

How to Submit/Create Projects Online – Solar Photovoltaic Permits

RULES

1. Check all plans in the Scout Application to make sure that the plans are acceptable to submit: <https://scout-epr.eplansoftreview.com/#!/scout>. Any plans submitted that fail the Scout Application will result in delays in processing.
2. Submitting plans for electronic plan review is limited only to single dwelling unit or duplex solar photovoltaic systems (including photovoltaic shingles) and does not include projects with new or revisions to any roof, patio, carport, or any other structures.
3. All new projects, corrections and construction changes need to be submitted electronically.
4. Plans must use the PV Template provided in [Information Bulletin 301](#) (IB-301).
PLEASE NOTE: If the scope of work exceeds any requirements stated within IB-301 for no plan reviewer required, a review will be required.

WEBSITE AND LOGIN

1. Visit [website](#).
2. Create/register for new User Account. For information regarding set up of an account and details of the account functionality, click [here](#).

PLAN REQUIREMENTS

1. PDF format only.
2. Every sheet must be numbered in the lower right of the title block using alpha/numeric format, see [Requirements for Digital Plans and Documents](#). Failure to follow these requirements will result in errors on resubmittal and a delay on the recheck.
3. Plans must be landscape oriented and must be all on 11 x 17 sheets.
4. Files shall be limited to 200MB.
5. **Flatten all drawing layers** in your CAD program before creating the PDF. Pages must be straight, clear with no streaks; sheets must be contrasting with background and not too light or dark.
6. Do not submit 'password protected' or 'locked' documents. The Security Method must be set to "No Security". No security certificates can be in place.
7. Failure to submit correctly will result in the submittal being returned, which will delay review.

SPECIFICATION REQUIREMENTS

1. Specifications **must be a separate submittal** document from the plans.
2. Only include specifications for products proposed for the specific installation.
3. Files shall be limited to 200MB.

FILE ORGANIZATION

1. Solar Photovoltaic Building Construction Plans (Building/Construction Plans)
2. Project Contact Information Form ([DS-345](#))
3. Specification sheets

TOPICS

Click on the links below to skip to the specific sections:

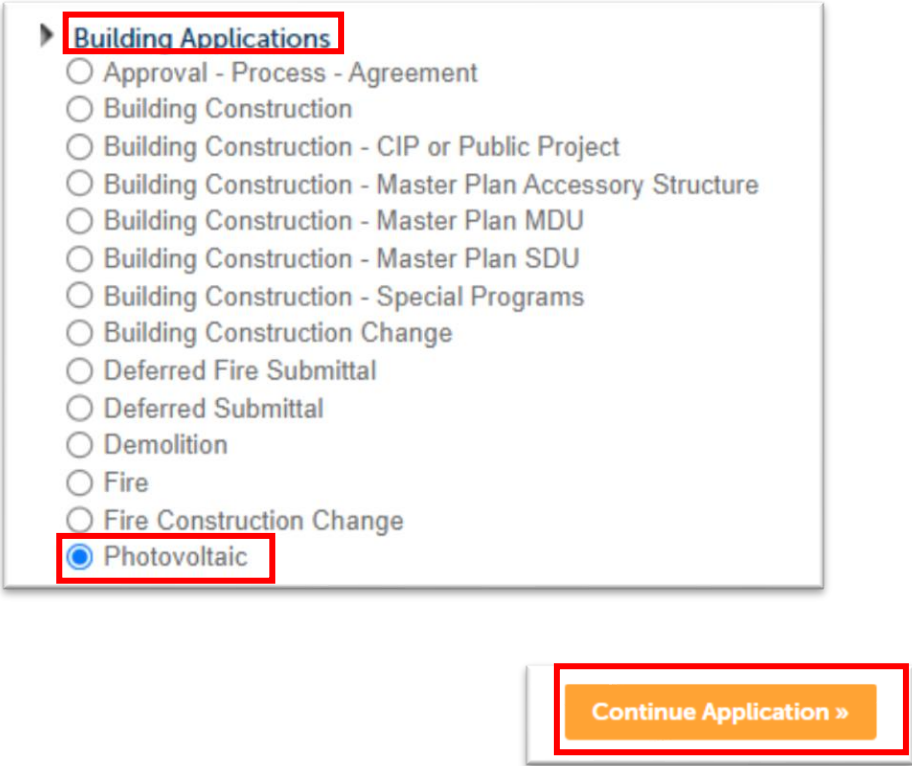
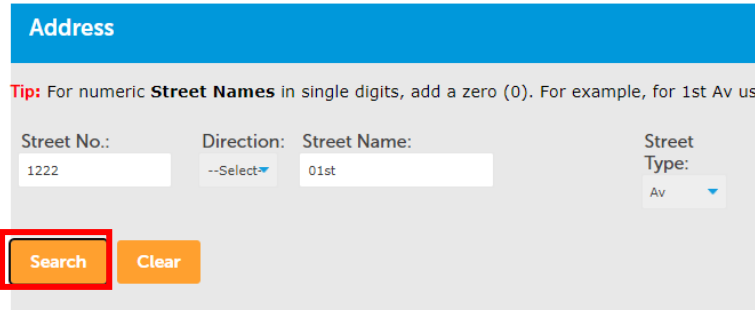
- 1 [Creating the Project](#)
- 2 [Updates Required](#)
- 4 [Recheck Required](#)
- 5 [Pay Fees](#)
- 6 [Construction Changes](#)

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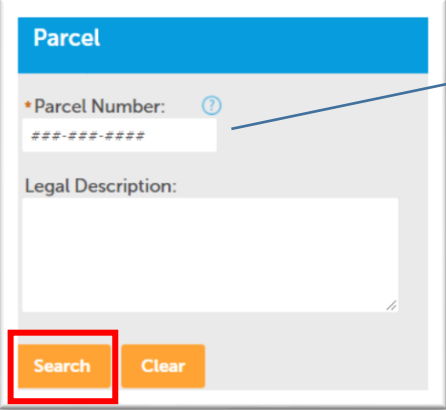
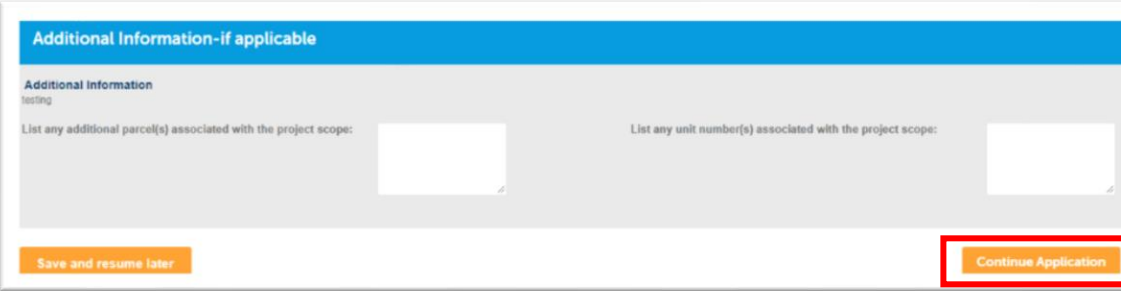
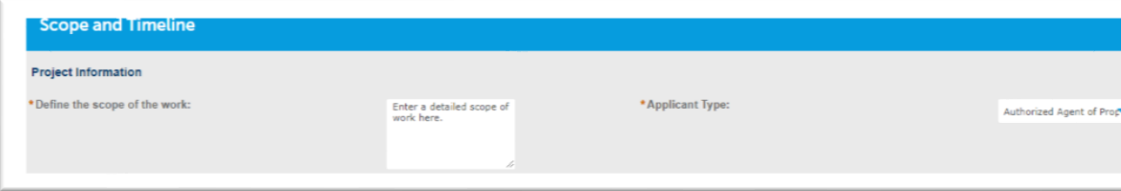
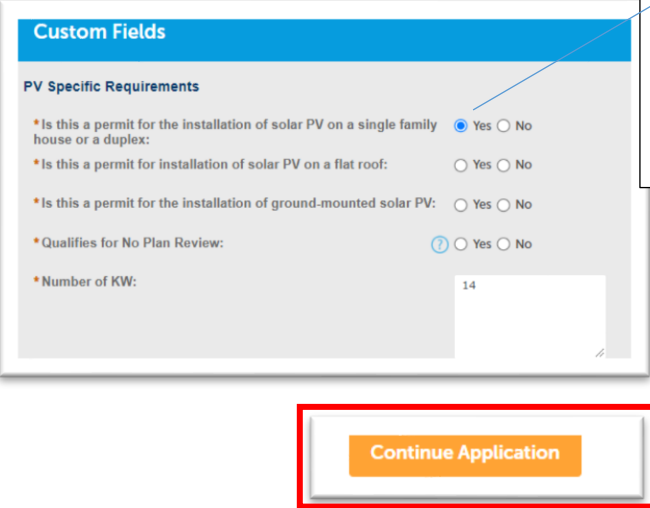
1. Creating a Project

Step	Direction	Picture Reference
1.	Login	
2.	Click on "DSD Permits"	
3.	Click "Create an Application"	
4.	Accept the Disclaimer and click "Continue Application"	

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<p>5.</p>	<p>Use the Building Application drop-down.</p> <p>Select "Photovoltaic" and click "Continue Application"</p>	 <p>The screenshot shows a dropdown menu titled "Building Applications" with a list of options. The "Photovoltaic" option is selected and highlighted with a red box. Below the menu is a "Continue Application »" button, also highlighted with a red box.</p>
<p>6.</p>	<p>Enter Street # and Street Name only and click "Search"</p> <p>Or</p> <p>Parcel number and click "Search"</p> <p>The other fields will auto populate.</p>	 <p>The screenshot shows an "Address" search form. It includes a tip: "Tip: For numeric Street Names in single digits, add a zero (0). For example, for 1st Av us". The form has fields for "Street No." (containing "1222"), "Direction" (a dropdown menu showing "--Select"), "Street Name" (containing "01st"), and "Street Type" (a dropdown menu showing "Av"). Below the form are "Search" and "Clear" buttons, with the "Search" button highlighted by a red box.</p>

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<p>Enter any additional information if applicable.</p> <p>Click "Continue Application"</p>	 
<p>7. Provide: Project Information- Enter a detailed scope of work.</p> <p>Select Applicant type</p> <p>Provide Custom Fields information</p> <p>Click on "Continue Application"</p>	 

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8.

Attach the Required Documents

Click "Continue Application"

Required Documents

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

- * Required Documents
- 1. Required Attachment - Building Construction Plans No file chosen
- 2. Required Attachment - Project Contacts Information No file chosen
- 3. Required Attachment - Specifications No file chosen

Continue Application >



9.

To provide any Additional Documents

Click Add

Click Choose File and select from your files.

Click Type drop down and identify document type

Click "Submit"

Click "Continue Application"

Additional Documents

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

File Name	File Size	Type
Building Construction Plans PRJ-1049368.pdf	30.77 kB	Building Construction Plans
Project Contacts Information PRJ-1053944.pdf	116.45 kB	Project Contacts Information
41313.pdf	866.42 kB	Specifications

New Attachment

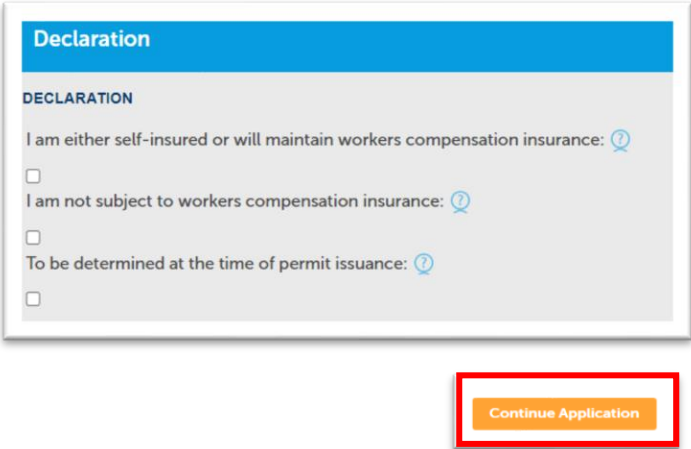
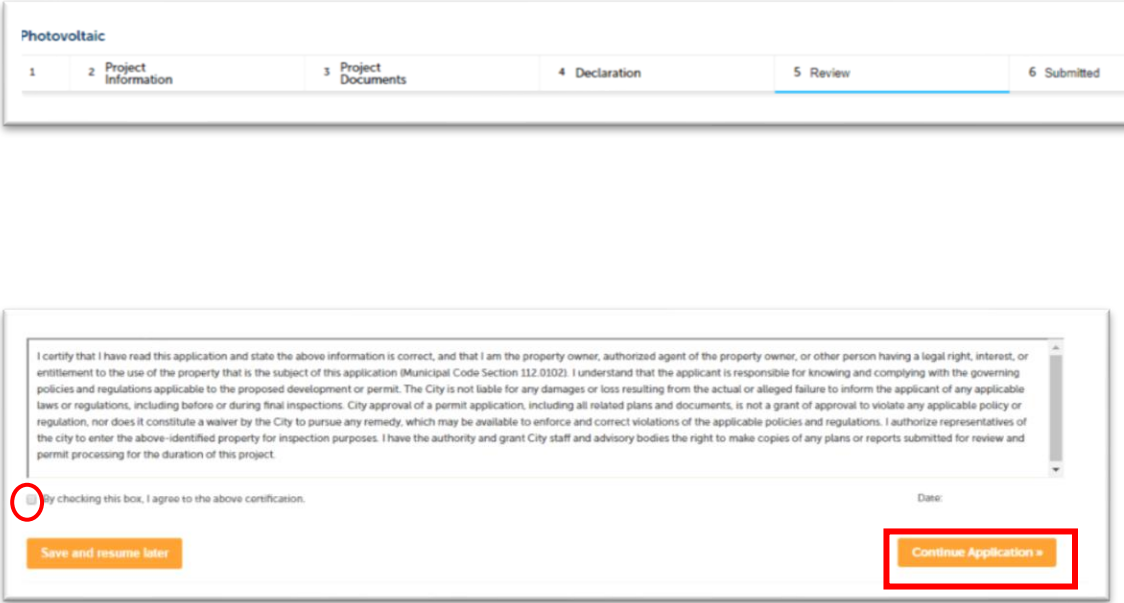

No file chosen

Type:

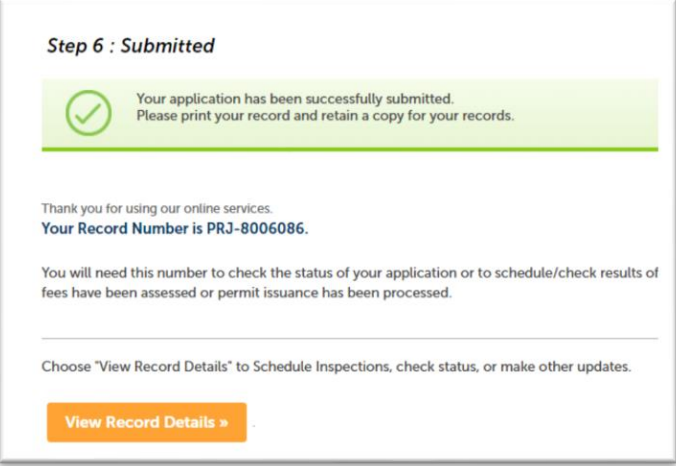
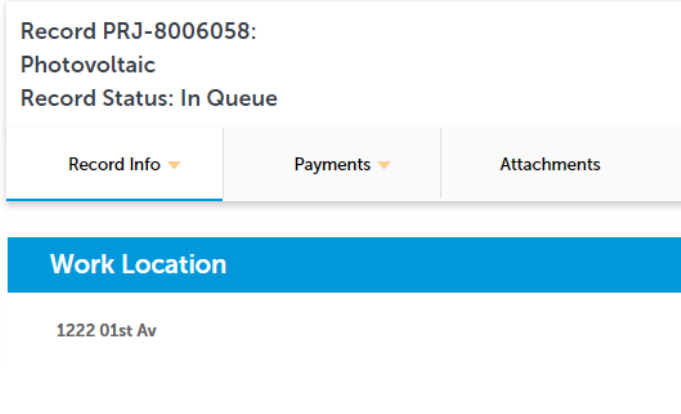
Description:

Continue Application

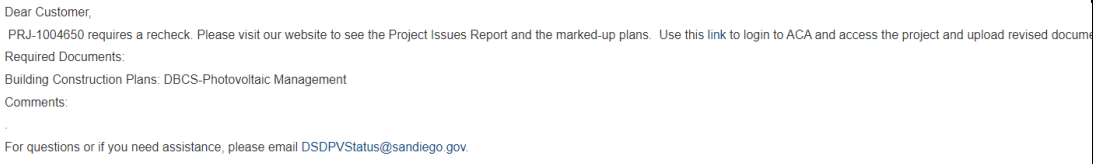
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<p>10.</p>	<p>Select the appropriate Worker's Compensation Declaration</p> <p>Click "Continue Application"</p>	 <p>The screenshot shows a 'Declaration' form with three radio button options: 'I am either self-insured or will maintain workers compensation insurance', 'I am not subject to workers compensation insurance', and 'To be determined at the time of permit issuance'. A red box highlights the 'Continue Application' button at the bottom right.</p>
<p>11.</p>	<p>Review the application information use the numbered steps to navigate back to make changes if necessary.</p> <p>Read certification, then check the box.</p> <p>Click "Continue Application"</p>	 <p>The screenshot shows a progress bar for 'Photovoltaic' with steps 1 through 6. Step 5, 'Review', is the current step. Below the progress bar is a certification form with a text area containing a legal disclaimer, a checkbox (circled in red) for agreement, a date field, and two buttons: 'Save and resume later' and 'Continue Application' (highlighted in red).</p>
<p>12.</p>	<p>Once your project has been created, you will see the following displayed.</p>	 <p>This section is currently blank, intended for a screenshot of the project creation confirmation screen.</p>

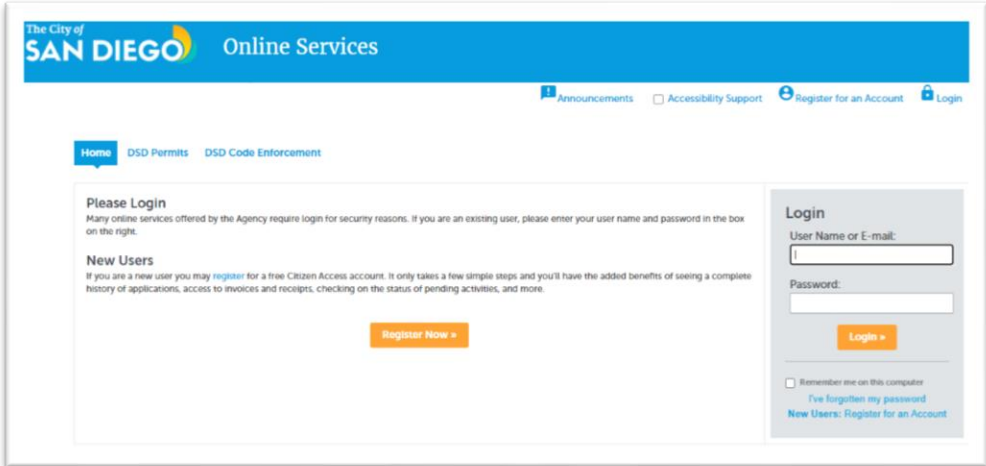
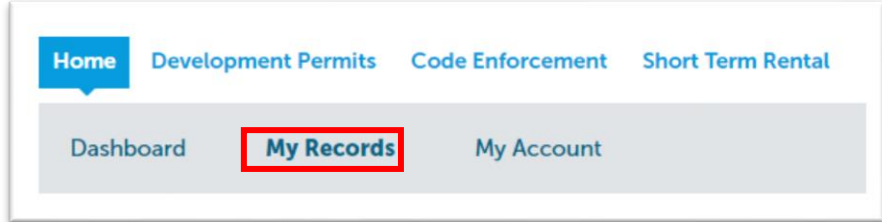
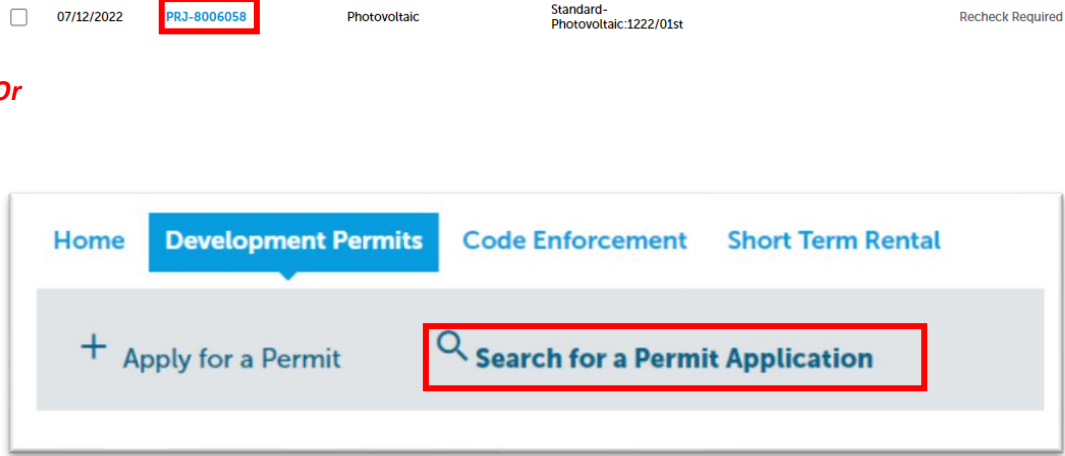
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16.	<p>You will be able to navigate to your project to track status. Once your project is in review, you will receive an email if your plans require corrections or if your permit has been issued.</p>	

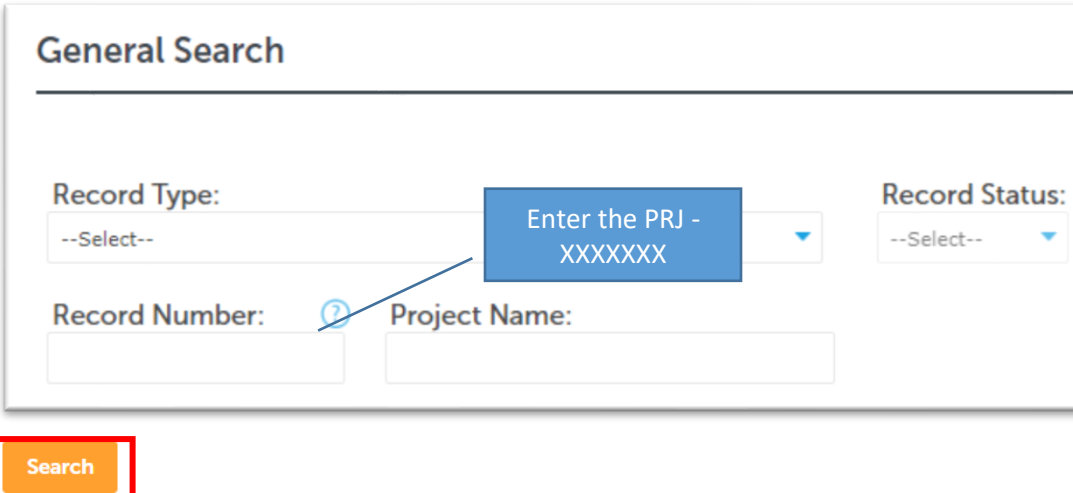

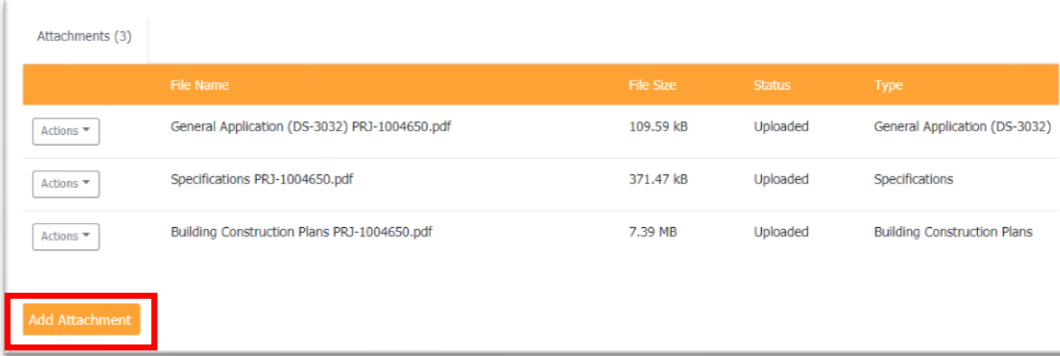
2. Updates Required: What to do when you receive an Updates/Recheck Required and your Project Status is “Updates Required”?

Step	Direction	Picture Reference
1.	<p>If you submit plans that are missing a document or information, you are required to resubmit.</p>	
2.	<p>Log in and click on link provided in email.</p>	

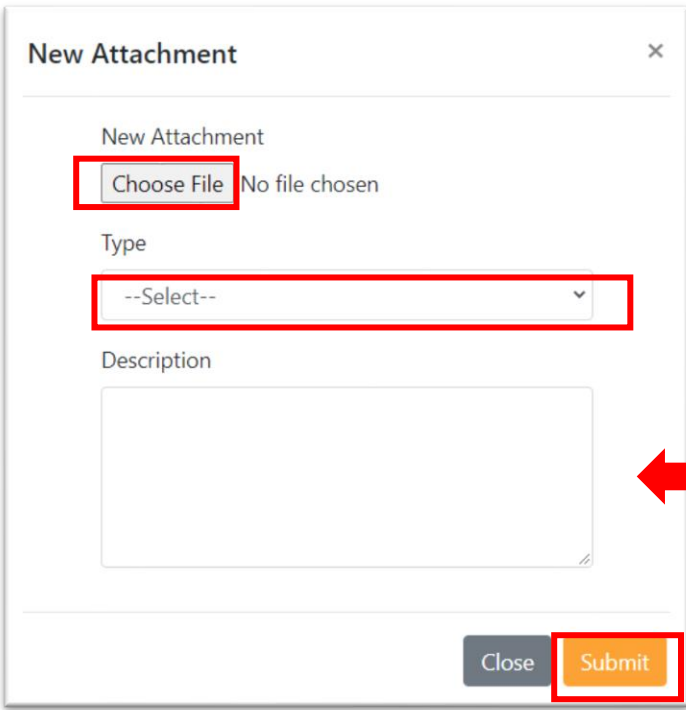
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3.	Click on DSD Permits tab.	
4.	<p>Find the PRJ with Updates Required listed in the email and click the blue link</p> <p>Or</p> <p>Click "Search for a Permit Application" and enter the PRJ-XXXXXXX into the General Search under Record Number.</p> <p>Click Search</p>	

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		 <p>General Search</p> <p>Record Type: --Select-- Enter the PRJ - XXXXXXXX</p> <p>Record Status: --Select--</p> <p>Record Number: ? Project Name:</p> <p>Search</p>																				
5.	<p>Verify that the project has the status:</p> <p>Updates Required</p> <p>Click the Attachments Tab</p>	 <p>Record PRJ-1004650:</p> <h3>Photo-voltaic Residential Project</h3> <p>Record Status: Updates Required</p> <p>Record Info ▼ Payments ▼ Attachments</p>																				
6.	<p>Previous attachments will be displayed.</p> <p>Click Add Attachment Button</p>	 <p>Attachments (3)</p> <table border="1"> <thead> <tr style="background-color: #f4a460;"> <th></th> <th>File Name</th> <th>File Size</th> <th>Status</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Actions ▼</td> <td>General Application (DS-3032) PRJ-1004650.pdf</td> <td>109.59 kB</td> <td>Uploaded</td> <td>General Application (DS-3032)</td> </tr> <tr> <td>Actions ▼</td> <td>Specifications PRJ-1004650.pdf</td> <td>371.47 kB</td> <td>Uploaded</td> <td>Specifications</td> </tr> <tr> <td>Actions ▼</td> <td>Building Construction Plans PRJ-1004650.pdf</td> <td>7.39 MB</td> <td>Uploaded</td> <td>Building Construction Plans</td> </tr> </tbody> </table> <p>Add Attachment</p>		File Name	File Size	Status	Type	Actions ▼	General Application (DS-3032) PRJ-1004650.pdf	109.59 kB	Uploaded	General Application (DS-3032)	Actions ▼	Specifications PRJ-1004650.pdf	371.47 kB	Uploaded	Specifications	Actions ▼	Building Construction Plans PRJ-1004650.pdf	7.39 MB	Uploaded	Building Construction Plans
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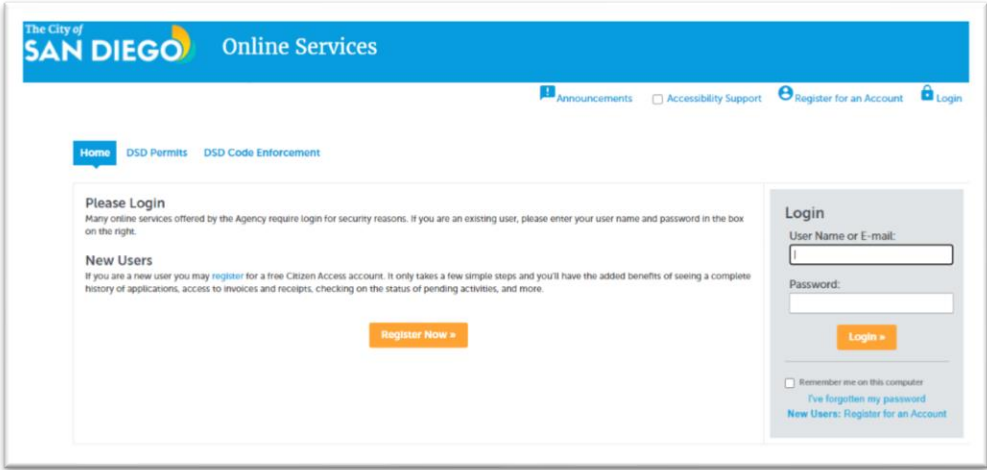
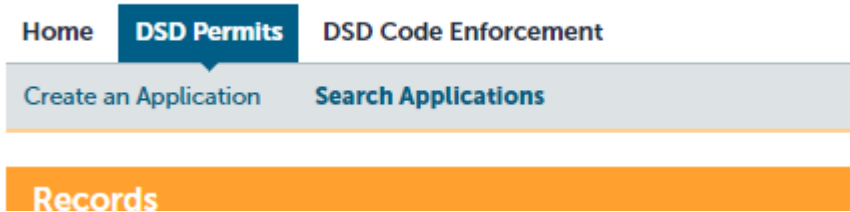
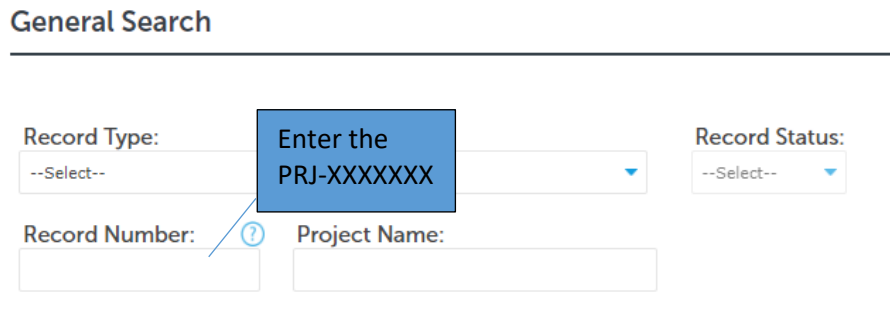
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<p>7.</p>	<p>Select 'Choose File' and drag/drop or search your files to attach them</p> <p>Click 'Type' drop-down and select file type</p> <p>Provide a brief description of the document</p> <p>Click "Submit "</p>	
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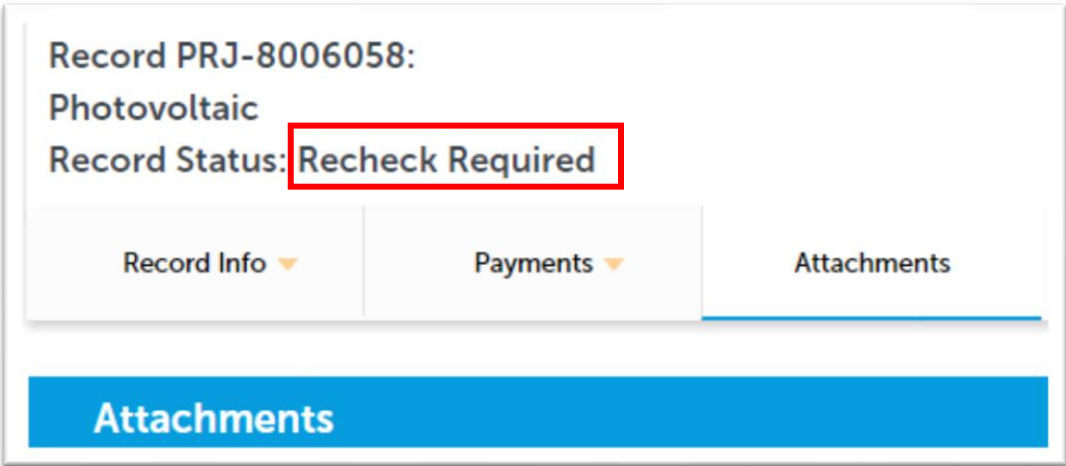
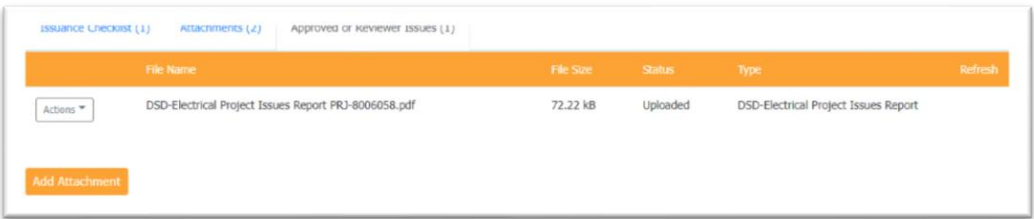
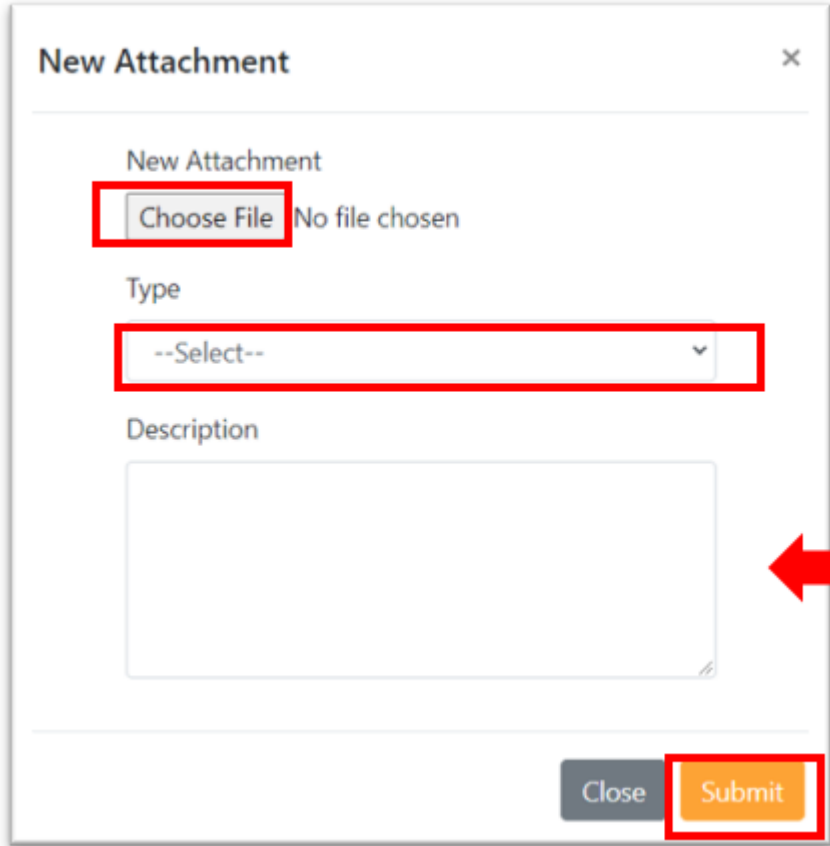
3. Recheck Required: What to do when you receive an Updates/Recheck Required and your Project Status is "Recheck Required"?

Step	Direction	Picture Reference
<p>1.</p>	<p>If you submit plans that require a recheck, you are required to resubmit.</p>	<p>The following documents are requested for project PRJ- [REDACTED]</p> <p>Building Construction Plans</p> <p>Comments: General App address and Plan address don't match. please re upload the requested documents</p> <hr/> <p>If your project status is:</p> <p>Updates Required - Please visit our website to upload the requested documents. Log into ACA and then click this link to access the project.</p> <p>Recheck Required - Please visit our website to see the Project Issues Report and the marked-up plans. Log into ACA and then click this link to access the project</p>

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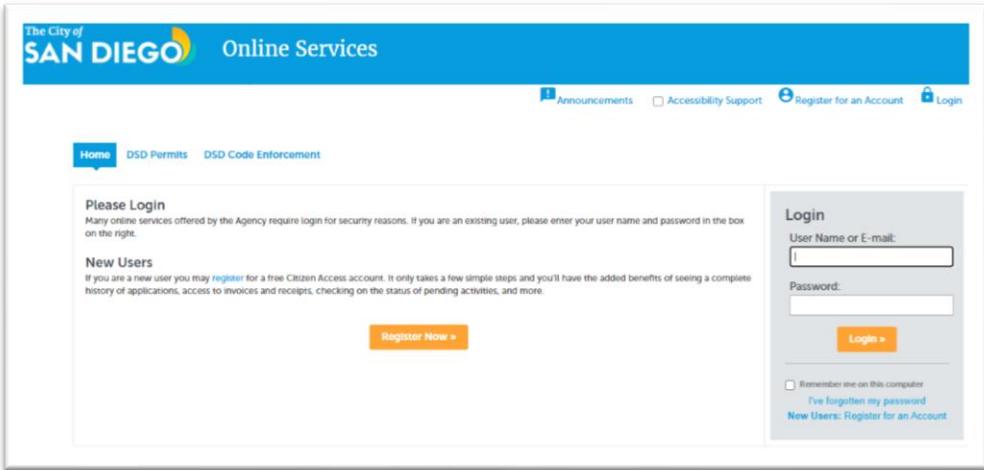
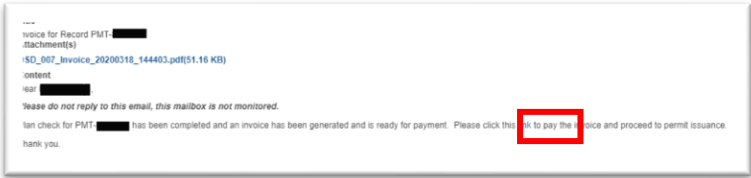
<p>2.</p>	<p>Log in and click on link provided in email.</p>	
<p>3.</p>	<p>Click on DSD Permits tab.</p>	
<p>4.</p>	<p>Find the PRJ with Updates Required listed in the email and click the blue link <i>Or</i> Enter the PRJ into the General Search using the format shown.</p>	

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<p>5.</p>	<p>Verify that the project has the status: Recheck Required.</p>	 <p>Record PRJ-8006058: Photovoltaic Record Status: Recheck Required</p> <p>Record Info ▾ Payments ▾ Attachments</p> <p>Attachments</p>										
<p>6.</p>	<p>Look for the Project Issues Report. View or download these items to assist you in submitting for a recheck.</p>	 <table border="1"> <thead> <tr> <th>File Name</th> <th>File Size</th> <th>Status</th> <th>Type</th> <th>Refresh</th> </tr> </thead> <tbody> <tr> <td>DSD-Electrical Project Issues Report PRJ-8006058.pdf</td> <td>72.22 KB</td> <td>Uploaded</td> <td>DSD-Electrical Project Issues Report</td> <td></td> </tr> </tbody> </table>	File Name	File Size	Status	Type	Refresh	DSD-Electrical Project Issues Report PRJ-8006058.pdf	72.22 KB	Uploaded	DSD-Electrical Project Issues Report	
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DSD-Electrical Project Issues Report PRJ-8006058.pdf	72.22 KB	Uploaded	DSD-Electrical Project Issues Report									
<p>7.</p>	<p>Select 'Choose File' and drag/drop or search your files to attach them</p> <p>Click 'Type' drop-down and select file type</p> <p>Provide a brief description of the document</p> <p>Click the Submit button</p>	 <p>New Attachment [X]</p> <p>New Attachment</p> <p>Choose File No file chosen</p> <p>Type: --Select--</p> <p>Description</p> <p>Close Submit</p>										

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4. Pay Fees: Follow these steps when you receive an Invoice for Record PMT-XXXXXX email

<p>1</p>	<p>Log into your Online Permitting Account</p> <p>Enter user name and password.</p>	
<p>2</p>	<p>Open the 'Review Pending Invoice Payment' email</p> <p>Click on link provided</p>	
<p>3</p>	<p>Click on DSD Permits tab.</p> <p>Select the record listed in the email</p> <p>Or</p> <p>Scroll down to</p>	

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the Search for Records

Input the PMT or PRJ into the General Search in this format PRJ-1234567 or PMT-1234567

4 Verify that the record has the status: 'Application Pending Payment' or Approved Upon Final Payment

Click on Payments
Click on Fees.

5 Click on "Pay Fees"

Date	Invoice Number	Amount
1/12/2018	617932	\$20.00
1/12/2018	617932	\$242.00
1/12/2018	617932	\$179.00

total outstanding fees: \$441.00

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6 The following screen will load. Click Continue Application. Follow instructions to pay.

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

+ Apply for a Permit Search for a Permit Application

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

Fees

Fees	Qty.	Amount
Records-No Plan Permits/Other	1	\$23.03
PVS-Template SDU/DUP/TH (I)	1	\$275.80
PVS-Template SDU/DUP/TH (P)	1	\$154.20

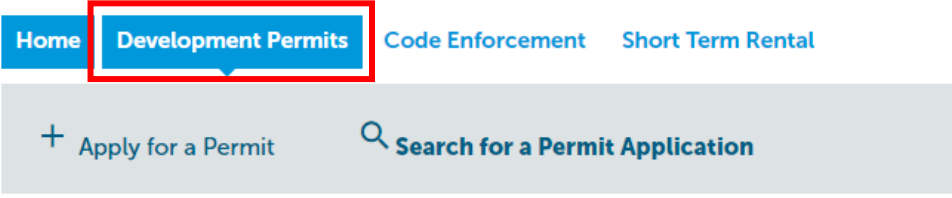
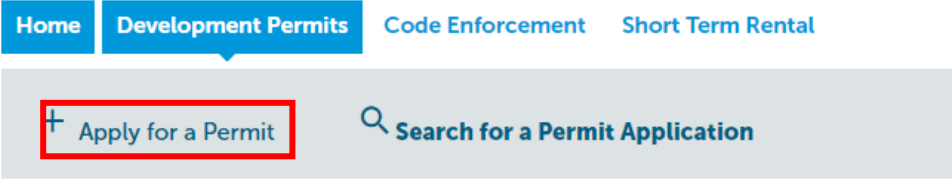
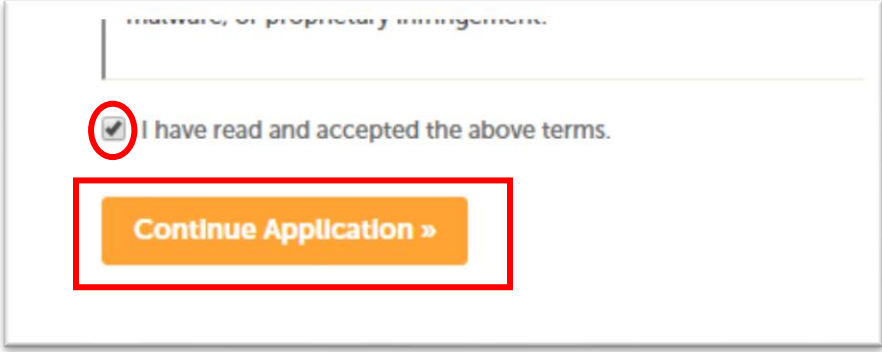
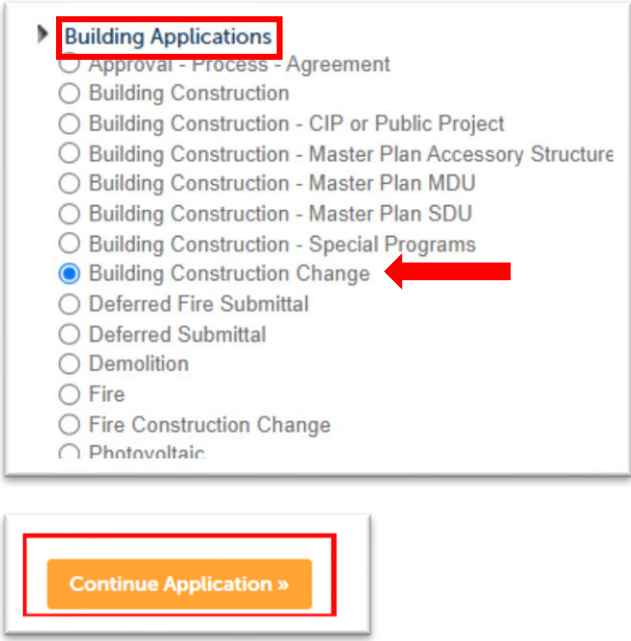
TOTAL FEES: \$453.03
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

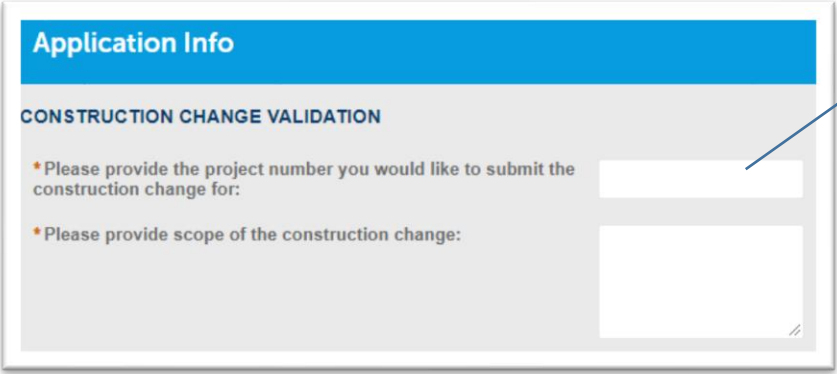
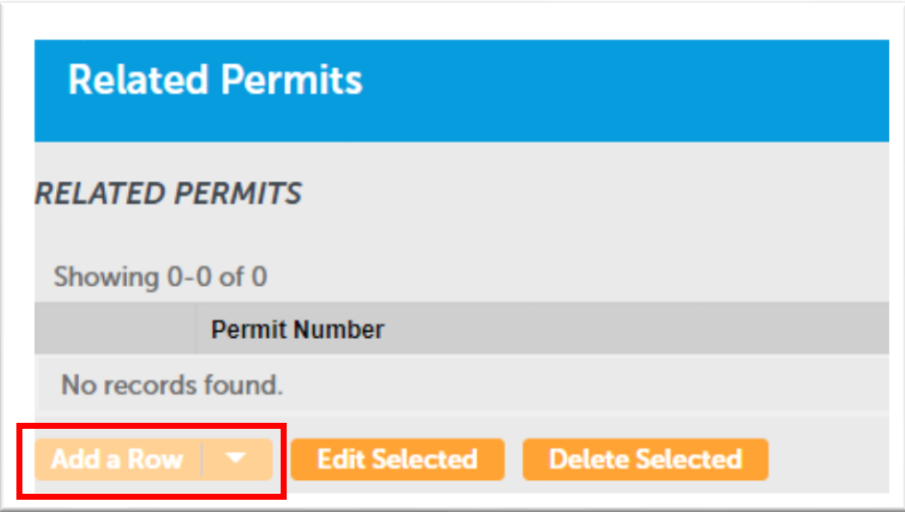
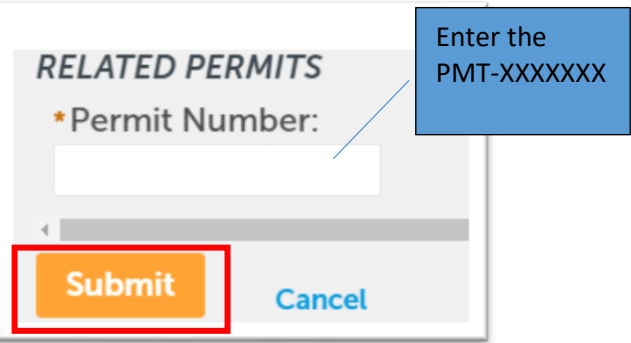
5. Construction Change: How to Submit a Construction Change to Approved Plans?

Step	Direction	Picture Reference
1.	Login	<p>The City of SAN DIEGO Online Services</p> <p>Announcements Accessibility Support Register for an Account Login</p> <p>Home DSD Permits DSD Code Enforcement</p> <p>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.</p> <p>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.</p> <p>Register Now »</p> <p>Login User Name or E-mail: <input type="text"/> Password: <input type="password"/> Login »</p> <p><input type="checkbox"/> Remember me on this computer I've forgotten my password New Users: Register for an Account</p>
2.	Click on "Development Permits"	

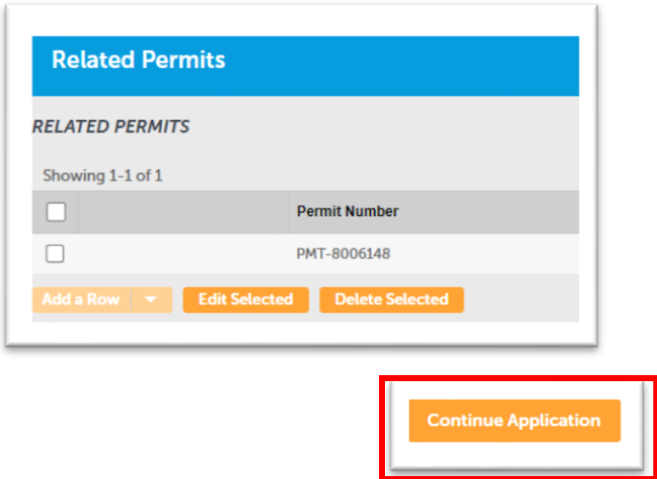
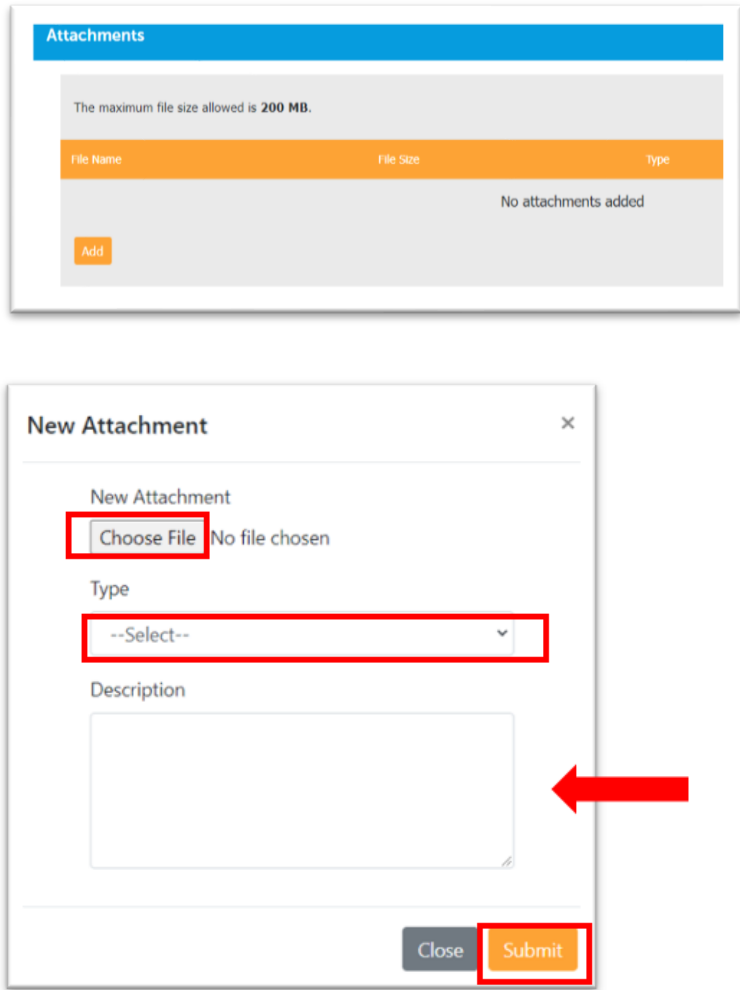
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3.	Click on "Apply for a Permit"	
4.	Accept the Disclaimer and click "Continue Application"	
5.	From the Building Application drop-down, Select "Building Construction Change" and click "Continue Application"	
6.	Provide the PRJ	

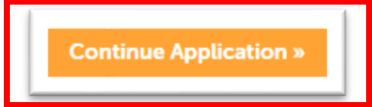
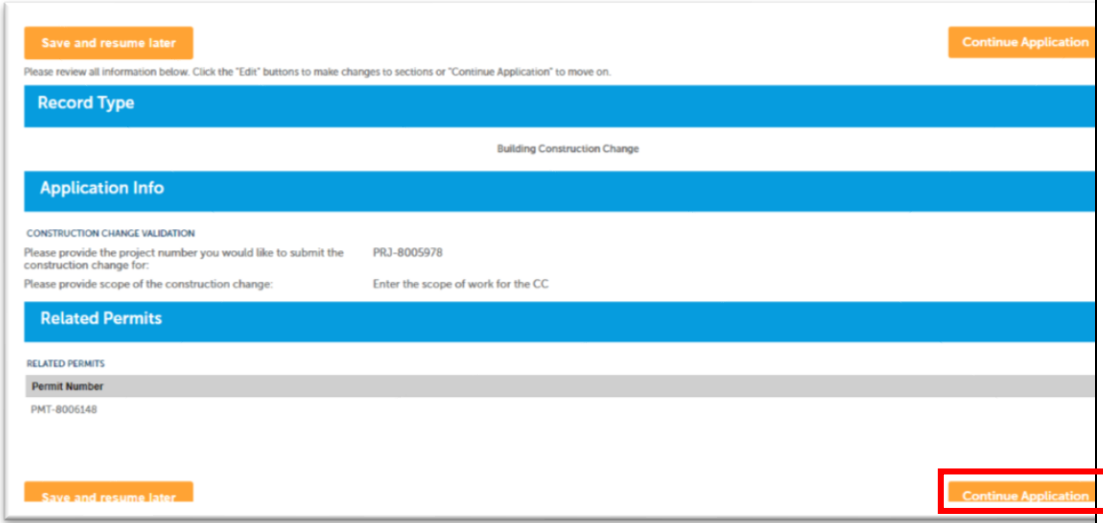
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	<p>number in the format shown that you would like to change.</p> <p>Provide a detailed scope of the construction change.</p>	
<p>7.</p>	<p>Click Add a Row</p>	
<p>8.</p>	<p>Enter the PMT #</p> <p>Click "Submit"</p> <p>(If the change affects more than 1 PMT Click Add a Row and repeat the step)</p>	

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<p>9.</p>	<p>Related PMT's will be displayed.</p> <p>Click Continue Application</p>	
<p>10.</p>	<p>Click "Add"</p> <p>Select 'Choose File' and drag/drop or search your files to attach them</p> <p>Click 'Type' drop-down and select file type (Building Construction Plans)</p> <p>Provide a brief description of the document</p> <p>Click the Submit button</p> <p>Repeat if you have any additional documents you want included in this submittal.</p> <p>Click Continue</p>	

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	Application	
11.	Review the information entered and click "Continue Application" to complete submittal	
12.	Once a Construction Change has been created, you will see the following message.	