




How to Request a Copy of Building Plans 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, fees, and 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.

At the Application Assistant, you can either type in “Building” and choose the Copy of Building Plans

Application Assistant

A search bar containing the text "Building". Below it, a dropdown menu is open, showing three results: "Copy of Building Plans" (highlighted with a red box), "Building", and another "Building" entry.

Or you can go to the “Plan” tab (make sure that it is the one highlighted in blue) and go down to Copy of Building Plans

A horizontal row of tabs: "All", "Trending", "My History", "LICENSES", "Permit", and "Plan". The "Plan" tab is highlighted in blue and has a red box around it.

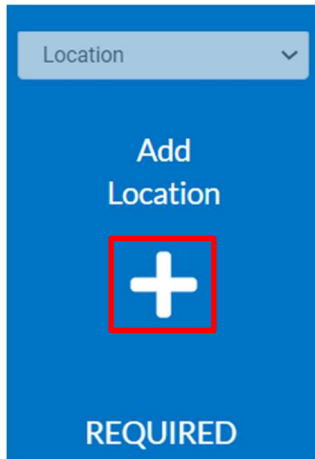
Click on Apply.

A form titled "Copy of Building Plans". It has two columns: "Category Name: Service Request" and "Description: To request copies of building plans. Subject to availability and permission from architect/ owner of plans." In the top right corner, there is a blue "Apply" button highlighted with a red box.

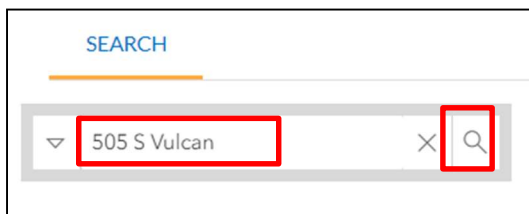
You will be walked through six steps to apply for your permit. As you advance through the process, each step number will light up.

A horizontal progress bar with six steps, each in a circle: 1, 2, 3, 4, 5, 6. Below each circle is a label: "Locations", "Type", "Contacts", "More Info", "Attachments", and "Review and Submit". The first step, "Locations", is highlighted with a red box.

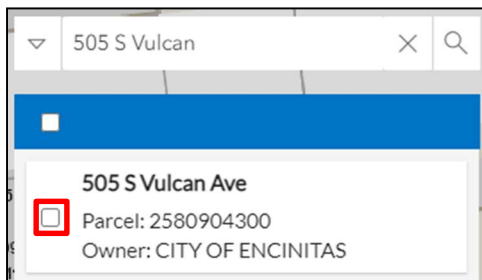
To enter the Location, click on the +.



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.

☒

Apply

505 S Vulcan Ave

☒ Parcel: 2580904300

Owner: CITY OF ENCINITAS

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 ☒

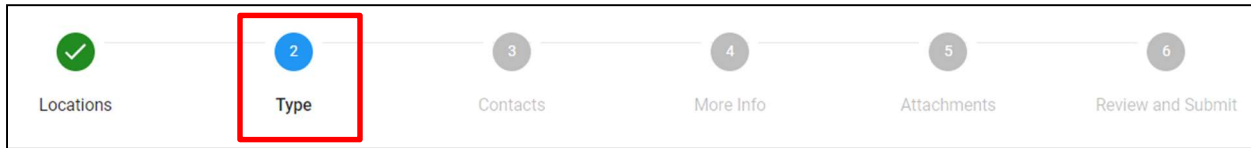
Parcel Number

2580904300

Main Parcel ☒

Remove

Choose “Next.”



The Plan Type will be chosen for you

PLAN DETAILS

* Plan Type

Copy of Building Plans

Description


If you are looking for specific types of plans, you can add a description, otherwise you can leave it blank and move forward by choosing “Next.”



You will already be a contact as the applicant. You can add other contacts if desired but it is not required.

CONTACTS

Applicant



L Test (You)

505 Vulcan, Encinitas, CA,
United States, 92024

Applicant

Add Contact

+

Choose “Next.”



Here, you will be shown an affidavit in regards to the California Health and Safety Code:

Affidavit

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I affirm that I am aware of and understand the provisions of Section 19851(c), of the California Health and Safety Code which states: 1. That the copy of the plans shall only be used for the maintenance, operation and use of the building; 2. That drawings are instruments of professional service and are incomplete without the interpretation of the certified, licensed or registered professional of record; 3. That subdivision (a) of Section 5536.25 of the Business and Professional Code states that a licensed architect who signs plans, specifications, reports or documents shall not be responsible for damage caused by subsequent changes to, or use of, those plans, specifications, reports or documents where the subsequent changes or uses including changes or uses made by state or local government agencies, are not authorized or approved by the licensed architect who originally signed the plans, specifications, reports or documents, provided that the architectural service rendered by the architect who signed the plans, specifications, reports or documents was not also a proximate cause of the damage.

*PlanCopyRequest

PlanCopyRequest is required.

You will also be required to choose the type of Plan Copy Request you are applying for:

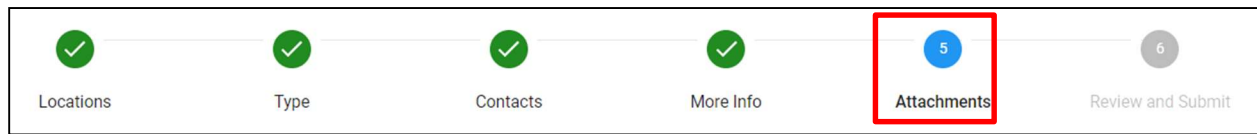
*PlanCopyRequest

Building Plans

Building Plans

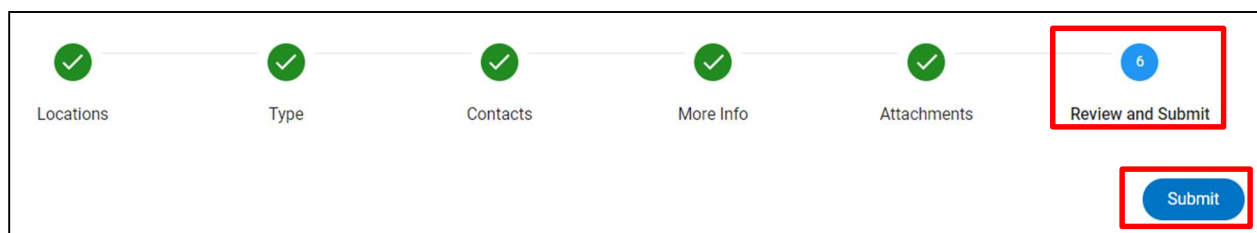
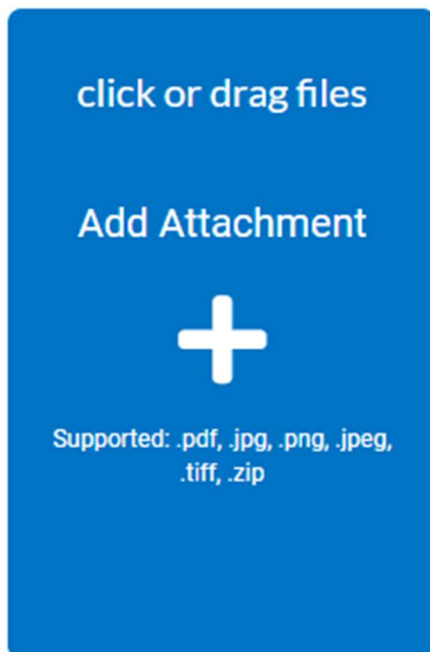
Building Plans and Associated Documents

Choose "Next."



If you have attachments, you can add them here by clicking on the +, otherwise choose “Next.”

Attachments



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.