

City of Encinitas Development Services Department 505 S. Vulcan Avenue, Encinitas, California 92024-3633

## HOW TO DOWNLOAD YOUR APPROVED PLANS

1. Log in to your CSS account.

| CUSTOMER SELF SERVIC | E  |   |  | Good Afternoon, Guest- |
|----------------------|--|---|--|------------------------|
|                      | Home Report Issue Appl   | ly Today's Inspections Map Pay Invoices   | Reports Search <b>Q</b> Calendar 🧿   | Register               |
| Due to               | the large volume of building permit s<br>Thank you   | submittals, plan check reviews are ru<br>for your continued patience and und  | nning between 30-45 days per review c<br>erstanding.   | ycle.                  |
|                      | Welcome to the Cit   | ty of Encinitas Cus   | stomer Self Service  |                        |
|                      | C55 Guides & Information<br>How-To Guides and FAQ's for<br>navigating through the CSS portal | Login or Register<br>Login to an existing or create a new<br>account. STAFF WILL APPROVE<br>NEW REGISTRATIONS WITHIN A<br>BUSINESS DAY. | Conline Appointment with<br>Planning Staff<br>Get help with questions related to a<br>property such as property owner,<br>existing uses or zoning. |                        |
|                      |  |   |  |                        |

2. Click on 'Dashboard' on the menu bar.



3. Click on 'View My Permits' under the 'My Permits' category.

| CUSTOMER SELF SERVICE |            |              |         |     |
|-----------------------|------------|--------------|---------|-----|
| Home                  | Dashboard  | Report Issue | Apply   | М   |
| Due to the large v    | olume of b | uilding peri | nit sub | mit |
|                       |            | Inank        | you for | yo  |
|                       |            |              |         |     |

## **My Permits**

|            | Attention<br>O           | Pending<br>O |
|------------|--------------------------|--------------|
| <b>→</b> ( | • <u>View My Permits</u> |              |
| N          | ly Plans                 |              |
|            | Attention                | Pending      |

4. Click on the permit number.

| <u>R SELF SERVICE</u> |       |           |         |          |     |      |           |            |           |          |            |            |
|-----------------------|-------|-----------|---------|----------|-----|------|-----------|------------|-----------|----------|------------|------------|
|                       | Home  | Dashboard | Report  | Issue Ap | ply | Му   | Work      | Today's Ir | spections | Мар      | Pay Invoid | es Reports |
| My Work               |       |           |         |          |     |      |           |            |           |          |            |            |
| MY PERM               | 1ITS  |           |         |          |     |      |           |            |           |          |            |            |
| Search                |       |           |         |          |     |      |           |            |           |          |            |            |
| Display A             | di    | ~         | Records | Updated  | ~   | In   | Last 1 Ye | ar 🗸       |           |          |            |            |
| Permit Num            | ber   | Projec    | :t      | T        | Ad  | dres | s         | ٣          | Permit T  | ype      | ٣          | Status     |
| BLDR-                 | -2022 | >         |         |          |     |      |           |            | Addition  | Resident | tial       | Issued     |

5. Click on the attachments button in the row of buttons.

| Permit Number: BLDR-          | -2022          |         |            |              |              |   |
|-------------------------------|----------------|---------|------------|--------------|--------------|---|
| Permit Details   Tab Elements | Main Menu      |         |            |              |              |   |
| Туре:                         | Addition Resid | dential |            | Status:      | Issued       |   |
| Applied Date:                 |                |         |            | Issue Date:  |              |   |
| District:                     | Olivenhain     |         |            | Assigned To: | Martin, Nina |   |
| Square Feet:                  |                |         |            | Valuation:   |              |   |
| Description:                  |                |         |            |              |              | t |
|                               |                |         |            |              |              |   |
| Summary Locations             | Fees           | Reviews | Inspection | Attachments  | Contacts     |   |

6. Look for the box labeled 'Plans' and find the one with the most recent date. Click on the blue linked file name.

| Form - Construction &<br>Demolition Debris Ordinance                                | Form - Stormwater Intake Form &<br>Standard SWQMP                                  | Plans - Building                                | Plans - Resubmittal                                |
|---|--|---|--|
| Uploaded: 06/27/2022<br>Notes: Form - Construction &<br>Demolition Debris Ordinance | Uploaded: 06/27/2022<br>Notes: Form - Stormwater Intake<br>Form & Standard SWQMP   | Uploaded: 06/27/2022<br>Notes: Plans - Building | Uploaded: 06/27/2022<br>Notes: Plans - Resubmittal |
| History   | History  | History   | History  |
| Plans - Resubmittal   | Plans - Resubmittal  |   |  |
| Uploaded: 06/27/2022<br>Notes: Plans - Resubmittal                                  | - 05-17-22 -<br>PLANS_v1.pdf<br>Uploaded: 06/27/2022<br>Notes: Plans - Resubmittal | <   |  |
| History   | History  |   |  |