

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

## HOW TO PRINT YOUR PERMIT

1. Log in to your CSS account.

CUSTOMER SELF SERVICE Home Report Issue	Apply Today's Inspections Map Pay Invoices	Reports Search <b>Q</b> , Calendar 💿	Good Atternoon, Guest - Log In Register
Due to the large volume of building per Thank	mit submittals, plan check reviews are ru you for your continued patience and une	unning between 30-45 days per review o derstanding.	bycle.
Welcome to the	City of Encinitas Cu	stomer Self Service	
CS Cude & Information How-To Cuides and FAQ's for navigating through the CSS portal	Login or Register Login to an existing or create a new account. STAFF WILLAPPROVE NEW REGISTRATIONSWITHINA BUSINESS DAY.	Contine Appointment with Planning Staff Ret heip with questions related to a property such as property wome, existing uses or zoning.	

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





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

CUSTOMER SELF SER	VICE				
	Home	Dashboard	Report Issue	Apply	м
Du	e to the large vo	olume of b	uilding perr Thank y	nit sub /ou for	mit yo
Ν	ly Permits				
(	Attention O		Pending		
Ν	Ay Plans				
	Attention		Pending	;	

4. Click on the permit number.

CUSTOMER SELF SE	RVICE											
	Home	Dashboard	Report Issue	Apply	My Work	Today's Insp	ections	Map I	Pay Invoice	s Reports	Searc	rch <b>Q</b>
	My Work											
	MY PERMITS											
	Search											
	Display Active	~										
	Permit Number	Projec	t	Υ.	Address	т	Permit Ty	ype	T	Status	▼ St	itate
	MEPR2021	>					Trade Per RESIDEN Installation Electrica	rmit for NTIAL New on - Mechan I   Plumbing	nical	Issued	A	Active



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5. Click on the blue printer icon on the upper right.

CUSTOMER SELF SE	RVICE					Good After
	Home Das	hboard Report Issue Apply	My Work Today'	s Inspections Map	Pay Invoices Reports Se	arch <b>Q</b> Calendar 🧿
	Permit Number: MEPR- Permit Details   Tab Elements	-2021 Main Menu				$\rightarrow$
	Туре:	Trade Permit for RESIDENTIAL New Installation - Mechanical   Electrical   Plumbing	Status:	Issued	Project Name	
	Applied Date:		Issue Date:			
	District:	Leucadia	Assigned To: Valuation:	Hjalmarson, Sandy \$0.00	Expire Date Finalized Date	i contra tecnaria

6. This will generate your permit in PDF format for you to print.

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Ø	City of ENCINITAS Development Services Department 505 S. Vulcan Avenue, Encinitas, CA 92 https://www.encinitasca.gov (760) 633-2730 building@encinitasca	.024 BLDR	-	-2024		
	RER	OOF PERMIT			1	
	<b>Type:</b> BUILDING ( <i>i</i> This permit is not transfe	RESIDENTIAL) Work Class: REF rable from person to person or pla	ROOF ace to place			
LOCATI	ON.					
ISSUED	:					
EXPIRE	S:					
Descript	ion of Work: Full reroof, 26 squares	s, concrete tile. Includes double-	lap #40 felt pap	er.		
	A copy of this Permit must	t be posted in public vi	iew on the j	ob site		
	First Inspection must be con	npleted within 180 days of	f permit issua	ince.		
Schedule B 3:00PM one	uilding Inspections by business day prior to	The Building Inspection Schedule may be accessed		For Engineering		
desired iner	ection date - login to your	on the day of inspection via the Building Inspections page	業品	specific conditions		
CSS accour				Ull rage z.		
CSS accourschedule the	e inspection(s).	on the City's Website.	ELEM 31			
CSS accours, schedule the	soo Pormit F	on the City's Website.	e and		<b>–</b>	
CSS accou schedule th	See Permit Specifi	on the City's Website.	Is and			

\*Please note the information to schedule your inspection is on the front of your permit. -