

DSD ONLINE PERMITS

Apply for a Standalone Permit



Overview

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

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

When new permit applications are received, 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, please call us at 619-446-5000.
- For plan requirements and document issues, please click [here](#).
- For help planning your project, consider booking a [virtual counter appointment](#) with DSD.

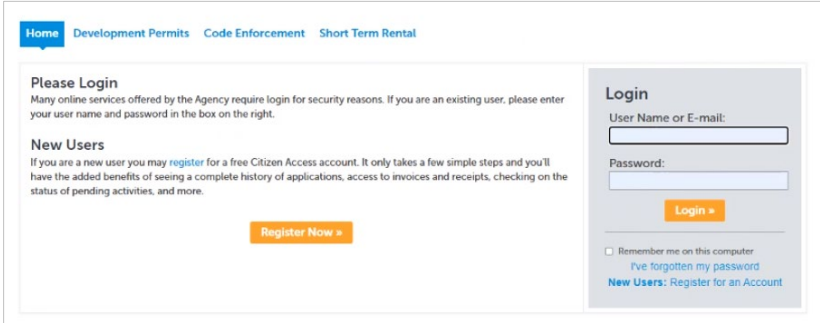
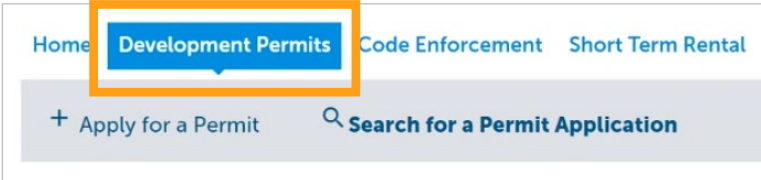
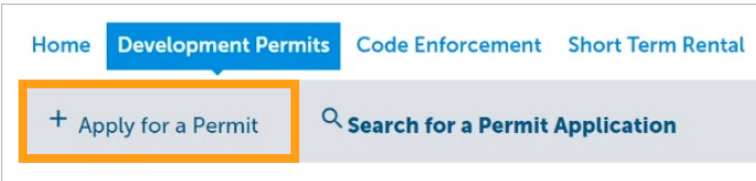
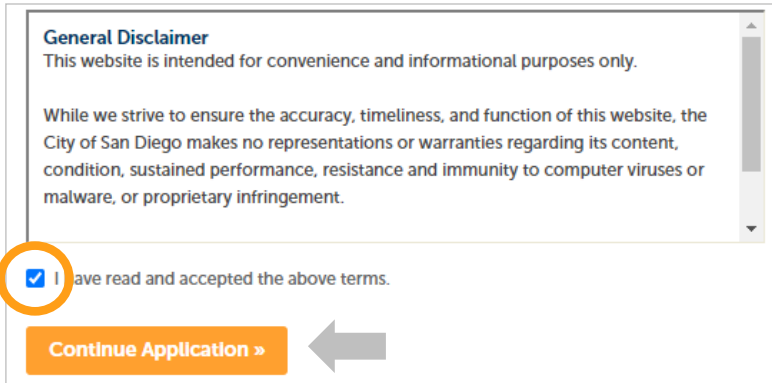
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[Appendix A – Workflow/record status mapping and definitions](#)

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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.* * If you are a new user, see the tutorial on how to register for an account.	
2	Select "Development Permits"	
3	Select "Apply for a Permit"	
4	- Read and acknowledge the disclaimer - Click "Continue Application"	

Select a Record Type

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

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

Select a Record Type

► Building Applications

- ☐ Approval - Process - Agreement
- ☐ Building Construction
- ☐ Building Construction - CIP or Public Project
- ☐ Building Construction - Master Plan Accessory Structure
- ☐ Building Construction - Master Plan MDU
- ☐ Building Construction - Master Plan SDU
- ☐ Building Construction - Special Programs
- ☐ Building Construction Change
- ☐ Deferred Fire Submittal
- ☐ Deferred Submittal
- ☐ Demolition
- ☐ Fire
- ☐ Fire Construction Change
- ☐ Photovoltaic
- ☐ Photo-voltaic Construction Change
- ☐ Photo-voltaic Residential Project
- ☐ Plan - Mechanical/Electrical/Plumbing Standalone
- ☐ Sign

► Simple No Plan Permits

- ☐ No-Plan - Nonresidential/Multifamily - Electrical
- ☐ No-Plan - Nonresidential/Multifamily - Mechanical

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

► PTS

- ☐ PTS Electronic Submittal

► Grading, Right of Way, Mapping Applications

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

► Discretionary Applications

- ☐ Discretionary Project

► Traffic & Transportation

- ☐ Traffic Control Permit
- ☐ Transportation Permit

► Agreement

- ☐ Approval - Process - Agreement

► Miscellaneous Applications

- ☐ Others

Continue Application

Help x

This application can be requested to obtain any one of the following permits:

- [Alternate Methods & Materials](#)
- [Mobile Food Truck](#)
- [Street Address Change](#)
- [Temporary Use Permit](#)
- [Zoning Use Verification](#)

- 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 (the system will populate the parcel info)
- Click "Search"

OR

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

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

- Click "Continue Application"

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

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

* Parcel Number:

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

Legal Description:

Additional Information

Testing

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

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



Code Validation

Answer the Code enforcement Case question:

- If "no," continue application:

Code Enforcement

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

- 8 If "yes," answer the additional questions:

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 »

Jump to a permit type for the next step:



- [Fire Permit](#)
- [Demo Permit](#)
- [Sign Permit](#)
- [Mechanical/Electrical/Plumbing Permit](#)

Fire Permit

Provide:

- Scope
 - Processing timeline
 - Applicant type
 - Associated building permit approval numbers (this is necessary for Deferred Submittals)
- Select permit type and answer additional questions.
 - When completed, click "Continue Application."

Project Information	
* Define the scope of the work:	Installation of deferred fire alarm 1
* What is the processing timeline requested for this application?:	Standard 2
Applicant Type:	Authorized Agent of Fire 3
Provide Associated Building Permit Approval Number:	1234567 4

Permit Type

* Select permit types:

Fire Permit - Alarm

Are you submitting plans or an affidavit?: *

Plans

Are you submitting separate specifications which are not shown on plans?: *

☐ Yes ☒ No

Continue Application »



[Click here](#) to move on to step 10

9

Demo Permit

Provide:

1. Scope
2. Processing timeline
3. Applicant type
4. Associated building permit approval numbers, if applicable

- Provide the permit specific requirements
- Click "Continue Application"

Project Information

* Define the scope of the work: Installation of deferred fire alarm **1**

* What is the processing timeline requested for this application?: Standard **2**

* Applicant Type: Authorized Agent of Pros **3**

Provide Associated Building Permit Approval Number: 234567 **4**

DEMO SPECIFIC

* Are you proposing the demolition of the entire structure including the foundation: ☒ Yes ☐ No

Please select the property type: *

--Select--

Are you proposing demolition on a site with more than one building or demolition of a building with more than four dwelling units: * ☐ Yes ☐ No

Are you proposing demolition on a site of 1 acre or more: * ☐ Yes ☐ No

Are you proposing a demolition of swimming pool greater than 5 feet in depth: * ☐ Yes ☐ No

Continue Application »



[Click here](#) to move on to step 10

9

Sign Permit

Provide:

1. Scope
2. Processing timeline
3. Applicant type

- Provide the permit specific requirements
- Click "Continue Application"

MINISTERIAL INFO

* Define the scope of the work: Installation of electrical wall signs **1**

* What is the processing timeline requested for this application?: Standard **2**

* Applicant Type: Authorized Agent of Pros **3**

SIGN SPECIFIC

* Are you submitting separate structural calculations that are not shown on plans? : Yes or No: ☐ Yes ☐ No

Continue Application »



[Click here](#) to move on to step 10

9

Mechanical/Electrical/Plumbing Permit

Provide:

1. Scope
2. Processing timeline
3. Applicant type

- Select the permit type
- Click "Continue Application"

MINISTERIAL INFO

* Define the scope of the work: **1**

* What is the processing timeline requested for this application? **2**

* Applicant Type: **3**

MEP SPECIFIC

* Select permit type:

Continue Application »



10

Historic Designation

Answer the Historic Designation question Y/N and provide the additional information

If no:

If yes, answer the additional questions.

HISTORIC DESIGNATION

Does the project contain a designated historic resource, or is it located within a designated historic district? ☐ Yes ☒ No

List the year constructed for all the structures on the project site: *

Does your proposed construction include work on a site containing buildings or structures 45 years old or older in which there will be a change to the exterior of the existing buildings or structures?: * ☐ Yes ☒ No

HISTORIC DESIGNATION

Does the project contain a designated historic resource, or is it located within a designated historic district? ☒ Yes ☐ No

Provide the HRB number:

Continue Application »



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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 **400 MB**.

* Required Documents

1. Required Attachment - Fire Alarm Plans

No file chosen

2. Required Attachment - Fire Permit Worksheet

No file chosen

Continue Application »

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

[Scout Validation Help](#)

12

Upload any Additional Documents you wish to include with your submittal

If you have your Project Contact Information form completed, you may upload it now. (Uploading it now will save the step of staff requesting it prior to issuance.)

- Click "Add"

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

html;htm;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload.

File Name	File Size	Type
Fee Worksheet 190KB.pdf	189.58 kB	Fire Permit Worksheet
Fire Plans 1.2MB.pdf	1.2 MB	Fire Protection Plans
Add		

- 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
- Click "Continue Application"

New Attachment ×

New Attachment

Project Contact Information Form.pdf

Type

Project Contacts Information

Description

Contact form

Close

Submit

Continue Application »

Workers' Compensation Declaration

- Select the insurance declaration statement that applies to this project
- Click "Continue Application"

Worker's Compensation Declaration: I hereby affirm under penalty of perjury one of the following declarations:

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

* indicates a required field.

Declaration

DECLARATION

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

☐

I am not subject to workers compensation insurance: ?

☐

To be determined at the time of permit issuance: ?

☐

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

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

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 CLSDG BLKS 13 THRU 156

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 What is the processing timeline requested for this application?: Standard
Applicant Type: Authorized Agent of Property Owner or Other Person per M.C. Provide associated prior Discretionary Approval Number(s): 0
Section 112.0102

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
Complete Communities Housing Solutions:	No
100% Affordable Housing Density Bonus:	No
Affordable Housing Density Bonus:	No
Micro Unit Density Bonus:	No
Senior Housing Density Bonus:	No
Student Housing Density Bonus:	No
Affordable Accessory Dwelling Unit Bonus:	No
Voluntary Accessibility Program:	No
Other:	No
None of the above:	Yes

Declaration

DECLARATION

I am either self-insured or will maintain workers compensation insurance: No

I am not subject to workers compensation insurance: No

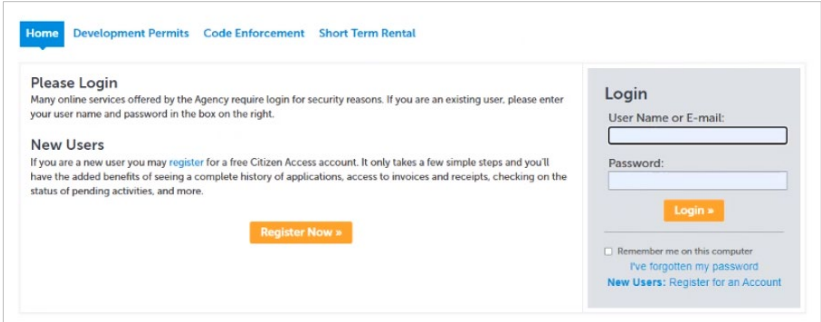
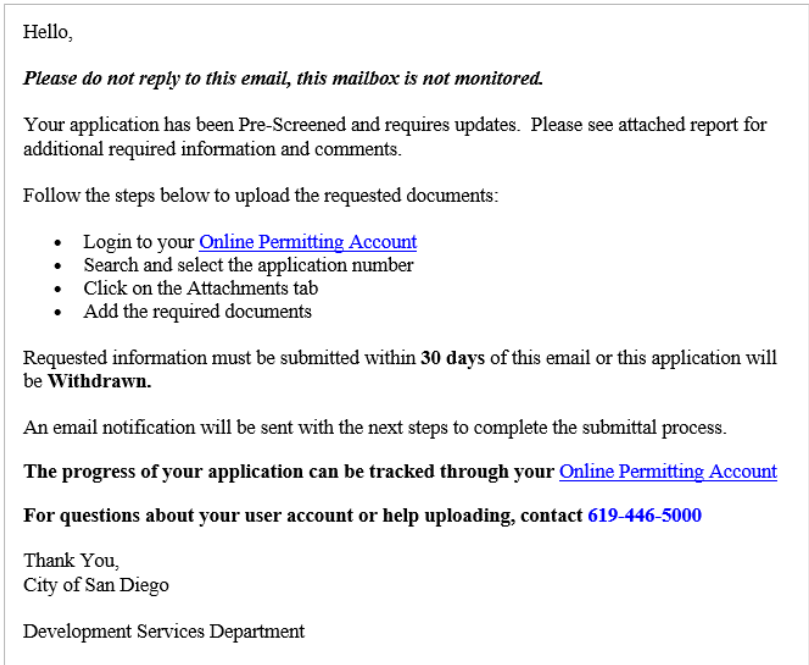
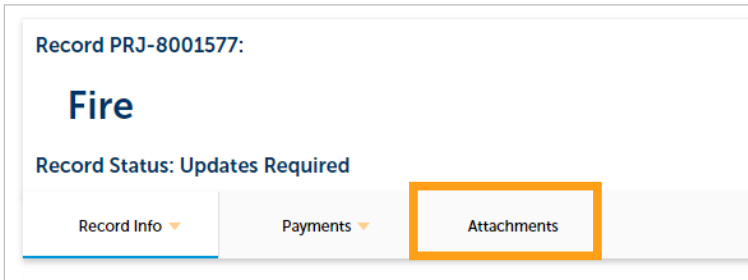
To be determined at the time of permit issuance: Yes

I certify that I have read this application and state the above information is correct, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application (Municipal Code Section 112.0102). I understand that the applicant is responsible for inquiring and complying with the governing policies and regulations applicable to the proposed development or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations, including before or during final inspections. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy, which may be available to enforce and correct violations of the applicable policies and regulations. I authorize representatives of the city to enter the above-identified property for inspection purposes. I have the authority and grant City staff and advisory bodies the right to make copies of any plans or reports submitted for review and permit processing for the duration of this project.

☐ By checking this box, I agree to the above certification. Date: _____

Save and resume later
Continue Application

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

Step	Action	Screen Reference
1	- Log into your Online Permitting Account - Enter your username and password.	
2	Open the "Updates Required" email. Click either of the email links to go to your account and make project updates	
3	Your project information will load Click the "Attachments" tab	

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.
accd;ade;adp;bat;chm;cmd;com;cp;doc;docx;exe;hta;htm;html;ins;isp;jar;jsc;jse;lib;lnk;mdb;mde;mht;mhtml;msc;msp;mst;phb;pif;scr;scs;shb;sys;vb;vbe; types to upload.
htm;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload.

Attachments (2)

	File Name	File Size	Status
Actions ▾	Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded
Actions ▾	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 the *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

6

The documents will be validated by Scout and be uploaded to the project record (PRJ)

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.
Unsupported file types: .exe, .bat, .cmd, .com, .pld, .docx, .exe, .hta, .htm, .html, .ins, .jpx, .jar, .jse, .mht, .mhtml, .msc, .msg, .mst, .pkl, .pdf, .scr, .xct, .shb, .sys, .vbs, .wac, .wax, .wdf, .wdp, .xps, .zip are disallowed file types to upload.
Unsupported file types: .exe, .bat, .cmd, .com, .pld, .docx, .exe, .hta, .htm, .html, .ins, .jpx, .jar, .jse, .mht, .mhtml, .msc, .msg, .mst, .pkl, .pdf, .scr, .xct, .shb, .sys, .vbs, .wac, .wax, .wdf, .wdp, .xps, .zip are disallowed file types to upload.

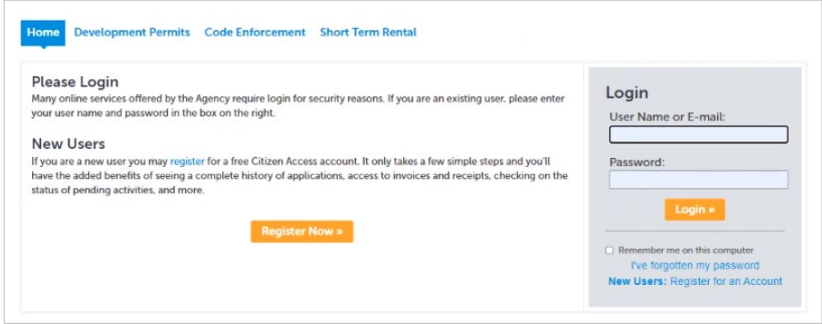
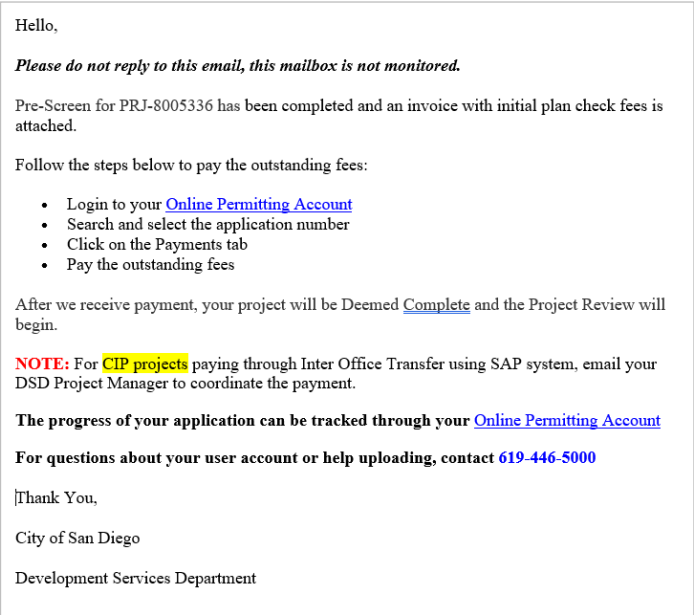
Finishing upload of Fire Specs 372KB.pdf. Please wait for the page to refresh

Attachments (3)

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

Add Attachment

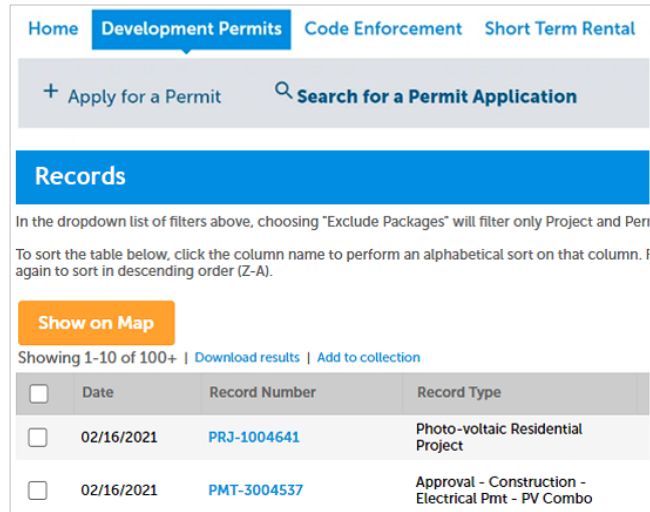
I RECEIVED A "REVIEW PENDING INVOICE PAYMENT" EMAIL. HOW DO I PAY?

Step	Action	Screen Reference
1	- Log into your Online Permitting Account - Enter your username and password.	
2	- Open the "Review Pending Invoice Payment" email - Click a link to log in to your account and make a payment	

Click on Development Permits tab.

- Select the record listed in the email

OR



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. I again to sort in descending order (Z-A).

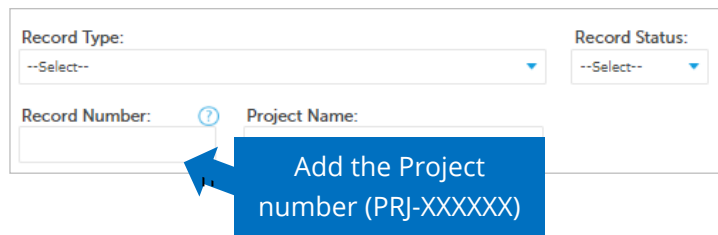
Show on Map

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

☐	Date	Record Number	Record Type
☐	02/16/2021	PRJ-1004641	Photo-voltaic Residential Project
☐	02/16/2021	PMT-3004537	Approval - Construction - Electrical Pmt - PV Combo

Scroll down to the search field for Records

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



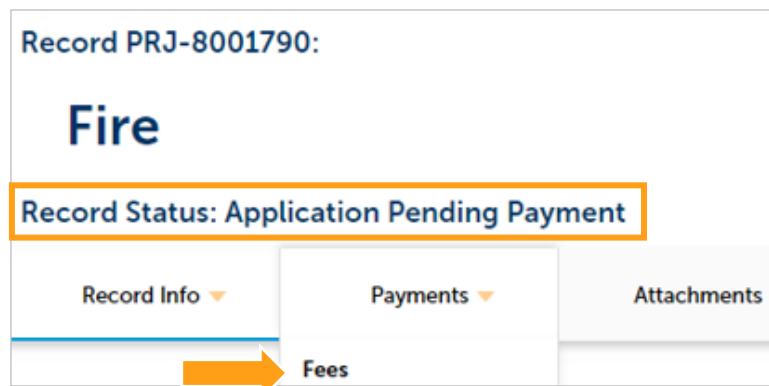
Record Type: --Select-- Record Status: --Select--

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-8001790:

Fire

Record Status: Application Pending Payment

Record Info Payments Attachments

Fees

Click on "Pay Fees"

Outstanding:

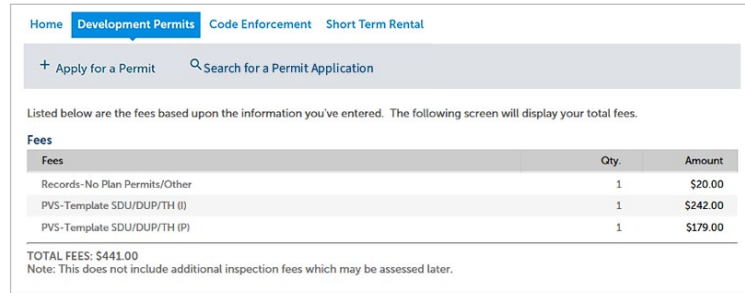
Date	Invoice Number	Amount
01/12/2018	617932	\$20.00
01/12/2018	617932	\$242.00
01/12/2018	617932	\$179.00

Total outstanding fees: \$441.00

Pay Fees

6

The following screen will load. Follow instructions to pay



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?

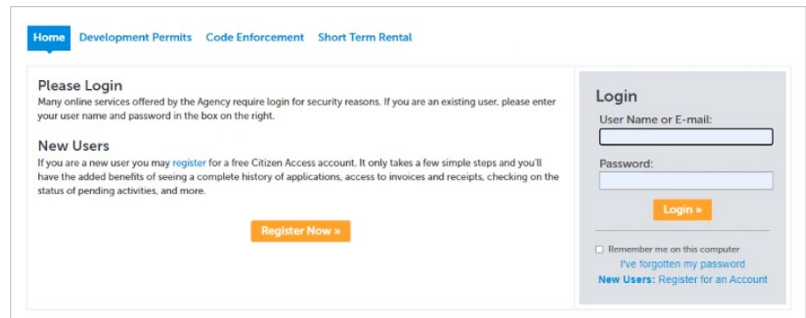
Step

Action

Screen Reference

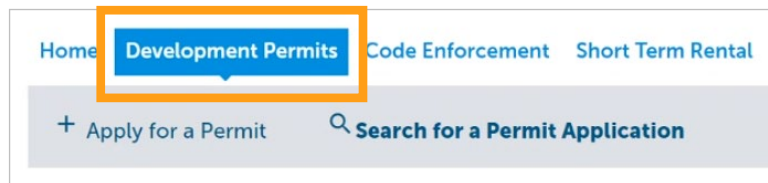
1

- 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



2

Select "Development Permits"



3

Your records will be displayed

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

☐	01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash	Issued
☐	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued
☐	01/25/2021	PMT-8001629	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued
☐	01/25/2021	CC-8001682	Building Construction Change	Construction Change - PRJ-8001673	In Review
☐	01/25/2021	CC-8001693	Building Construction Change	Construction Change - PRJ-8001662	In Review

To upload attachments:

- Click Add to start the process
- Click Add for each file to upload

The maximum file size allowed is **400 MB**.
 excofficeadocxdocmcomcompdocdocoxcshhtmlhtmhtmlincimgjarjsscsshlskmlmsdocmshmtmhtmhtmimgmpgmpgpdfsectactshlypyvbyvbchrtvdocwdocwwishxlsdoczip are disallowed file types to upload.
 Itmltltmmhtmtmhtmltncscsdccodocdocdxcddocdocdoczip are disallowed file types to upload.

Attachments (2)

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

Add Attachment



A screenshot of a software interface showing a dropdown menu. The menu is titled 'Actions' and contains two options: 'Detail' and 'Download'. The 'Download' option is highlighted with an orange rectangular border.

[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

- Open the “Ready for Resubmittal” email
- Click a link to log in to your account and update the project documents or information

Hello,

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

All review disciplines have completed their reviews for PRJ-8005336. At this time, additional documents and information are required to continue the review process.

Follow the steps below to upload the requested documents:

- Login to your [Online Permitting Account](#)
- Search and select the application number
- Click on the Attachments tab
- Add the required documents

IMPORTANT: All required documents requested by all review disciplines must be uploaded at the same time. Incomplete submittals will result in review delays.

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

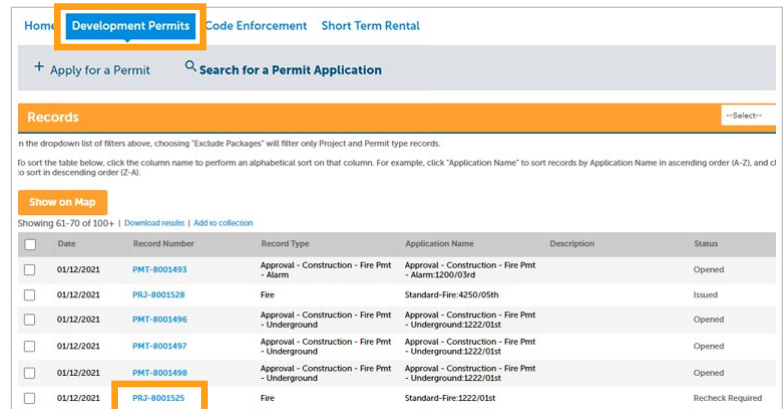
Development Services Department

3

- Select “Development Permits”

Your records will display with the current statuses.

- Click on the blue PRJ link of the project

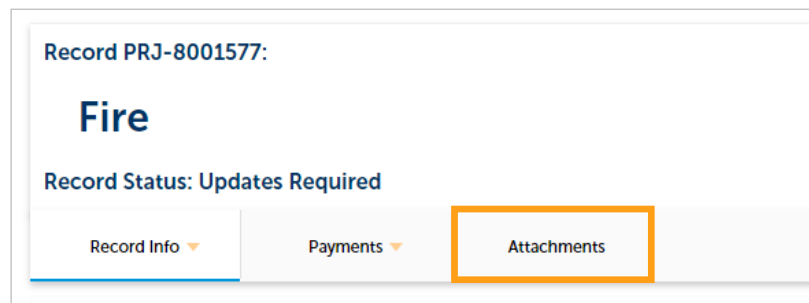


Date	Record Number	Record Type	Application Name	Description	Status
01/12/2021	PMT-8001493	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm 1200/05rd		Opened
01/12/2021	PRJ-8001528	Fire	Standard-Fire-4250/05th		Issued
01/12/2021	PMT-8001496	Approval - Construction - 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.

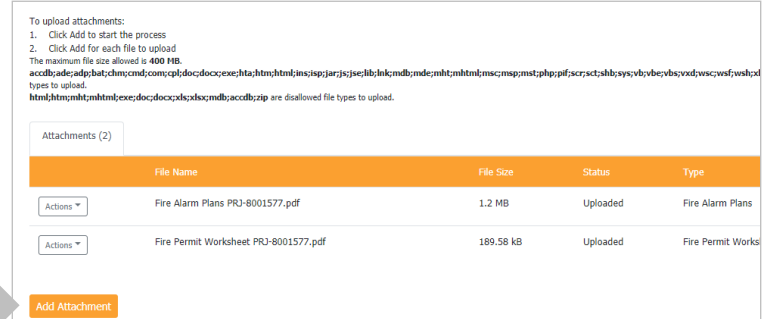
- Click the “Attachments” Tab



5

Previously attached documents will be displayed.

- Click “Add Attachment”

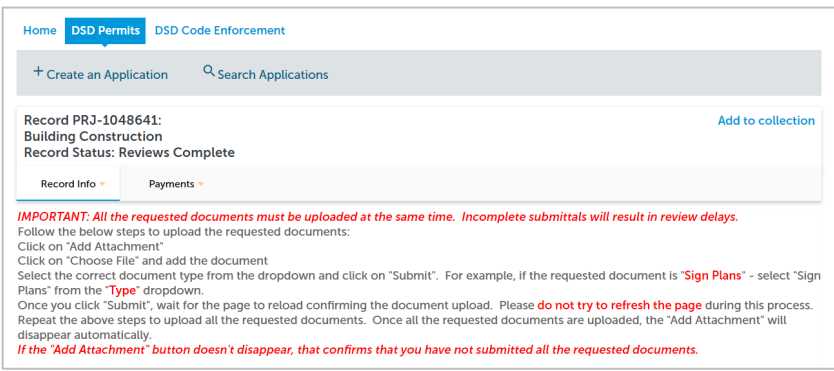
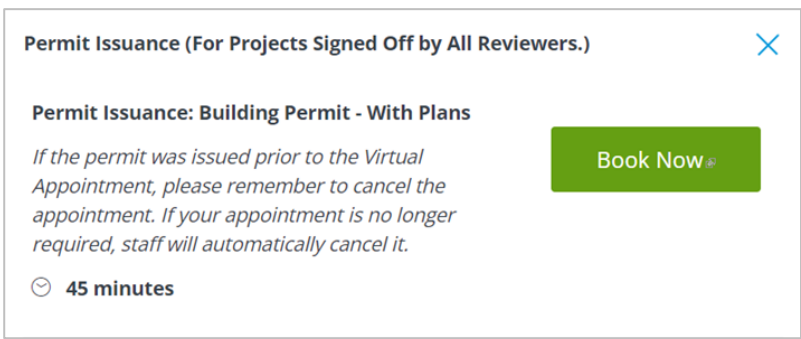


File Name	File Size	Status	Type
Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans
Fire Permit Worksheet PRJ-8001577.pdf	189.58 KB	Uploaded	Fire Permit Works

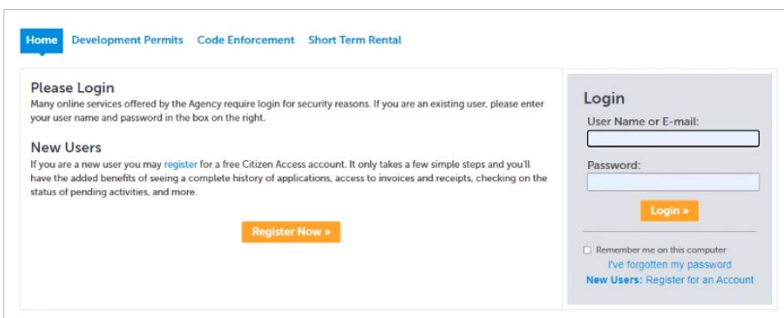
- 6** ***If submitting Applicant Response to Issues, upload requested documents. If the responses are for more than one discipline, combine responses into one PDF file for upload***

[RETURN TO TOP](#)

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 Permit Application Processing Timeline for current issuance timelines.	
1	We offer appointments for issuance of certain application types. To schedule an appointment, click here.	

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

Step	Action	Screen Reference
1	- Log into your Online Permitting Account - Enter your username and password	

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

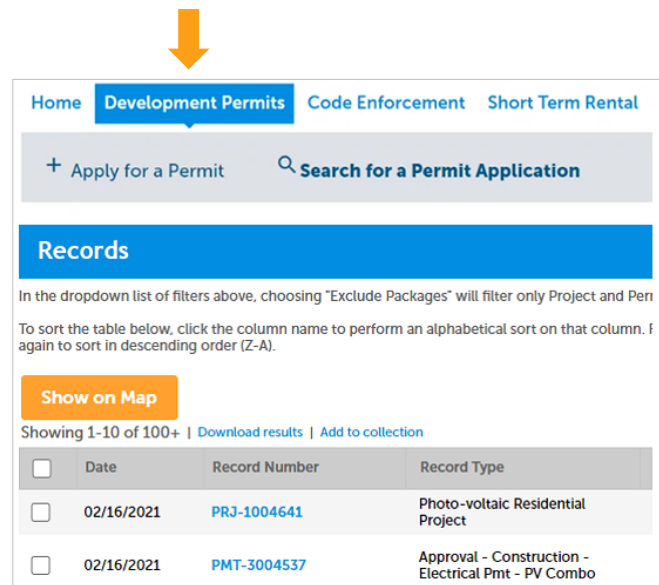
Click the "Development Permits" tab.

- 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

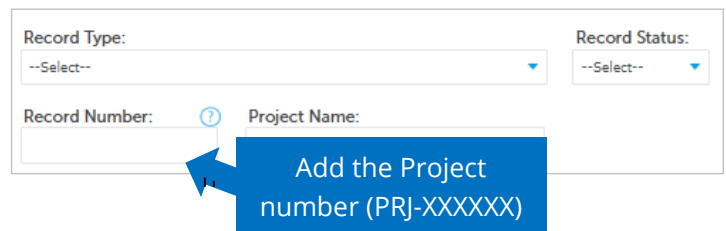
In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Permits.

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

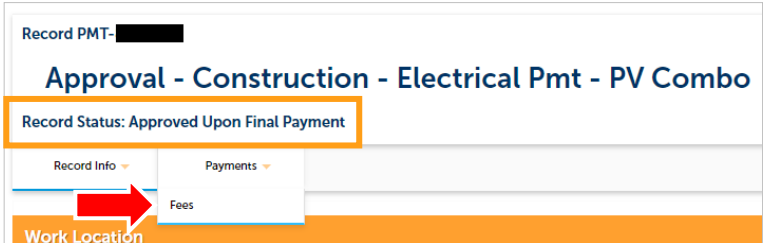
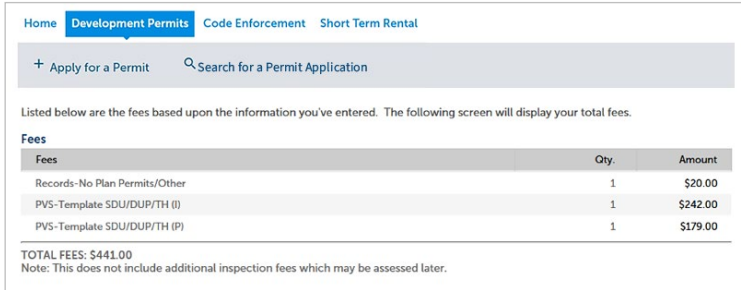
☐	Date	Record Number	Record Type
☐	02/16/2021	PRJ-1004641	Photo-voltaic Residential Project
☐	02/16/2021	PMT-3004537	Approval - Construction - Electrical Pmt - PV Combo



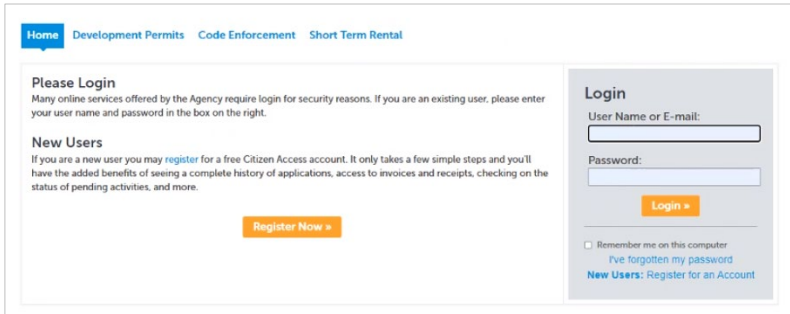
Record Type: --Select-- Record Status: --Select--

Record Number: Project Name:

Add the Project number (PRJ-XXXXXX)

4	Verify that the record has the status: "Approved Upon Final Payment" - Click "Payments" - Then, select "Fees"	
5	Click "Pay Fees"	
6	The following screen will load. Follow instructions to pay	

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

Step	Action	Screen Reference
	You will receive an Updates Required email if additional information is needed to issue the permit.	
1	- Log into your Online Permitting Account - Enter your username and password	

2

- Open the “Issuance Checklist Requested” email.
- Click on a link to log in 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

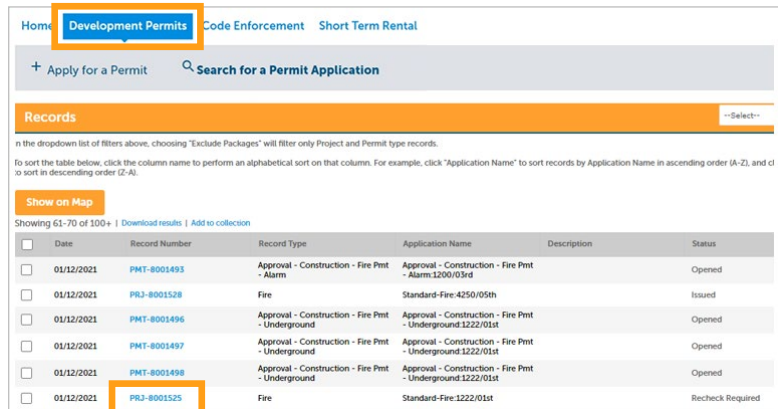
Development Services Department

3

- Select “Development Permits”

Your records will display with the current statuses.

- Click on the blue PRJ link of the project

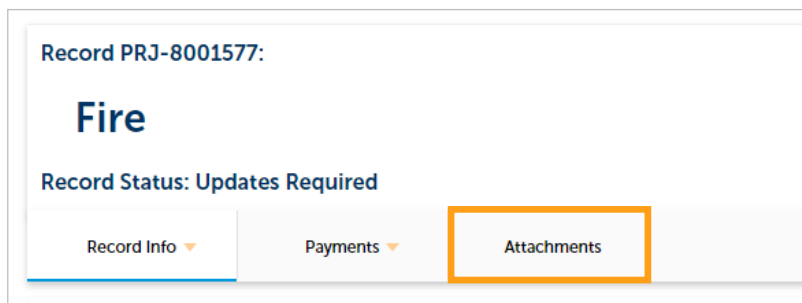


Date	Record Number	Record Type	Application Name	Description	Status
01/12/2021	PMT-8001493	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm 1200/03rd		Opened
01/12/2021	PRJ-8001528	Fire	Standard-Fire-4250/05th		Issued
01/12/2021	PMT-8001496	Approval - Construction - 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-8001577:

Fire

Record Status: Updates Required

Record Info
Payments
Attachments

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.
acdl;ade;adp;bat;chm;cmd;com;cpq;doc;docx;exe;hta;htm;html;ins;isp;jar;jsc;jse;lib;lnk;mdb;mde;mht;mhtml;msc;msp;mst;php;pdf;scr;scract;shb;sys;vbs;vxd;wsc;wsf;wsht; types to upload.
htm;html;mht;mhtml;exe;doc;docx;docx;mdb;acdl;zip are disallowed file types to upload.

Attachments (2)

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

Add Attachment

- 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

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

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.

aocbfcdacsdapbatzchmcmdcomcpbdccdocscschatshamhtmlmsnaspjarjsjsehhlybltcmdbmdmetmbmtbmecmcsmptgphppfscriptstbhypsvxvdybvdydvwvdvdxdcodzipare disallowed file types to upload.

hmhtmhctmhbtmhbmhbmevdecodcscachdcmddccadcfzip are disallowed file types to upload.

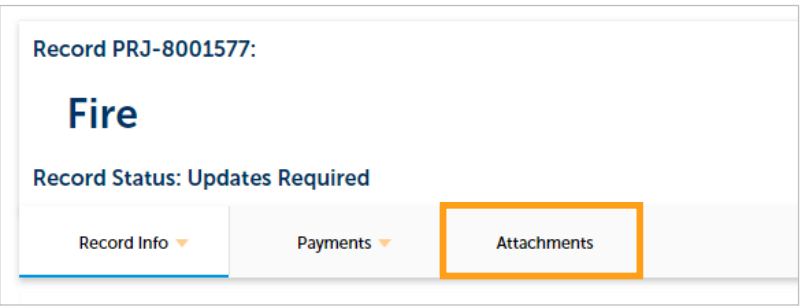
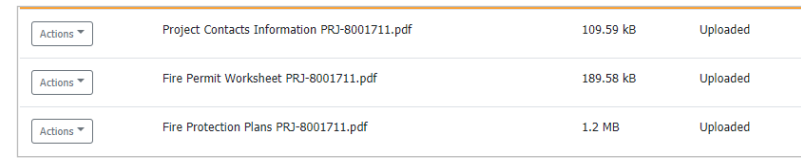
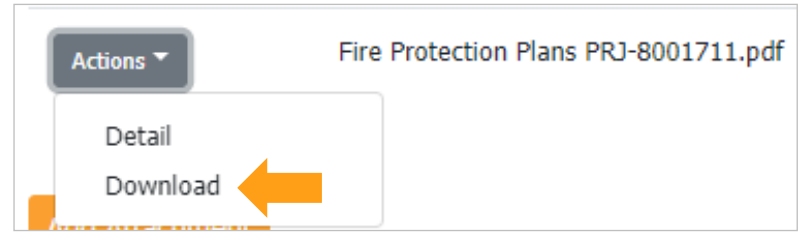
Finishing upload of Fire Specs PRJ-8001577.pdf. Please wait for the page to refresh

Attachments (3)

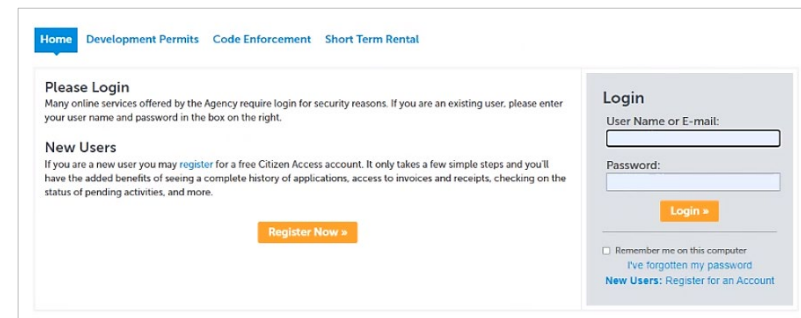
	File Name	File Size	Status	Type	Refresh
Actions ▾	Fire Alarm Plans PRJ-8001577.pdf	1.2 MB	Uploaded	Fire Alarm Plans	
Actions ▾	Fire Permit Worksheet PRJ-8001577.pdf	189.58 kB	Uploaded	Fire Permit Worksheet	
Actions ▾	Fire Alarm Specs PRJ-8001577.pdf	371.47 kB	Uploaded	Fire Alarm Specs	

Add Attachments

[RETURN TO TOP](#)

4	The record details will be displayed Click the "Attachments" tab	
5	The attachments for this project will be displayed	
6	Click on the "Actions" drop-down and click "Download"	

HOW DO I SCHEDULE INSPECTIONS?

Step	Action	Screen Reference
1	- Log into your Online Permitting Account - Enter your username and password	

2

Click on "My Records" and your records will be displayed

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

☐	Date	Record Number	Record Type	Application Name	Description	Status
☐	01/27/2021	PRJ-8001732	Fire	Standard-Fire:1222/01st		Issued
☐	01/27/2021	PMT-8001697	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued
☐	01/27/2021	PMT-8001698	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued
☐	01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash		Issued
☐	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash		Issued

3

Click on the permit number for which you would like to schedule inspection.

The status must be *Issued* to schedule an inspection.

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

☐	Date	Record Number	Record Type	Application Name	Description	Status
☐	01/27/2021	PRJ-8001732	Fire	Standard-Fire:1222/01st		Issued
☐	01/27/2021	PMT-8001697	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued
☐	01/27/2021	PMT-8001698	Approval - Construction - Fire Pmt - Kitchen Hood	Approval - Construction - Fire Pmt - Kitchen Hood:1222/01st		Issued
☐	01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash		Issued
☐	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash		Issued

4

Click on the "Record Info" tab for drop-down options

Record PMT-8001628:

Approval - Construction - Fire Pmt - Alarm

Record Status: Issued
Expiration Date: 01/25/2021

Record Info ▼

Payments ▼

Conditions 1

Attachments

5

Click on "Inspections"

Record Info ▼

Record Details

Processing Status

Related Records

Inspections ←

6

The inspections screen will appear showing *Upcoming* and *Completed* inspections.

Click on the "Actions" link of the inspection you would like to schedule.

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

Upcoming (2)
[Schedule an Inspection](#)

Click the link above to schedule one.
TBD Pending Elect-Fire Alarm-Final (3) Tenant Improvement (18517181)
Inspector: *unassigned*
01/25/2021 Scheduled Elect-Fire Alarm-Rough Tenant Imp (18517180)
Inspector: John Bayliss

Completed
There are no completed inspections on this record.

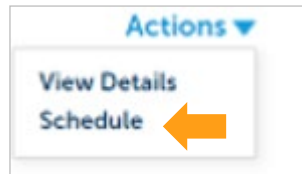
Actions ▼

View Details

Schedule

7

- Click on the 'Schedule' link



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

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

« Prev

Feb 2021

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

Mar 2021

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

☐ 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)

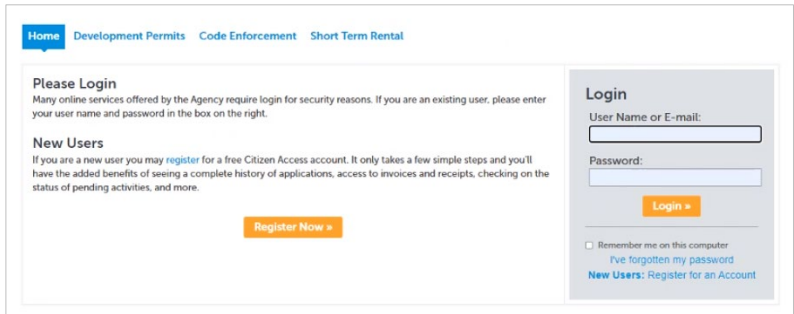
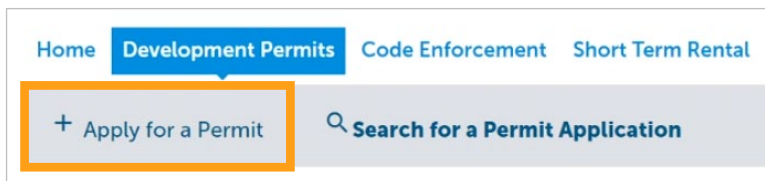
[Actions ▼](#)

Inspector: John Bayliss

Completed

There are no completed inspections on this record.

HOW TO SUBMIT A CONSTRUCTION CHANGE APPLICATION

Step	Action	Screen Reference
1	To log into your Online Permitting Account, enter your username and password, and press the Login button.	
2	- Click on "Development Permits" tab - Click on "Apply for a Permit"	

3

- Read the General Disclaimer and then place a check mark confirming your acceptance.
- Then, click "Continue Application"

General Disclaimer

This website is intended for convenience and informational purposes only.

While we strive to ensure the accuracy, timeliness, and function of this website, the City of San Diego makes no representations or warranties regarding its content, condition, sustained performance, resistance and immunity to computer viruses or malware, or proprietary infringement.

☒ I have read and accepted the above terms.

Continue Application »

4

Select "Building Construction Change."

Use this record for construction changes to Accela projects, if your project was a PTS or Hybrid project, use the Hybrid system to apply for you construction change.

► **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

5

- Enter the PRJ # in the exact format PRJ-XXXXXXX
- Provide a narrative of the changes proposed.
- Enter the permits affected by this construction change application.

CONSTRUCTION CHANGE VALIDATION

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

* Please provide scope of the construction change:

Please provide all related permits associated with this CC application:

PMT-XXXXXXXPMT-XXXXXX

Continue Application »



6

Click "Add" to upload the documents that reflect the proposed changed.

The maximum file size allowed is **200 MB**.
html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip are disallowed file types to upload.

File Name	File Size	Type
No attachments added		

Add

7

- Click "Choose File" and select from your computer.
- Provide the *Type* of document that you are uploading
- Provide a brief description of the document
- Click "Submit"

New Attachment ×

New Attachment

Choose File Building Construction Plans PRJ-1029331.pdf

Type



Fire Protection Plans

Description

FPP for construction change



Close

Submit



8

- You will get the message displaying your CC number that was created.
- You will receive a confirmation email with the number as well.

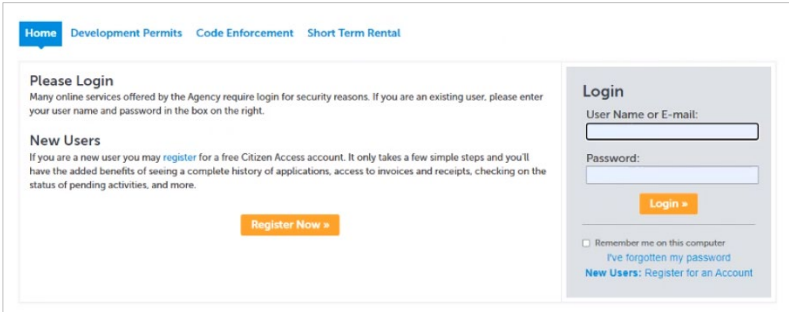
Thank you for using our online services.
Your Record Number is CC-8001742.

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

Choose "View Record Details" to Schedule Inspections, check sta

View Record Details »

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

Step	Action	Screen Reference
1	• Log into your Online Permitting Account by entering your username and password and then clicking on the Login button.	

- Click a link to log in to your account and make a payment

Hello,

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

Pre-Screen for PRJ-8005336 has been completed and an invoice with initial plan check fees is attached.

Follow the steps below to pay the outstanding fees:

- Login to your [Online Permitting Account](#)
- Search and select the application number
- Click on the Payments tab
- Pay the outstanding fees

After we receive payment, your project will be Deemed Complete and the Project Review will begin.

NOTE: For **CIP projects** paying through Inter Office Transfer using SAP system, email your DSD Project Manager to coordinate the payment.

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

Your record will be displayed

- Click "Payments" Tab
- Click "Fees" link

Record CC-8001682:

Building Construction Change

Record Status: Pending Invoice 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](#)

The following screen will load.

- Click "Continue Application" and follow instructions to pay.

Fees

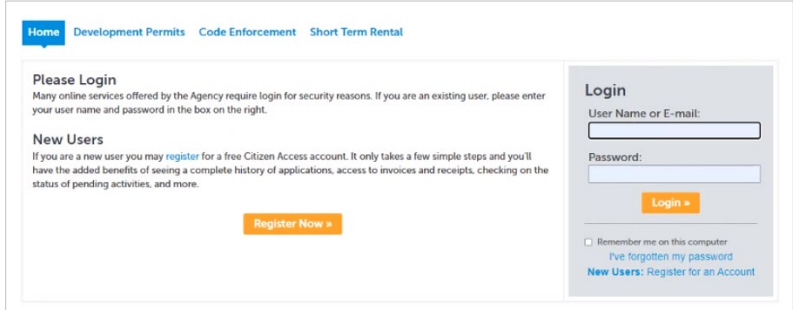
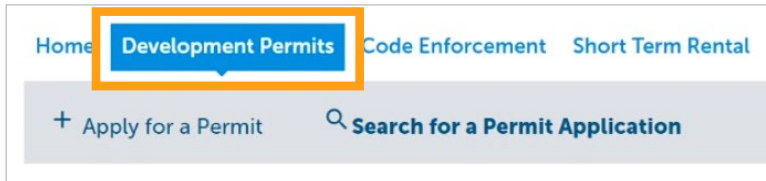
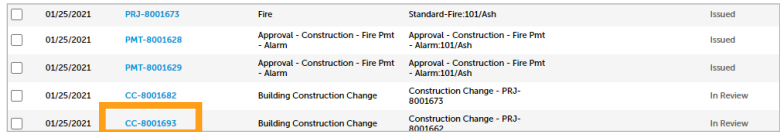
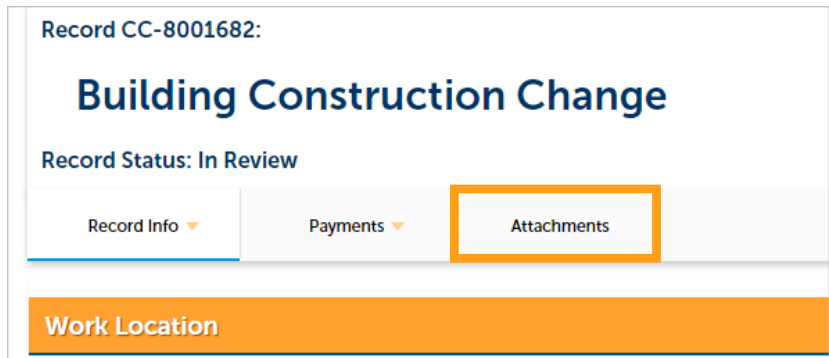
Fees	Qty.	Amount
Hrly-DSD Rvw Fire Plan Proj	1	\$217.93

TOTAL FEES: \$217.93

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

HOW DO I DOWNLOAD APPROVED PLANS FOR MY CONSTRUCTION CHANGE?

Step	Action	Screen Reference																														
1	Log into your Online Permitting Account by entering your username and password and then clicking on the Login button.																															
2	Select "Development Permits"																															
3	Your records will be displayed Select the record you wish to print by clicking on the blue link	 <table><tr><td>☐</td><td>01/25/2021</td><td>PRJ-8001673</td><td>Fire</td><td>Standard-Fire:101/Ash</td><td>Issued</td></tr><tr><td>☐</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>Issued</td></tr><tr><td>☐</td><td>01/25/2021</td><td>PMT-8001629</td><td>Approval - Construction - Fire Pmt - Alarm</td><td>Approval - Construction - Fire Pmt - Alarm:101/Ash</td><td>Issued</td></tr><tr><td>☐</td><td>01/25/2021</td><td>CC-8001682</td><td>Building Construction Change</td><td>Construction Change - PRJ-8001673</td><td>In Review</td></tr><tr><td>☐</td><td>01/25/2021</td><td>CC-8001693</td><td>Building Construction Change</td><td>Construction Change - PRJ-8001662</td><td>In Review</td></tr></table>	☐	01/25/2021	PRJ-8001673	Fire	Standard-Fire:101/Ash	Issued	☐	01/25/2021	PMT-8001628	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued	☐	01/25/2021	PMT-8001629	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm:101/Ash	Issued	☐	01/25/2021	CC-8001682	Building Construction Change	Construction Change - PRJ-8001673	In Review	☐	01/25/2021	CC-8001693	Building Construction Change	Construction Change - PRJ-8001662	In Review
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☐	01/25/2021	CC-8001682	Building Construction Change	Construction Change - PRJ-8001673	In Review																											
☐	01/25/2021	CC-8001693	Building Construction Change	Construction Change - PRJ-8001662	In Review																											
4	The record details will be displayed Click the "Attachments" tab																															

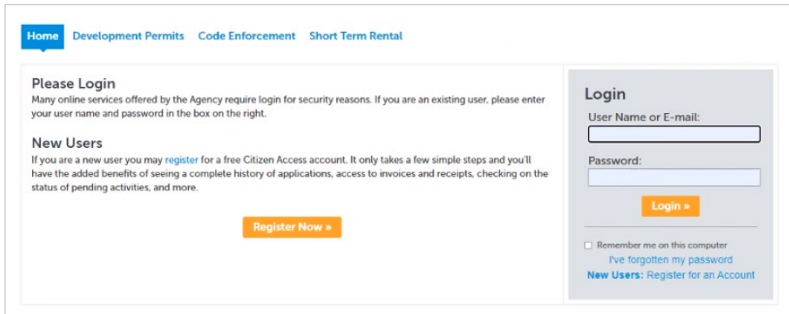
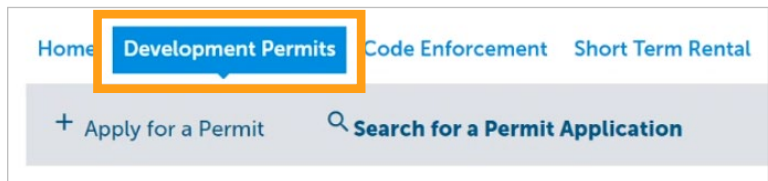
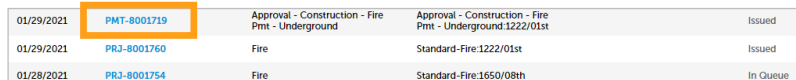
The attachments for this project will be displayed

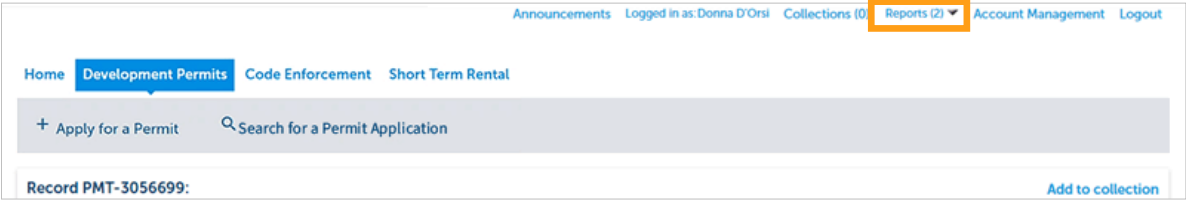
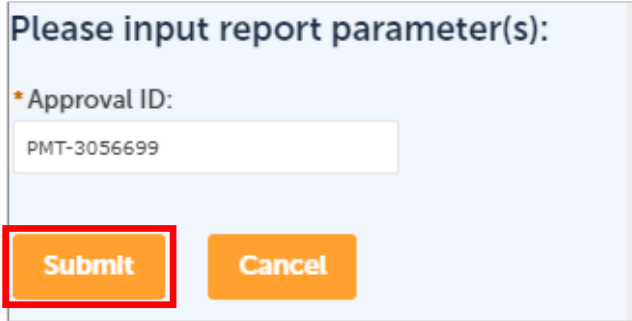
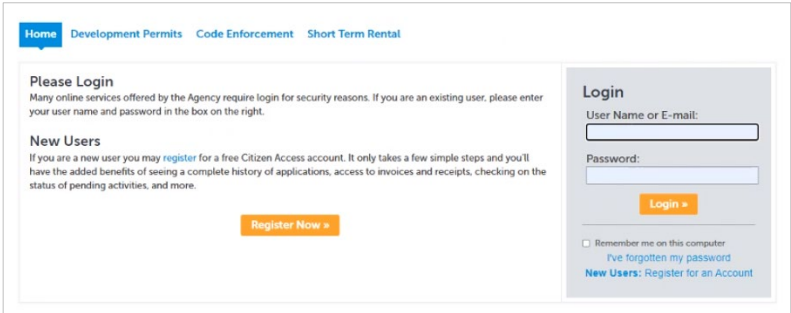
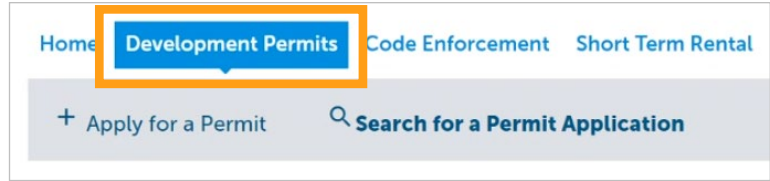
Actions ▾	Project Contacts Information PRJ-8001711.pdf	109.59 kB	Uploaded
Actions ▾	Fire Permit Worksheet PRJ-8001711.pdf	189.58 kB	Uploaded
Actions ▾	Fire Protection Plans PRJ-8001711.pdf	1.2 MB	Uploaded

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



HOW DO I PRINT AN APPROVAL REPORT AND INVOICE REPORT?

Step	Action	Screen Reference															
1	APPROVAL REPORT - Log into your Online Permitting Account - Enter your username and password																
2	Click the “Development Permits” tab and your records will be displayed																
3	Click on the PMT you wish to print the approval report for	 <table><tr><td>01/29/2021</td><td>PMT-8001719</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	PMT-8001719	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
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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	Record PMT-8001719: Approval - Construction - Fire Pmt - Underground Record Status: Issued Expiration Date: 01/29/2021 Record Info Payments Attachments
5	- Click on the "Reports" drop-down menu - Select "Approval"	
6	A pop-up window will open. Make sure that the correct permit number appears, if not, enter the correct permit number. Click "Submit"	
1	INVOICE REPORT - Log into your Online Permitting Account - Enter your username and password	
2	Click the "Development Permits" tab and your records will be displayed	

3	Locate your record in the list displayed. Click on the blue link to select that record	<table border="1"> <tr> <td>01/28/2021</td><td>PMT-8001710</td><td>Approval - Construction - Fire Pmt - Underground</td></tr> <tr> <td>01/28/2021</td><td>PRJ-8001747</td><td>Fire</td></tr> <tr> <td>01/28/2021</td><td>CC-8001745</td><td>Building Construction Change</td></tr> <tr> <td>01/28/2021</td><td>CC-8001742</td><td>Building Construction Change</td></tr> <tr> <td>01/27/2021</td><td>PRJ-8001732</td><td>Fire</td></tr> </table>	01/28/2021	PMT-8001710	Approval - Construction - Fire Pmt - Underground	01/28/2021	PRJ-8001747	Fire	01/28/2021	CC-8001745	Building Construction Change	01/28/2021	CC-8001742	Building Construction Change	01/27/2021	PRJ-8001732	Fire
01/28/2021	PMT-8001710	Approval - Construction - Fire Pmt - Underground															
01/28/2021	PRJ-8001747	Fire															
01/28/2021	CC-8001745	Building Construction Change															
01/28/2021	CC-8001742	Building Construction Change															
01/27/2021	PRJ-8001732	Fire															
4	To generate the Invoice report, click the "Payments" tab, then "Fees"	Record PMT-8001719: Approval - Construction - Fire Pm Record Status: Issued Expiration Date: 01/29/2021 Record Info Payments ← Attachments → Fees															
5	Make note of the invoice number	Record Info Payments Attachments Fees Paid: <table> <tr> <td>Date 01/29/2021</td><td>Invoice Number 80992</td><td>Amount \$599.34</td></tr> </table> Total paid fees: \$599.34	Date 01/29/2021	Invoice Number 80992	Amount \$599.34												
Date 01/29/2021	Invoice Number 80992	Amount \$599.34															
6	- Click on the "Reports" drop down - Select "Invoice" from the menu	Announcements Logged in as: Donna D'Orsi Collections (0) Reports (2) ▾ Account Management Logout															
7	A pop-up window will open. Make sure that the correct invoice number appears. If not, enter the invoice number. - Click "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.