

## **DSD ONLINE PERMITS**

# Apply for a Preliminary Review



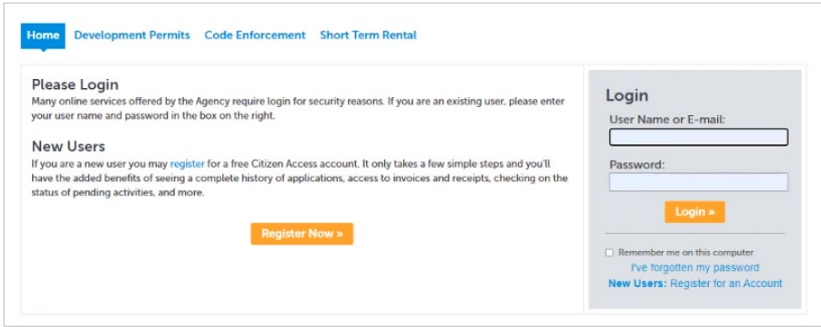
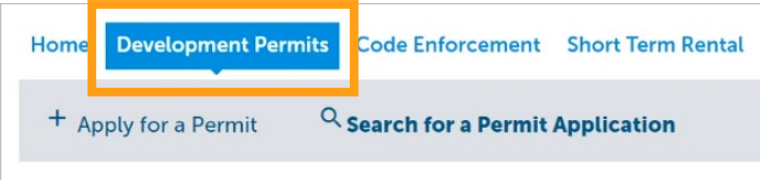
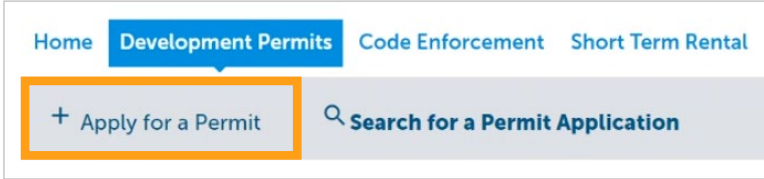
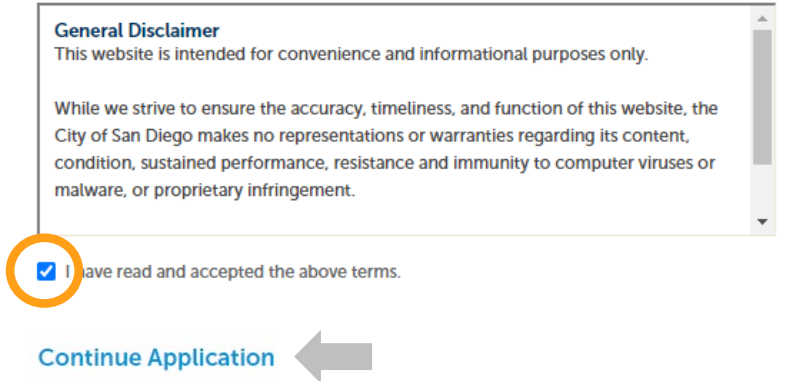
## Overview

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](https://sandiego.gov/dsd).

When new permit applications are received, DSD will review the documents for completeness, assess required fees, and assign the project to a reviewer.

- For help with user accounts or uploading documents, please call us at 619-446-5000.
- For plan requirements and document issues, please click [here](#).
- For help planning your project, consider booking a [virtual counter appointment](#) with DSD.

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> <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 "Development Permits"</li> </ul>	
3	<ul style="list-style-type: none"> <li>Select "Apply for a Permit"</li> </ul>	
4	<ul style="list-style-type: none"> <li>Read and acknowledge the disclaimer</li> <li>Click "Continue Application"</li> </ul>	

**Select a Record Type**

- Select a permit type from “Informational Applications,” then 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**

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

▶ **Construction Change**

- Building Construction Change
- Fire Construction Change

▶ **Photovoltaic**

- Photovoltaic
- Photo-voltaic Residential Project

▶ **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 - Mapping
- Engineering Construction Change
- Grading, ROW, Mapping - Associated Submittal ?
- 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**

- Preliminary Review
- Zone History Letter

▶ **Historic Applications**

- Individual Historical Resource Nomination
- Mills Act Agreement

▶ **Miscellaneous Applications**

- Others ?
- Street -Tree Permit

▶ **Project Contacts**

- Add/Remove Licensed Contractor ?

Continue Application ←

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1. Indicate if there is an address for the Project Site
2. Click “Continue Application”

▶ **Informational Applications**

- Preliminary Review
- Zone History Letter



**Address Validation**

\* 1. Is the project site located within the public right-of-way, within a public easement, or is it a unique situation or general question that is not tied to a specific address or parcel?:

Yes  No



Continue Application

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### Address or Parcel Entry

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

**OR**

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

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

* Street No.:	Direction:	* Street Name:	Street Type:
<input type="text" value="1222"/>	--Select	<input type="text" value="01st"/>	Av

\* Parcel Number:

Legal Description:

### Preliminary Specific Information

- Enter the scope of work for your project
- Indicate the proposed use for the project
- Select whether you are requesting a single or multiple discipline preliminary review
- Select the specific discipline(s) that are applicable to the review(s) you need

**PRELIMINARY SPECIFIC INFO**

**Preliminary Review Information**

\* Scope of Work:

\* Select the proposed Use:

\* Select the Type of Preliminary Review:

**Custom Fields**

**DISCIPLINE LIST**

DSD-Combined:	<input type="checkbox"/>
DSD-Downtown:	<input type="checkbox"/>
DSD-Drainage and Grades:	<input type="checkbox"/>
DSD-Electrical:	<input type="checkbox"/>
DSD-Engineering:	<input type="checkbox"/>
DSD-Environmental:	<input type="checkbox"/>
DSD-Fire Alarm:	<input type="checkbox"/>
DSD-Fire Suppression:	<input type="checkbox"/>
DSD-Geology:	<input type="checkbox"/>
DSD-HazMat:	<input type="checkbox"/>
DSD-Historic:	<input checked="" type="checkbox"/>
DSD-Landscape:	<input type="checkbox"/>
DSD-Map Check:	<input type="checkbox"/>
DSD-Mechanical:	<input type="checkbox"/>
DSD-Noise:	<input type="checkbox"/>
DSD-Planning Review:	<input type="checkbox"/>
DSD-Smoke Control:	<input type="checkbox"/>
DSD-Structural:	<input type="checkbox"/>
DSD-Telecom WCF Review:	<input type="checkbox"/>
DSD-Traffic Safety:	<input type="checkbox"/>
DSD-Transportation Development:	<input type="checkbox"/>
DSD-Water and Sewer:	<input type="checkbox"/>
Fire-Plan Review:	<input type="checkbox"/>
Planning-Facilities Financing:	<input type="checkbox"/>
Planning-Long Range Planning:	<input type="checkbox"/>
Planning-MSCP:	<input type="checkbox"/>
Planning-Park and Recreation:	<input type="checkbox"/>

[Continue Application](#)

### Required Documents

- Using the "Choose File" button, search for and upload the [Preliminary Review Questionnaire \(DS-375\)](#)

\*Indicates a required field.

#### Required Documents

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

\* Required Documents

1. Required Attachment - Preliminary Review Questionnaire

Choose File No file chosen

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### Additional Documents

Upload additional documents you wish to include with your submittal

- Click "Add"

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

File Name	File Size	Type
Preliminary Review Questionnaire.pdf	39.71 kB	Preliminary Review Questionnaire



Add

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- Click the "Choose File" button and 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**

Choose File No file chosen

Type  
--Select--

Description

Close Submit



Continue Application

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### Review Application

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

**Preliminary Review**

1 Address and Parcel | 2 Review Information | 3 Documents | 4 Review | 5 Submitted

**Step 4 - REVIEW**

Save and resume later Continue Application

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

**Record Type**  
Preliminary Review

**Custom Fields**

**Address Validation** Edit  
1. Is the project site located within the public right-of-way, within a public easement, or is it a unique situation or general question that is not tied to a specific address or parcel?

**Address** Edit  
1222 Olive Av

**Parcel** Edit  
Parcel Number: 533-453-2808  
Legal Description: 004.157.03.030000.03.13 11.000 100

**PRELIMINARY SPECIFIC INFO** Edit

**Preliminary Review Information**

Scope of Work:	New ADU
Selects the proposed Use:	Single Dwelling
Selects the Type of Preliminary Review:	Single Discipline Preliminary Review

**Custom Fields** Edit

<b>DESCRIPTION LIST</b>	
DSD-Combined:	Yes
DSD-Downsized:	No
DSD-Drainage and Grades:	No
DSD-Electrical:	No
DSD-Engineering:	No
DSD-Environmental:	No
DSD-Fire Alarm:	No
DSD-Fire Suppression:	No
DSD-Geology:	No
DSD-Hydrology:	No
DSD-History:	No
DSD-Landscape:	No
DSD-Map Check:	No
DSD-Mechanical:	No
DSD-Noise:	No
DSD-Planning Review:	No
DSD-Smoke Control:	No
DSD-Structural:	No
DSD-Subsoil WCF Review:	No
DSD-Traffic Safety:	No
DSD-Transportation Development:	No
DSD-Water and Sewer:	No
Fire-Plan Review:	No
Planning-Facilities Financing:	No
Planning-Long Range Planning:	No
Planning-MISCP:	No
Planning-Park and Recreation:	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 warrant that the information provided is true and correct and that I am entitled to the use of the property that is the subject of this application. I warrant that the proposed development or use complies with all applicable 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

- Click the “View Record Details” button to review the project information and documents you submitted, and see what payments have been made or need to be paid.

**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 PRJ-8007048.**

You will need this number to check the status of your application or to schedule/check results of 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 »](#)


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A confirmation and further instructions for payment will be sent to your email address.

Review will not begin until all fees are paid.

[EXTERNAL] New Submittal – PRJ-8007048

 noreply@sandiego.gov  
 To: Thomas, J.C.  
 Retention Policy: 5 Year Retention (Inbox) (5 years)

 DSD\_007\_Invoice\_202203\_NEW\_20230530\_132525.pdf 68 KB

Hello,

Development Services has created your application.  
 Record ID: PRJ-8007048  
 Record Address: 1222 01st Av, San Diego, CA  
 Record Type:

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

Your Preliminary Review application has been received by the Development Services Department.

**For a Single Preliminary Review:**  
 Please proceed to pay the attached invoice, to place your project into review status.

**For a Multiple Preliminary Review:**  
 During the prescreening process, staff will evaluate the submittal package to ensure the required in

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**View Record Details**

To view project information from your home screen:

- Select the “Development Permits” tab

Your records will display with the current statuses.

- Click on the blue PRJ link of the Preliminary Review

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 “Application Name” 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	<a href="#">PMT-8001493</a>	Approval - Construction - Fire Pmt - Alarm	Approval - Construction - Fire Pmt - Alarm.1200/03rd		Opened
<input type="checkbox"/>	01/12/2021	<a href="#">PRJ-8001528</a>	Fire	Standard-Fire-4250/05h		Issued

Your project information will load and you will be on the **Record Info** tab.

- To see document attachments for the project, click the **Attachments** tab

Home **Development Permits** Building & Land Use Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

Record PRJ-8007048: Preliminary Review Add

Record Status: Application Pending Payment

Record Info **Payments** **Attachments**

**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" from the "Type" dropdown.  
 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" will disappear automatically.  
 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.

**Work Location**

1222 01st Av \*  
 NAD83\_EASTING: 6280745  
 NAD83\_NORTHING: 1842368  
 LEFTRIGHT\_CD: L  
 ADDRESS\_PLACEMENT: Manual-Highly Confident  
 ADDRESS\_LIFESPAN: Permanent  
 SOURCE\_CD: S  
 DSD\_ADDRESS\_ID: 425564  
 SANGIS\_ADDRESS\_ID: 52556  
 ADDRESS\_STATUS: Pending

**Record Details**

Applicant:	Description:	Owner:
Individual JC THOMAS 1222 1ST AVENUE SAN DIEGO, CA, 92101 Home Phone: (619) 236-6552 Work Phone: (619) 236-6552 Mobile Phone: (619) 236-6552 JCTHOMAS@SANDIEGO.GOV	Preliminary Review:1222/01st - Single	CITY OF SAN DIEGO * Public Agency 00000

More Details

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- To view fees and payment information for the project, click the **Payments** tab

Home **Development Permits** Building & Land Use Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

Record PRJ-8007048: Preliminary Review Record Status: In Queue [Add to collection](#)

Record Info **Payments** [Payments](#)

**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" from the "Type" dropdown.  
 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" will disappear automatically.  
**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.**

**Attachments**

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;htm2;html;exe;doc;docx;xls;xlsx;mdb;accdb;zip;jpg;jpeg;jpe;jif;png;gif;webp;tiff;tif;psd;bmp;heic;raw are disallowed file types to upload.

Attachments (2) [Approved or Reviewer Issues \(1\)](#)

File Name	File Size	Status	Type	Refresh
Photographic Survey PRJ-8007048 230530132523.pdf	39.71 kB	Uploaded	Photographic Survey	
Preliminary Review Questionnaire PRJ-8007048.pdf	39.71 kB	Uploaded	Preliminary Review Questionnaire	

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On the **Fees** page, the breakdown for a single discipline review will look like the following:

Home **Development Permits** Building & Land Use 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**

Fees	Qty.	Amount
Mapping	1	\$10.00
Prelim Rvw-Single	1	\$1,319.08
Records-Prelim(SDU)	1	\$54.41

**TOTAL FEES: \$1,383.49**  
 Note: This does not include additional inspection fees which may be assessed later.

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- To pay outstanding fees, click the link that say "Pay Fees." Your review will not begin until the fees for it are paid.

Home **Development Permits** Building & Land Use Enforcement Short Term Rental

+ Apply for a Permit Search for a Permit Application

Record PRJ-8007048: Preliminary Review Add to collection

Record Status: Application Pending Payment

Record Info Payments Attachments

**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" from the "Type" dropdown.  
 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" will disappear automatically.  
**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
05/30/2023	88032	\$54.41
05/30/2023	88032	\$10.00
05/30/2023	88032	\$1,319.08
Total outstanding fees: \$1,383.49		

Loading...

**Pay Fees** ←

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- Enter your bank details

The City of **SAN DIEGO**

Your account details... There is a third-party payments... Proceed... fee for debit card... you...

**Add New Bank Details** [X]

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

Name: DSD ACA Payment  
ACH Company ID: 7956054878

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

Name on Account: \*  
DSD

Account Type: \*  
Checking

Personal or Commercial Account: \*  
Commercial Bank Account

Routing Number: \* What is this?  
055002707

Account Number: \* What is this?  
\*\*\*\*\*

Re-Enter Account Number: \*  
5056792  
Please re-enter your Bank Account Number.

Save changes Cancel

Continue


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- Review and confirm your Preliminary Review payment

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- Payment confirmation will be sent to your email address.

[EXTERNAL] City of San Diego DSD ACA Payment Payment Scheduled Successfully

 City of San Diego DSD ACA Payment <donotreply@billerpayments.com>  
To: Thomas, J.C.  
Retention Policy: 5 Year Retention (Inbox) (5 years)

**\*\*This email came from an external source. Be cautious about clicking on any links in this email or opening attachments.\*\***

Dear Customer,

This email is to confirm a DSD ACA Payment transaction received on 05/30/2023 for the following:

Payment ID: 1030322  
Web Reference ID: -N/A-

A one-time payment of \$1,384.99 has been scheduled with a date of 05/30/2023. The funding source that will be debited for

The confirmation number for this payment is INXH5XGP5M.

We appreciate your business. If you have any questions, please contact our office.


Note the changing of the project's record status as it proceeds through DSD's review process



Preliminary review comments will be provided in the formats below, depending on the type you choose.

### SINGLE-DISCIPLINE REVIEW

Project Issues Report  
PRJ-8006916



THE CITY OF SAN DIEGO  
Development Services Department  
1222 1st Avenue, San Diego, CA 92101

30 May 2023 4:36:22 PM  
Page 1 of 2

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**Project Address** 1222 01st  
San Diego, CA

**Project Type** Preliminary Review

**Instructions**

Test

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Preliminary Review Questionnaire PRJ-8006916.pdf

**DSD**

Training08CS1 DSD-Combined  
Training08CS1@sanidiego.gov

[ Comment 00001 | Sheet G01 ]

**General**

Preliminary Reviews are designed to respond to specific submitted questions regarding a potential project and to identify major issues with the project. The absence of any information not addressed within the course of this review should not be construed as approval of any aspect of your project. This Preliminary Review is not a comprehensive plan review, nor is it intended to replace the services provided by design professionals. A complete review of the project will only be conducted when a complete set of plans is submitted as a part of the formal application. [Info Only]

Although it is the intent of this Preliminary Review to aid you in the development of your project, it is ultimately the applicant's responsibility to ensure compliance with all applicable laws, governing policies, and regulations including information that may not have been addressed in this review. [Info Only]

The applicant is responsible for knowing and understanding the governing policies and regulations applicable to the proposed development, and the City is not liable for any damages or loss resulting from any actual or alleged failure to inform the applicant of any laws or regulations that may be applicable to proposed development. [Info Only]

[ Comment 00002 | Sheet G01 ] \*Your project is subject to the payment of school impact fees. The City of San Diego determines the chargeable square footage and the fee amounts are calculated by and paid to the appropriate school district(s). To calculate the fee, the school district(s) will need a City of San Diego Approval Report which documents the chargeable square footage. This report may be printed from the computers in the customer self-help area at the

### MULTI-DISCIPLINE REVIEW

The City of  
**SAN DIEGO**  
Development Services Department  
Project Submittal & Management Division

06-05-2023

Scott Robinson  
1222 First Avenue  
San Diego, California

**Subject:** Preliminary Review Assessment Letter

Dear Mr. Robinson,

The Development Services Department has completed the preliminary review request referenced above, and described as:

- Multi-Preliminary review for an Accessory Dwelling Unit. The project includes the construction of a new Accessory Dwelling Unit.

Enclosed is the Project Issues Report (Enclosure 1) which contains review comments based upon the information provided and the specific questions asked in the Preliminary Review Questionnaire. The purpose of this assessment letter is to document staff responses to your specific questions and identify a course of action for the processing of your request. If you plan to pursue this item, please note that a project will require formal submittal of a project application to Development Services for a comprehensive plan review.

**I. ISSUES:** The general issues based on your submittal are summarized below from the meeting on May 4<sup>th</sup> 2023. Resolution of these issues could affect your proposal. Additional explanation is provided in the Project Issues Report.

**PLANNING**

- The category uses per the planning reviewer has determined that ADU is a Permitted Use/Allowed by Right.

1222 First Avenue, Mail Station 901  
San Diego, CA 92101-4101  
[dsd@sanidiego.gov](mailto:dsd@sanidiego.gov)

T (619) 446-5000  
[sanidiego.gov](http://sanidiego.gov)

