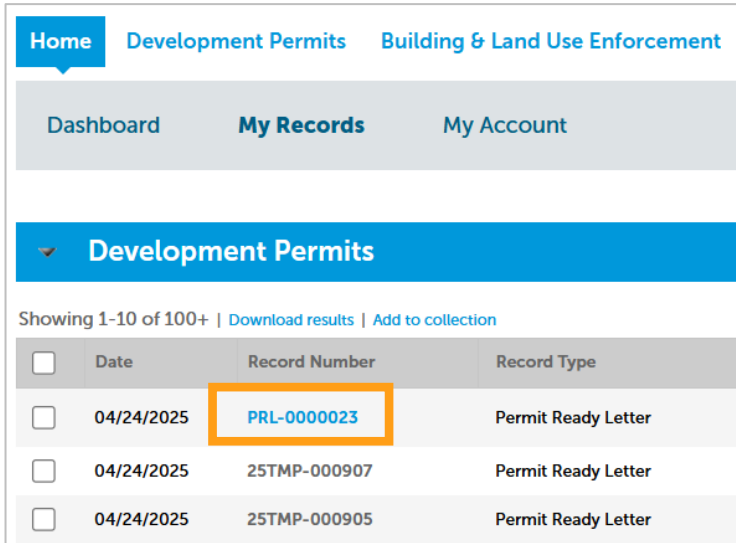
Thank you for using our online services.
Your Record Number is PRL-0000023.

You will need this number to check the status of your application or to schedule/check results of inspections. Your project will now be set up and you will be notified once the review has been completed, applicable fees have been assessed or permit issuance has been processed.

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

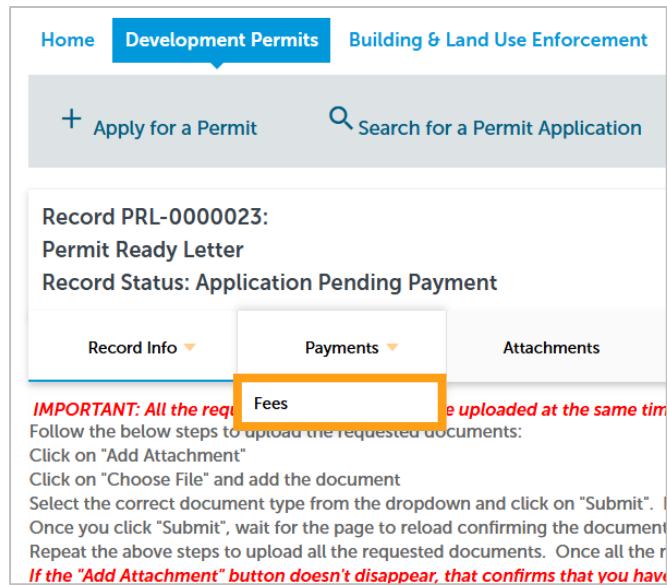
[View Record Details »](#)

I RECEIVED A "NEW SUBMITTAL – PERMIT READY LETTER" EMAIL. HOW DO I PAY THE APPLICATION FEES?

Step	Action	Screen Reference
1	- Log into your Online Permitting Account - Enter your username and password.	
2	- Click the "My Records" tab - Find and click the specific record	

3

- Click the "Payments" tab
- Click "Fees"



Home Development Permits Building & Land Use Enforcement

+ Apply for a Permit Search for a Permit Application

Record PRL-0000023:
Permit Ready Letter
Record Status: Application Pending Payment

Record Info Payments Attachments

Fees

IMPORTANT: All the requested documents must be uploaded at the same time. Incomplete submittals will result in review delays.
Follow the below steps to upload the requested documents:
Click on "Add Attachment"
Click on "Choose File" and add the document
Select the correct document type from the dropdown and click on "Submit".
Once you click "Submit", wait for the page to reload confirming the document upload. Please **do not try to refresh the page** during this process.
Repeat the above steps to upload all the requested documents. Once all the requested documents are uploaded, the "Add Attachment" button will disappear.
If the "Add Attachment" button doesn't disappear, that confirms that you have not submitted all the requested documents.
For review processing times, please check [here](#) for the latest information.

4

- Click "Pay Fees"
- Follow the instructions listed on the next pages to pay the fees

IMPORTANT: All the requested documents must be uploaded at the same time. Incomplete submittals will result in review delays.
Follow the below steps to upload the requested documents:
Click on "Add Attachment"
Click on "Choose File" and add the document
Select the correct document type from the dropdown and click on "Submit". For example, if the requested document is "Sign Plans" - select "Sign Plans".
Once you click "Submit", wait for the page to reload confirming the document upload. Please **do not try to refresh the page** during this process.
Repeat the above steps to upload all the requested documents. Once all the requested documents are uploaded, the "Add Attachment" button will disappear.
If the "Add Attachment" button doesn't disappear, that confirms that you have not submitted all the requested documents.
For review processing times, please check [here](#) for the latest information.

Fees

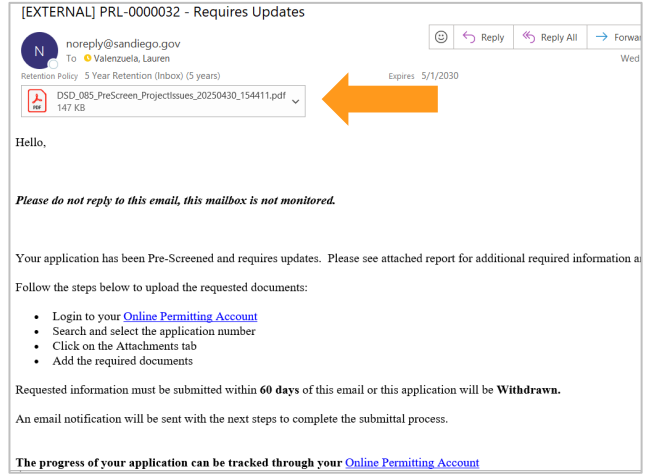
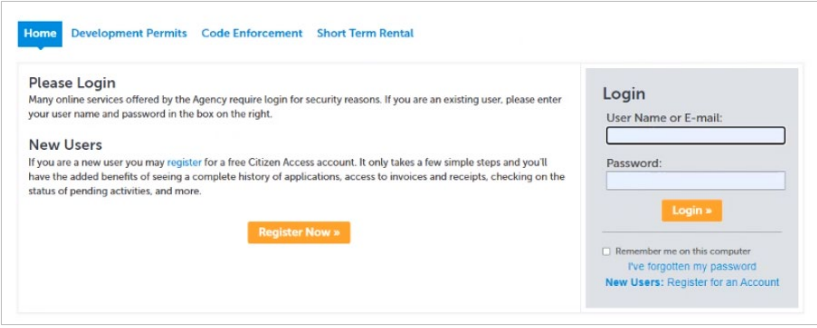
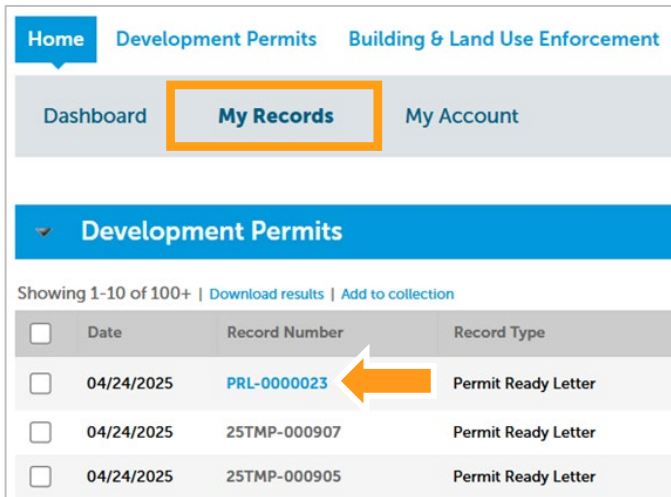
Outstanding:

Date	Invoice Number	Amount
04/24/2025	91543	\$164.87

Total outstanding fees: \$164.87

[Pay Fees](#)

I RECEIVED A "REQUIRES UPDATES" EMAIL. HOW DO I UPLOAD THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference
1	- Open the "Recheck Required" email - Open the Issues Report attached to the email and confirm which documents are requested	
2	Log in to your Online Permitting Account	
3	- Click the "My Records" link - Select the record for the Permit Ready Letter application	

4

- Click the "Attachments" tab

Record PRL-0000022:
Permit Ready Letter
Record Status: Updates Required

Record Info ▼
Payments ▼
Attachments

IMPORTANT: All the requested documents must be uploaded at the same time.
Follow the below steps to upload the requested documents:
Click on "Add Attachment"
Click on "Choose File" and add the document
Select the correct document type from the dropdown and click on "Submit".
Once you click "Submit", wait for the page to reload confirming the document.
Repeat the above steps to upload all the requested documents. Once all the
If the "Add Attachment" button doesn't disappear, that confirms that you have
For review processing times, please check [here](#) for the latest information.

Work Location

1222 01st *

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- 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 **200 MB**.
html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip;jpg;jpeg;jpe;jfif;png;

Attachments (1)

File Name

Add Attachment

From the pop-up window:

- Select "Choose File" and select the file to upload
- Click the *Type* drop-down and select file type
- Provide a brief description of the document
- Click "Submit"

The documents will be validated by Scout and uploaded to the project record.

Tips:

- If you have items to submit that were not requested, upload them first.
- Once all the requested documents have been submitted, the "Add Attachment" button will disappear.

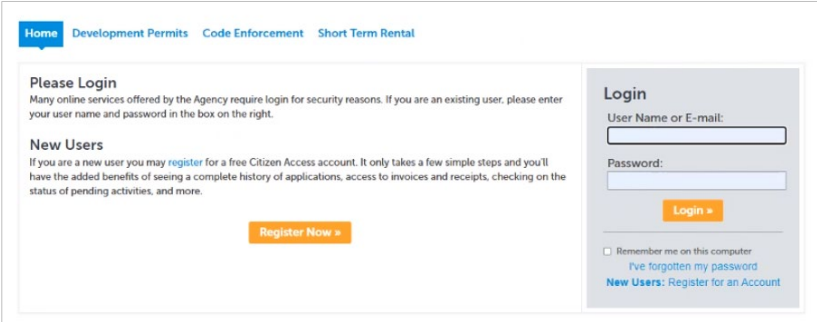
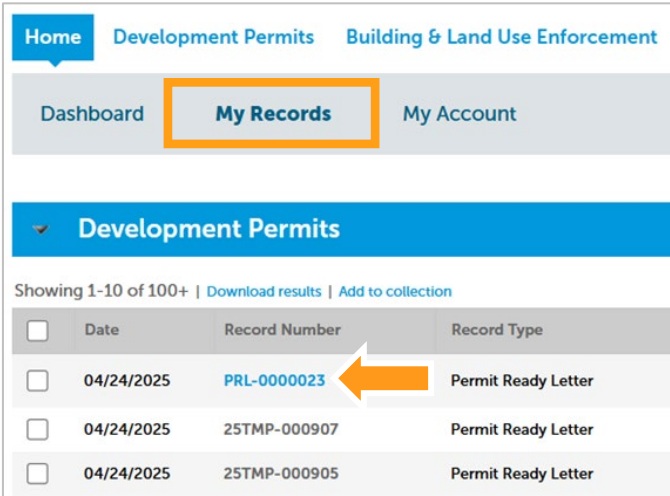
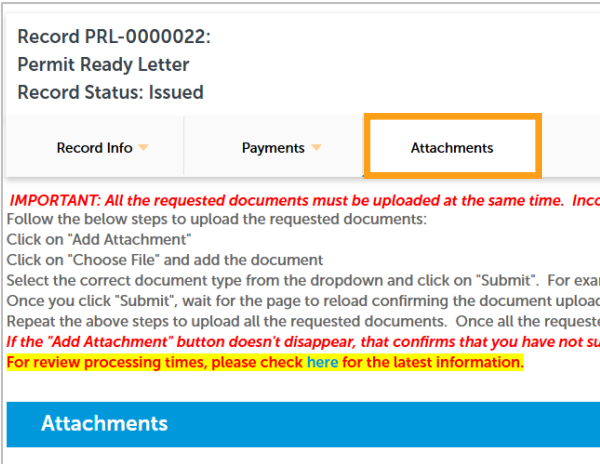
To upload attachments:

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

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

html;htm;mht;mhtml;exe;mdb;accdb;zip;jpe;jfif;png;gif;webp;tiff;tif;p

I RECEIVED AN "ISSUED" EMAIL. HOW DO I DOWNLOAD MY PERMIT READY LETTER?

Step	Action	Screen Reference
1	- Log into your Online Permitting Account - Enter your username and password.	
2	- Click the "My Records" tab - Find and select the specific record	
3	Click the "Attachments" tab	

4

- Click the "Approved" tab
- From the Permit Ready Letter file, select "Download" from the *Actions* drop-down menu

To upload attachments:

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

The maximum file size allowed is **200 MB**.
html;htm;mht;mhtml;exe;mdb;accdb;zip;jpe;jfif;png;gif;webp;tiff;tif;psg;bmp;heic;raw are disallowed file types to

Attachments (1) Approved or Reviewer Issues (1) **Approved (1)**

	File Name	File Size
Actions ▾ Detail Download	Permit Ready Letter PRL-0000022.pdf	873.74 kB

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	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.