




# How to Apply for a Permit in CSS

Once you have registered for a Customer Self Service (CSS) account (refer to guide: How to Register for a CSS Account), you can apply for permits online.

Visit <https://www.encinitasca.gov/government/departments/applications-and-information> to obtain general information, find what documents to submit with your application.

Go to the CSS home page: <https://portal.encinitasca.gov/CustomerSelfService#/home>

## Login



**Login or Register**

Login to an existing or create a new account. STAFF WILL APPROVE NEW REGISTRATIONS WITHIN A BUSINESS DAY.

Enter your username and password and click on “LOG IN.”

**Log In**

\* Username


\* Password

Remember Me ☐

**Log In**

Forgot your password? [Reset it](#)  
Don't have an account yet? [Register Here](#)

From the home page, choose Apply.



**Apply**

This tool can be used to apply for a permit, plan or license.

Type in the first few letters of the permit type. (i.e.) “roof”

Choose the correct permit type.

**Application Assistant**

roof

**Re-Roof Residential**

Re-Roof Commercial

Re-Roof Mixed Use

Permit Types

Click on Apply.

**Re-Roof Residential**

Category Name: Building Residential

Description: Required to replace roofing material on an existing structure.

Apply

You will be walked through six steps to apply for your permit. As you advance through the process, each step number will light up.

1 Locations

2 Type

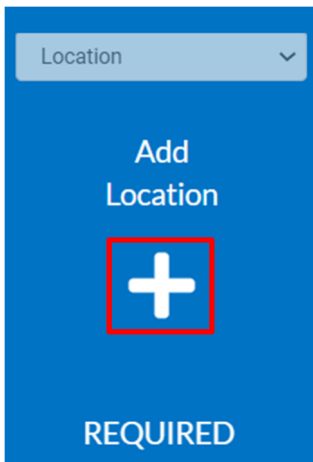
3 Contacts

4 More Info

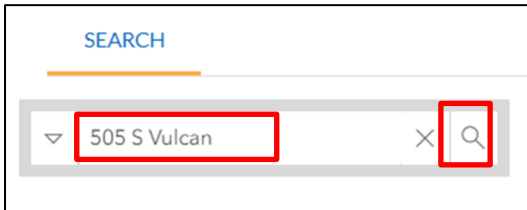
5 Attachments

6 Review and Submit

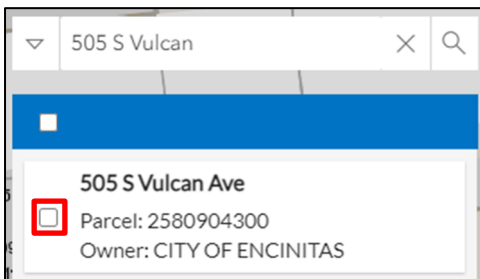
To enter the Location, click on the +.



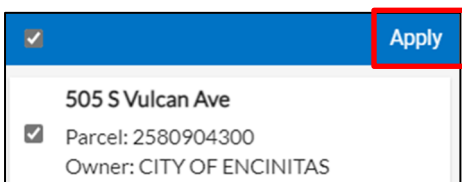
Enter the address of where the work will be done, leaving out punctuation. Click on the magnifying glass.



When you have identified your address, click in the box.



Click on the Apply button.



It will take you back to the “Add Location” tile and the address will appear in the box.

Type: Location

505 S Vulcan Ave Encinitas  
92024

Main Address ☒

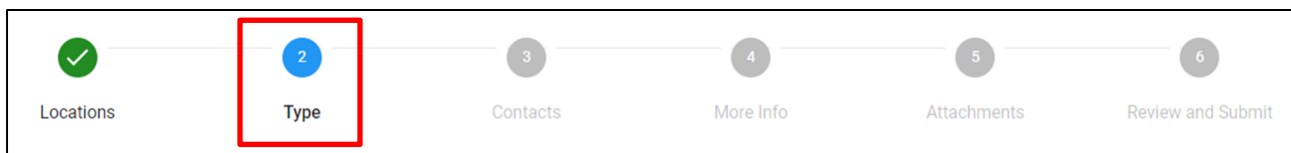
Parcel Number

2580904300

Main Parcel ☒

Remove

If there are multiple properties, click on “Add Location” again and repeat the Search process, otherwise choose “Next.”



Any field with an asterisk next to it means it is a **required** field and must be completed to advance through the process.

Permit Type comes in automatically. (Note, you can change it at this point if you applied for the wrong one. Click on the drop down menu to change.)

Provide a detailed description of the work being done.

Enter the number of square feet and the valuation (enter numbers only, no commas or text).

## PERMIT DETAILS

Please provide a detailed description of work to be done.

\* Permit Type

Re-Roof Residential

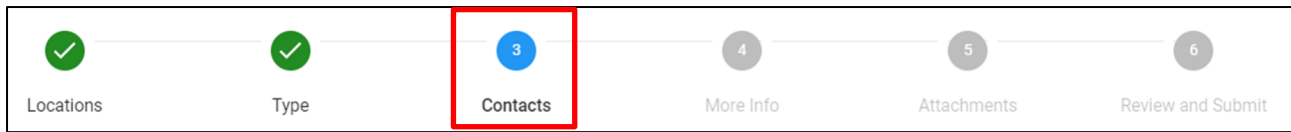


\* Description

\* Square Feet

\* Valuation


Choose "Next."



**Each permit can have different contact requirements.** The applicant (you) are the default contact. If any other contacts are needed, the tile will be flagged as “Required” as shown below.

For this permit type, you will also need to add the Property Owner. Click on the + in the “Property Owner” tile.

**CONTACTS**  
NOTE: You must be either the property owner, licensed contractor, or agent of the licensed contractor to apply for this permit.

**Applicant**  
  
**L Test (You)**  
  
505 Vulcan, Encinitas, CA,  
United States, 92024

**Property Owner**  
  
Add  
Contact  
  
+

**REQUIRED**

24Seven

▼

Add  
Contact  
  
+

Always try searching first to see if a person or business already exists in our system.


**Add Contact**

Add Contact As : Property Owner

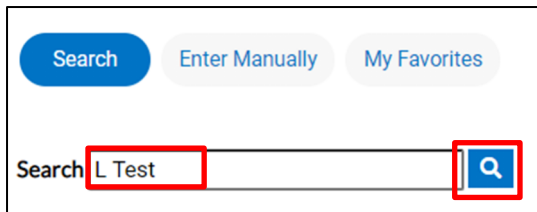
Search

Enter Manually

My Favorites

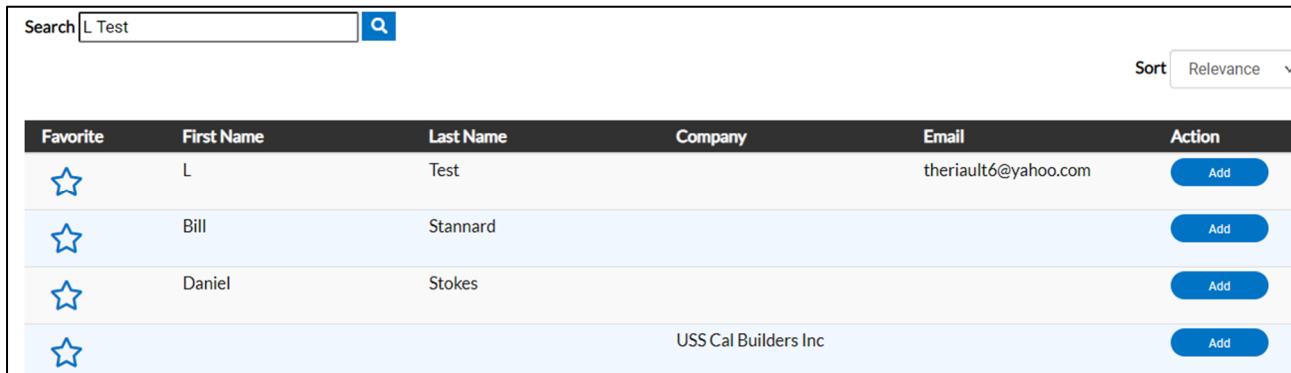
Search  

Enter a name or business in the Search field and click on the magnifying glass.



The search interface includes three buttons at the top: "Search" (blue), "Enter Manually" (light blue), and "My Favorites" (light blue). Below these is a search bar with the text "L Test" and a magnifying glass icon. Red boxes highlight the search bar and the magnifying glass icon.

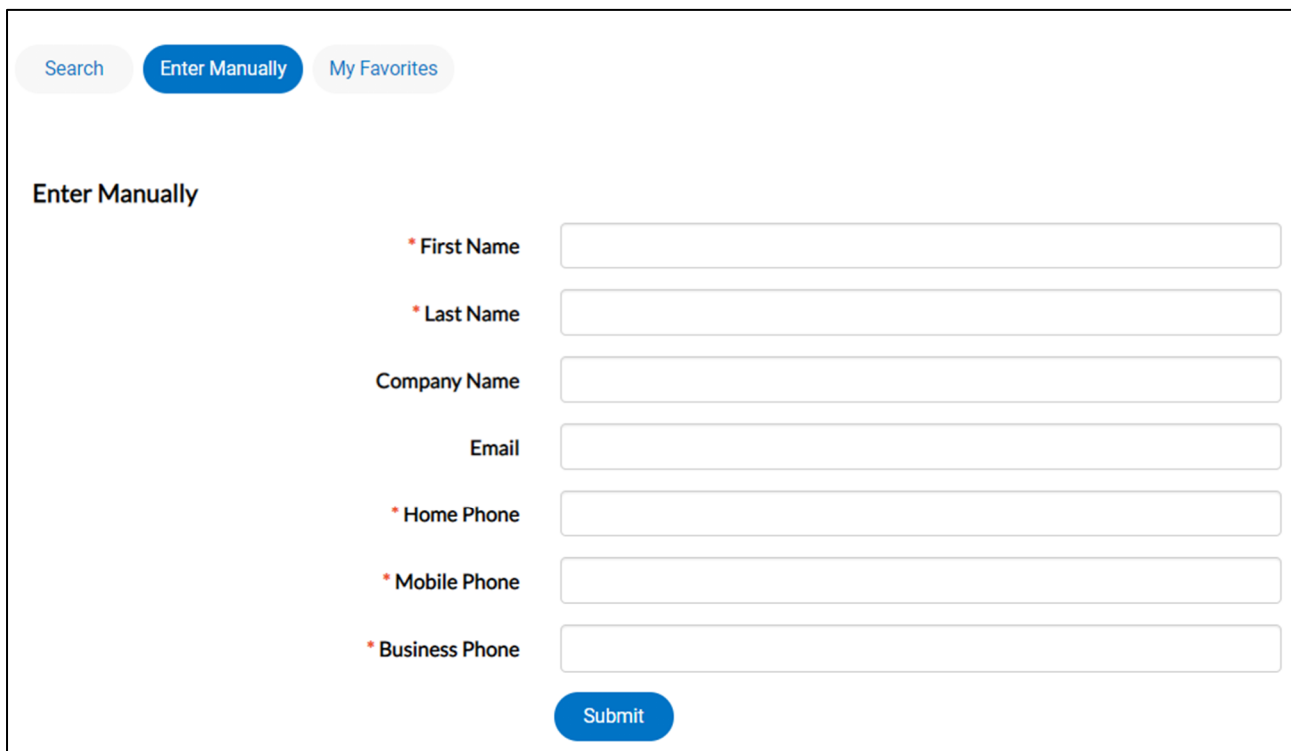
Will bring up a list of choices. Scroll through.



The search results table displays a list of contacts. The table has columns for Favorite, First Name, Last Name, Company, Email, and Action. The results are sorted by Relevance.

Favorite	First Name	Last Name	Company	Email	Action
<input type="checkbox"/>	L	Test		theriault6@yahoo.com	<button>Add</button>
<input type="checkbox"/>	Bill	Stannard			<button>Add</button>
<input type="checkbox"/>	Daniel	Stokes			<button>Add</button>
<input type="checkbox"/>			USS Cal Builders Inc		<button>Add</button>

If contact you are searching for is not in the list, "Enter Manually." Enter information in the fields, then Submit.



The "Enter Manually" form includes a header with buttons for "Search", "Enter Manually" (highlighted), and "My Favorites". The form fields are:

- \* First Name
- \* Last Name
- Company Name
- Email
- \* Home Phone
- \* Mobile Phone
- \* Business Phone

A "Submit" button is located at the bottom right of the form.

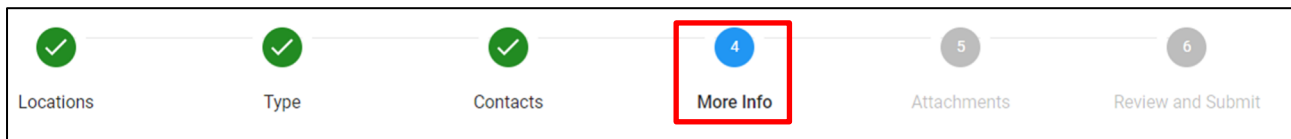
You have the option to add additional contacts. To add, click on the + in the “Add Contact” tile.

Again, always “Search” for a contact first. If no match is found, “Enter Manually.”

The image shows a user interface for managing contacts. It consists of three main panels. The first panel, titled 'Applicant', features a blue person icon, the text 'L Test (You)', and an address: '505 Vulcan, Encinitas, CA, United States, 92024'. The second panel, titled 'Property Owner', features a blue person icon, the text 'L Test(You)', and a blue 'Remove' button at the bottom. The third panel is blue and titled 'Add Contact', featuring a white plus sign icon enclosed in a red square, indicating where to click to add a new contact. At the top of the 'Add Contact' panel is a search bar with the text '24Seven' and a dropdown arrow.

Once all Contacts are entered, choose “Next.”





Each permit will have unique information on this page. Some permits require very little, others have a series of acknowledgements, declarations, and forms that must be completed. Scroll through and complete each item as applicable.

Any fields in red must be completed.

Please note that omission of any items on this page may delay the processing of your permit.

#### MORE INFO

The Submittal Checklist outlines the elements required when submitting plans, calculations or reports. Review the document [here](#), then acknowledge by choosing "Yes."

\*Reviewed Submittal Checklist

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Reviewed Submittal Checklist is required.

#### SEPTIC SYSTEM

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Check if parcel is on a septic system: ☐

#### BUSINESS INFO

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A Business Registration number is required for any entity (Contractor, Architect, Permit Runner, etc.) doing business in Encinitas. If applicable, enter your registration number below. If not yet registered, apply for a business registration by clicking the APPLY link at the end of this process.

City Business Registration # (ex  
B1234-2019):

#### DECLARATION OF OWNER OR OWNER'S AGENT

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These are the 4 conditions: 1) I am the property owner or have been given permission by the property owner to act on their behalf. 2) I have read this application and the information I have provided is correct. 3) I agree to comply with all applicable city and county ordinances and state laws relating to building construction. 4) I authorize representatives of this city to enter the property for inspection purposes.

\*Owner or Owner's Agent  
Authorization:

Owner or Owner's Agent Authorization: is required.

#### CERTIFICATION OF ACCURACY

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I certify all documents and plans clearly and accurately show all existing and all proposed buildings, structures, access roads, and utilities/utility easements. All proposed modifications and/or additions are clearly labeled on the front cover plot plan. I understand that any potentially existing detail within these plans inconsistent with the front cover plot plan are not approved for construction and may be required to be altered or removed. The submitted documents and plans show the correct dimensions of the property, the buildings and structures and their setbacks from property lines and from one another, access roads/easements, and utilities. The existing and proposed use of each building as stated is true and correct. Further, all improvements existing on the property were completed in accordance with all regulations in existence at the time of their construction, unless otherwise noted. All easements and other encumbrances to development have been accurately shown and labeled as well as all on-site grading /site preparation.

## OWNER-BUILDER DECLARATIONS

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I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).): A) I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Section 7044 Business and Professions Code: the Contractors' State License Law does not apply to an owner of property who, through employees' or personal efforts, builds or improves property, provided that the improvements are not intended or offered for sale. If, however, the building or improvements is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.). B) I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.). C) I am exempt from licensure under the Contractors' State License Law for the following reason (Fill out line below).

Owner-Builder Declaration (See Above):

<input type="checkbox"/>	A - Property Owner with Employees
<input type="checkbox"/>	B - Property Owner with Licensed Contractor
<input type="checkbox"/>	C - Exempt (State Reason Below)

Reason If C:

By selecting one of options above I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

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[Create Template](#)

[Save Draft](#)

[Next](#)

\*Certification of Accuracy:

Certification of Accuracy: is required.

## CONTRACTOR INFORMATION

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\*Are you an Owner-Builder or a Contractor?

Are you an Owner-Builder or a Contractor? is required.

If Contractor, State Name:

Contractor License Number:

Contractor License Class:

Insurance Carrier:

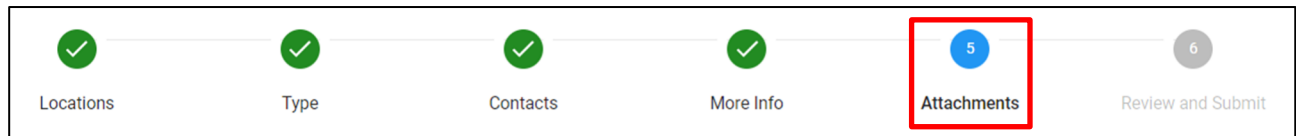
Insurance Policy Number:

Expiration Date (MM/DD/YYYY):

LICENSED CONTRACTOR DECLARATION: I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Licensed Contractor Declaration

Once you have answered all questions on this page, choose “Next.”



Each permit will have it unique required submittal items. There is a hyperlink to “Fees and Information” to help you determine what documents to upload for submittal. If unsure, there will be contact information on the hyperlinked document.

Clicking on the “i” in the upper right corner of each tile will give you more information.

Upload the “Required Documents” by clicking on the +. Additional documents can be uploaded by clicking on the + on “Add Attachment.”


Once you have finished uploading your submission documents, choose, “Next.”

**Attachments**

See [Fees and Information](#) to determine which documents to upload for this submittal.


**NOTE:** If the new roof is over 900 lbs per square and not a lift and relay of the existing roofing, please submit one of the following:

1. Both the existing and proposed manufacturer’s specifications; or
2. Structural Calculations from an engineer to confirm the new roofing material will be supported.




Form - Construction & Demolition Debris

Add Attachment




Supported: .pdf

REQUIRED




Application Supplemental -

Add Attachment




Supported: .pdf

REQUIRED

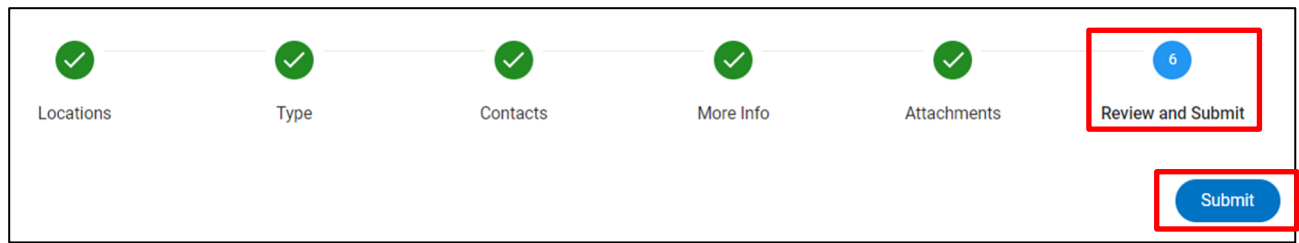


Application - Grant Dee

Add Attachment



Supported: .pdf



Review the information you have completed. Once review is done, choose “Submit.”

You will receive a confirmation that you have applied for the permit.

Staff will contact you with further instructions.