

# CUSTOMER SELF SERVICE (CSS) DOCUMENT SUBMISSION STANDARDS

- All documents shall be in PDF format, with a graphic scale, and rotated so that the pages read upright.
- Plan Sheet Size - Standard size 24 inches x 36 inches - Landscape View.
- Final Plats - 18 inches x 24 inches.
- Plans shall be combined into one complete set, no individual sheet submittals.
- Export settings: maintain output scale; avoid "Fit to Page."
- Save files in black and white. Exceptions include steep slope analysis, elevation, and rendering views.
- Each Plan Sheet must be clearly bookmarked to identify the content of the page. (e.g. Page A 1.0 Architectural Site Plan).
- Documents shall be created with TrueType Fonts.
- Unlock and Flatten all drawings & reports. The markups list & layers should be cleared and empty.
- Sheet title blocks shall remain consistent on each page of the plan set including sub disciplines.
- Reserve a location on each plan sheet for City stamps. The size shall be a minimum of 3 inches x 2 inches and be in the same location on every sheet.
- Vector Content only. Scanned images are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.). All plans, reports, and studies should be watermarked as "Draft."
- File names are required to match the **File Naming Conventions** established by the City.

Visit Customer Self Service online at:

<https://portal.encinitasca.gov/CustomerSelfService#/home>



If you have any questions regarding these requirements please contact:

Development Services Department

505 S. Vulcan Avenue, Encinitas, CA 92024

**Email:** [permits@encinitasca.gov](mailto:permits@encinitasca.gov)

**Call:** (760) 633-2708



City of Encinitas  
File Naming Conventions

Acknowledgment - Owner-Builder	Required when the owner is the responsible party of record on the permit
Annual Financial Report (CT-2CF)	Provide a copy of the commercial fund-raiser for charitable purposes report filed annually with the State.
Application - Additional Cab	Required when adding a cab during mid-cycle.
Application - Alcohol Service Existing	Required for modification to an existing alcohol serving establishment
Application - Alcohol Service New	Required for new alcohol serving establishment.
Application - Background	Information required by San Diego County Sheriff's Department to initiate background check.
Application - Energy Efficiency	Required for solar panels, battery storage systems, charging equipment, and grey water systems. Includes streamlined process for residential permits that utilize a Standard Plan.
Application - Environmental Initial Study	For projects that are not exempt from CEQA and require environmental review
Application - Event	
Application - Facility Availability Forms	Required when applying for a Tentative (Parcel) Map.
Application - Grant Deed	Document required to establish proof of ownership.
Application - Letter of Authorization	If not the property owner, require a letter, signed and dated by property owner, authorizing applicant as their agent.
Application - Net Acreage Calculations	Required calculation to determine net acreage of site.
Application - Planning	Application packet required for Discretionary and Ministerial projects.
Application - Preliminary SB330	Required for all housing development projects.
Application - Replacement Housing	Required when demolishing existing dwelling units.
Application - Sidewalk Vendor	Application used when applying for Sidewalk Vendor permit.
Application - Submittal Checklist - Building Plans	Specifications for plans and other documents - must be acknowledged
Application - Title Report, Preliminary	Current title report required when applying for a Development Project or Subdivision Map
Application Supplemental	Additional information required specific to the permit being applied for
Application Supplemental - Affordable Housing Plan/Report	Summarizes the manner in which affordable units (inclusionary/density bonus housing) will be provided in a project.
Application Supplemental - Building & Trade	Additional information & acknowledgements required to apply
Application Supplemental - Density Bonus	Required when project applying for a Density Bonus Project
Application Supplemental - Engineering	Additional information required specific to the permit being applied for
Application Supplemental - Wireless Facility	Required for proposed wireless facilities on City property
Application Supplemental-Cert of Posting Affidavit	Form signed and dated providing information on when and where the noticing was posted
Authorization to Release Information	Authorization allowing the San Diego County Sheriff's Department to conduct background check
Business Registration	If applicant is a business, it must be registered with the City. Business Registration is a separate application process and should be applied for prior to applying for this permit using Customer Self Service (CSS).
Calculations - Building Fee Spreadsheet	Fee Calculation spreadsheet for Building permits based on Valuation
Calculations - Building Square Footage	Breakdown of project square footage to determine fees.
Calculations - Construction & Demolition Waste Management Plan	Information required for all Re-roofing projects and New Construction, Remodel or Tenant Improvement 10,000 sq ft or greater.
Calculations - Fee Spreadsheets	Excel spreadsheets used to calculate building permit fees based on Valuation
Calculations - Fire Protection System	
Calculations - Structural	Calculations addressing the stability, strength and rigidity of structures and buildings
Calculations - Title 24	Calculations showing energy efficiency.
Calculations - Traverse	Survey calculations
Calculations - Truss	Roof framing calculations. (New Construction, Addition or Remodel)
Certificate - Device Registration	Inspection of device being used to weigh/measure merchandise, issued by County: <a href="https://www.sandiegocounty.gov/content/sdc/awm/WM_New.html">https://www.sandiegocounty.gov/content/sdc/awm/WM_New.html</a>
Certificate - Flame Resistance	Certifies that materials have been treated with a flame-retardant chemical or are inherently nonflammable.
Certificate - Hazardous Material	Required to handle hazardous material on premises, issued by State: <a href="https://www.dtsc.ca.gov/HazardousWaste/Mercury/Certified_Appliance_Recycler.cfm">https://www.dtsc.ca.gov/HazardousWaste/Mercury/Certified_Appliance_Recycler.cfm</a>
Certificate - Insurance	Must have general liability coverage, minimum \$1 million for each occurrence and aggregate for combined bodily injury and property damage. The policy number, effective date, and expiration date must be provided. Work must be completed prior to the expiration date of the policy.
Certificate - Non Residential Construction	Acknowledging compliance with Non-Residential Energy Conversation requirements per California Administrative Code Article 2, Part 6, Title 24.
Certificate - Responsible Beverage Sales & Service (RBSS)	Valid and current certification of four hour ABC course completed by all managers, sellers, and servers of alcoholic beverages.
Certificate - Roof Covering Installation	Acknowledgment by contractor of compliance with Class A Roof requirement.



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Certificate - State Eligibility Firearms	Certification that individual has completed a firearms eligibility check conducted by the State of California Department of Justice Bureau of Firearms. <a href="https://oag.ca.gov/firearms/forms">https://oag.ca.gov/firearms/forms</a>
Certificate of Correction	Document used to correct errors on previously recorded Final or Parcel Map
Certification - Engineer's Certification of Final Grading	Form required to be completed by the Engineer of Record at the completion of work under a Grading or Public Improvement Permit.
Certification - Height	Must include survey from licensed surveyor or registered civil engineer verifying building height is in compliance with the approved plans.
Certification - Installation	Acknowledgment of contractor or owner work completed is in compliance
Certification - Landscape Letter	Must be signed by a State licensed landscape architect, landscape contractor, or an irrigation designer who holds a State license in the landscape field to verify installation was as designed.
Certification - School Fees	To determine amount of school fees due. (Residential addition 500 sf or any commercial addition
Certification - Sewer & Water District	Certifies that all connections have been paid. (New home, new ADU, & all commercial projects
Certification - Title 24	Acknowledgment signed by contractor or owner indicating Title 24 requirements have been met
Citizen Participation Plan Packet	Complete packet related to CPP meeting. Includes notice, vicinity map, results of meeting
Contract - Commercial Fund Raiser	If using a professional service to facilitate the fund-raiser, provide a copy of the contract
Corrections List - Revisions/Resubmittals	Response to City staff's list of corrections to plans
Cost Estimate	Engineer's estimate of costs for grading or public improvements based on City's Unit Price List
County Hazardous Materials Questionnaire	Questions relating to hazardous materials. (Commercial - if yes to Part II, may require stamp at bottom)
County Health - Voluntary Assistance Program (VAP)	Documents from the County Department of Environmental Health related to properties containing hazardous substances.
County Health Approval	Prior to Issuance If septic tank on property. Can be approved plans or stamped letter. (New Const, Add, Alteration, Pool) If commercial kitchen or X-ray equipment (TI)
County Taxicab Driver's ID	San Diego County issued Taxicab Driver's ID; provide one for each driver
Covenant or Easement Exhibits	Letter sized exhibit to accompany a covenant or easement
Employee/Volunteer List	If additional employees and/or volunteers are participating in the event, they must be included in this list.
ENV - Environmental Impact Report	Required for projects that create a significant environmental impact
ENV - Mitigated Negative Declaration	Required for projects that provide mitigation measures for significant environmental impacts
ENV - Negative Declaration	Required for projects that are found not to have a significant effect on the environment
Form - Construction & Demolition Debris Ordinance	Form required relating to debris management (Require form on all. Staff will send out WPM as applicable. All New Commercial/Mixed Use Construction, new TI over 10K sq ft)
Form - Construction & Demolition Debris-Waste Management Plan	Outlines waste management plan for project site. Required approval by Public Works.
Form - Housing Development Tracking	Form to track all new residential dwelling units.
Form - Housing Development Tracking-ADU & JADU	Form to track all new Accessory Dwelling Units and Junior Accessory Dwelling dwelling units.
Form - Income Verification Form	Income information received and signed by tenants of existing homes on a project site to be converted (i.e.) condo conversion.
Form - Priority Development Project SWQMP	This form establishes Stormwater Quality Management Plan (SWQMP) requirements for development projects.
Form - Stormwater Intake Form & Standard SWQMP	Required for every project to categorize and document the project's status as it relates to local and state stormwater quality requirements.
Form - Stormwater Pollution Prevention Plan	Stormwater Pollution Prevention Plan if applicable for reference - City does not review
H.T.E. Legacy File	Scanned copy of original H.T.E. application file (moving active H.T.E. permits to EnerGov)
IRS Form 501 (c)(3)	Proof of non-profit status from IRS. <a href="https://www.irs.gov/charities-non-profits/applying-for-tax-exempt-status">https://www.irs.gov/charities-non-profits/applying-for-tax-exempt-status</a>
Land Records - Exhibits	Exhibits to accompany variety of land record documents including easements, covenants, and agreements
Landscape - Documentation Package	Includes landscape and irrigation plans. Commercial & Mixed Use projects must be prepared by the homeowner or be prepared, signed and stamped by a California-licensed civil engineer, architect or landscape architect.
Landscape - Water Efficient Worksheet	Worksheet that calculates the Maximum Applied Water Allowance and the Estimated Applied Water Allowance. Commercial & Mixed Use projects must be prepared by the homeowner or be prepared, signed and stamped by a California-licensed civil engineer, architect or landscape architect.
Letter - Applicant Response	Letter summarizing the applicant's response to staff's previous comments.
Letter - City Comment	Letter summarizing staff's review comments.
Letter - Concurrent Processing At-Risk	Letter submitted to the City to request concurrent processing of construction plans at risk. An acknowledgment that all fees paid are non-refundable and that the project scope is subject to change.
Letter - Cover	Applicant detailed description of project.
Letter - Deferred Monumentation	



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Letter - EDCO	A letter from EDCO concurring with the trash and recycling location for a proposed project
Letter - Postmaster	A letter from the postmaster concurring with the location of the mailbox collection area or areas
Letter - SDGE	Letter from SDGE verifying voltage of overhead transmission lines and potential connections
Letter - SDGE Disconnect	Letter from SDGE verifying they have disconnected power to a property. (Demo
License - ABC License with Conditions	Copy of license issued by California State Department of Alcoholic Beverage Control (ABC), including all conditions set for by the ABC. <a href="http://www.abc.ca.gov/">http://www.abc.ca.gov/</a>
License - CSLB (Contractor State License Board) Did not enter in EG File Category)	Copy of Contract State License Board document.
License - Driver's	Copy of driver's license or passport. Will be deleted once application process is completed
License - Federal Firearms	License to engage in business of dealing in firearms, issued by U.S. Department of Justice. <a href="https://www.atf.gov/firearms/apply-license">https://www.atf.gov/firearms/apply-license</a>
License - State Secondhand Dealer	If dealing in secondhand gun sales or providing a pawnbroker service. License is issued by the State of California Department of Justice. Application process is handled by San Diego County Sheriff's Department. Can be applied for simultaneously with City permit. <a href="https://oag.ca.gov/secondhand">https://oag.ca.gov/secondhand</a> <a href="https://www.sdsheriff.net/licensing.html">https://www.sdsheriff.net/licensing.html</a>
License - Weightmaster	To ensure accuracy of reported commercial weight transactions, issued by State: <a href="https://www.cdfa.ca.gov/dms/programs/wm/onlinewmrenewal.html">https://www.cdfa.ca.gov/dms/programs/wm/onlinewmrenewal.html</a>
Live Scan Form	Print form and take to any Live Scan operator. Scan and upload completed form. NOTE: If this is a renewal or if you have an existing permit with the City that required a Live Scan, upload a copy of your permit.
Live Scan Results	Fingerprinting background results by LiveScan.
Notice of Decision	Signed approval of Discretionary Plan submittal.
Permit - County Health	If the applicant intends to sell or deliver any food and/or beverage item, a food facility permit from the County Department of Environmental Health is required. <a href="https://www.sandiegocounty.gov/content/sdc/deh/fhd/food/foodhandler.html">https://www.sandiegocounty.gov/content/sdc/deh/fhd/food/foodhandler.html</a>
Permit - H.T.E. Issued	Permit originally issued in H.T.E.
Permit - Seller's	Allows seller to collect sales tax from customers and report those amounts to the state on a regular reporting period, issued by State: <a href="https://www.taxes.ca.gov/Sales_and_Use_Tax/SellersPermit.html">https://www.taxes.ca.gov/Sales_and_Use_Tax/SellersPermit.html</a>
Photos	Photos required for project or permit. (i.e.) site photos, photo for IL
Plans - Address Request	Include the following: Identifying address, APN(s), property boundaries and location of adjacent road(s) including ingress/egress to the site, existing and proposed locations of structures/improvements (such as power and utility locations).
Plans - Alternatives	Shows an alternative project design or configuration.
Plans - Architectural	May include: Site Plan, Floor Plan, Roof Plan, Elevations, Lighting (photometric and/or fixtures), Renderings, Signage, and Color Material Board.
Plans - As-Built	Revised plans created after a construction project is finished. They contain any changes made from the initial drawings during the construction process and provide an exact rendering of the building and property as it appears upon completion.
Plans - Building	Include all plans - Architectural, Structural, Mechanical, Electrical, Plumbing (MEP), Civil, Landscape.
Plans - Civil	Include Site Plan, Slope Analysis, Average Lot Slope, as applicable.
Plans - Civil - Preliminary Grading	Preliminary site grading and drainage plan to accompany discretionary (planning) applications. Includes but not limited to site topo, existing improvements, property boundary info as well as proposed grading, drainage, utility improvements, road improvements, stormwater quality facilities, impervious surface quantity, earthwork quantity, etc.
Plans - Civil - Tentative (Parcel) Map	A Tentative Map (TM) and Tentative Parcel Map (TPM) are used to propose subdivisions of land at the discretionary level. A TM is used to propose the subdivision of five or more lots, and a TPM is used for four or fewer lots. An approved TM or TPM is required before filing for a Final Map or Final Parcel Map.
Plans - Encroachment Maintenance & Removal Agreement	Letter sized exhibit of Encroachment Maintenance & Removal Agreement
Plans - Energy Efficiency	Plans for solar panels, battery storage systems, charging equipment, and grey water systems. Upload as one document.
Plans - Final Map	Final map for subdivisions of five units or more.
Plans - Fire Protection System	Plans for a sprinkler system, fire alarm, or kitchen hood.
Plans - Floor	Provide a floor plan (for each floor) with dimensions, show the interior configuration of space, label the use of each room or portion thereof, and identify exits. Include location of exit signs, extinguisher placement, and occupant load.
Plans - Grading	Construction document used to approve and permit grading improvements proposed as part of a project. Includes but not limited to site topo, existing improvements, property boundary info as well as proposed grading, drainage, utility improvements, road improvements, stormwater quality facilities, impervious surface quantity, earthwork quantity, etc.



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Plans - Hardscape	Detailed plans indicating removed/replaced/proposed impervious square footages & proposed/existing drainage facilities.
Plans - Isometric Drawing	A drawing that indicates where piping is being installed.
Plans - Landscape	Include conceptual landscape plan, irrigation plan, wall, and fence plans etc.
Plans - Parcel Map	Parcel map for subdivisions of four units or less
Plans - Parcel Map Waiver	Parcel map waiver plat.
Plans - Prior Approvals	Set of previously approved plans and associated documents.
Plans - Proposed Work in ROW	Plans showing proposed work to be done in public right-of-way.
Plans - Public Improvement	Construction document used to approve and permit Public Improvements required as aprt of a project including road improvements, drainage, water, sewer, paving, striping, etc.
Plans - Resubmittal	Plans resubmitted for files that were originated in H.T.E. (part of data transition)
Plans - Revision	Revised plans showing change in scope of work occurring after permit issuance
Plans - Sidewalk Café	Site plan used to depict all proposed private sidewalk café/dining facilites within the public right-of-way including but not limited to tables, chairs, planters, signage, etc.
Plans - Sidewalk Vending	Identify the location, with dimensions, where stationary sidewalk vending will occur (if applicable) as well as specifications of the type and dimensions of the vending receptacle (as applicable).
Plans - Sight Distance	Plans demonstrating compliance with sight distance requirements.
Plans - Sign	Include address, APN, proposed sign location(s), property dimensions, building dimensions, sign dimensions, & details.
Plans - Sign Program	Required for non-residential buildings with six or more tenants. Shows proposed location(s) and provides specific signage criteria for a project.
Plans - Single Line Drawing	Shows where all electricity is being used inside the structure
Plans - Site Plan - Newsrack	A Site Plan should include: A map showing location of newsracks in the City. Must also include separate location specific site plans for each newsrack, identifying the closest adjacent address, dimensions, and placement relative to the curb.
Plans - Site Plan - Regulatory	Include: Identifying address, APN, zoning, property boundaries and location of adjacent road(s) including ingress/egress to the site, proposed location of sales inventory, existing and proposed locations of structures/improvements (such as tents, power, vehicular parking and drive isles, and restroom locations), dimensions of structures/improvements, and whether structures/improvements are temporary or permanent in nature. Restrooms and parking improvements must be ADA compliant.
Plans - Site Plan - Rental	A Site Plan should include: address, APN, property boundaries, existing structures, parking including measurements of driveway, zoning, floor area, all rooms, bedrooms, baths, doors, closets.
Plans - Site Plan - Tent Canopy	Include: address, APN, property boundaries, existing structures, parking including measurements of driveway, and zoning.
Plans - Site Plan - Trade Permit	Include location of installation and setbacks from property line, elevation if applicable
Plans - Traffic Control	Identify construction work-zone limits, description of work to be done, roadways, existing signing and striping, speed limits, specify construction duration and work hours, temporary traffic control devices (cones, delineators, signs, barricades, k-rail, etc), vehicle detours, pedestrian detours, existing and proposed lane dimensions, lane reduction transition lengths, lane closures. Traffic control plans shall be developed to follow the California MUTCD and the San Diego Regional Standard Drawings.
Proof of Ownership/Owner Permission	Proof of Ownership is a Grant Deed, Assessor Record or similar document. If not the property owner, permission from owner is a letter, signed and dated by property owner, acknowledging use of the property for purpose of applied permit/activity.
Proof of Residency	Copy of utility, or other similar, bill.
Proof of Storage	Copy of contract with storage company or bank statement showing monthly payments to storage company.
Proposed Street Name List	Provide a list of three potential street names.
Receipt	Documentation associated with a fee reversal, refund or void
Reference Drawing or Map	Provides historical information related to a project or property
Rental Agreement, (Sample)	Contract which will be used for short term renter while occupying said property
Resolution	Approval of plan by City Council or Planning Commission.
Slope Determination Documentation	Determination of natural vs. manufactured grade.
Solicitation Text	Provide a copy of the oral or written request for a contribution to the charitable organization
Specifications - Fire Protections System	
Specifications - Manufacturers Manual	Upload manufacturers specifications manual.
Sr Citizen Assoc. or Mobile Park By-Laws	Must be a qualified organization to operate.
Standard Conditions - ROW Construction	Conditions which must adhered to when accessing or performing work in a Public Right-of-Way
State Franchise Tax Board Letter of Exemption	Proof of tax exemption letter from State of CA.
Surety Bond Declaration	Declaration in writing: guarantor will pay one donor a certain amount if the applicant fails to meet some obligation, such as fulfilling the terms of a contract.
Survey Documents	Include Plats/Legal/Closure Calculations if applicable.



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Taxi Inspection Form	Complete one form for each cab. Upon background check completion and approval, each cab will be inspected by the San Diego County Sheriff's Department. <a href="https://www.sandiegocounty.gov/content/dam/sdc/awm/docs/Taxi_compliance_handout2017.pdf">https://www.sandiegocounty.gov/content/dam/sdc/awm/docs/Taxi_compliance_handout2017.pdf</a>
Taxi Meter Inspection	Annual inspection of taxi meter on each cab, conducted by San Diego County Department of Agriculture Weights and Measures.
Tech Study - Arborist	Study required for projects that may impact City street trees
Tech Study - Biology	Study analyzing potential biological impacts.
Tech Study - Community Character	Study analyzing potential impacts to Community Character.
Tech Study - Cultural	Study analyzing the potential Cultural impacts.
Tech Study - Fire Protection Plan	Report explaining measures being taken to reduce fire risk.
Tech Study - Geotechnical Report	Study analyzing geology to determine site conditions and design and construction recommendations.
Tech Study - Greenhouse Gas	Study analyzing potential greenhouse gas emissions.
Tech Study - Historical	Study analyzing historical significance of project area
Tech Study - Hydraulic Analysis	Study assessing demands established by the Water System Analysis to size the onsite water mains and determine the water district's offsite infrastructure capacity.
Tech Study - Hydrology	Study analyzing pre- and post-development hydrology and hydraulics of a proposed project utilizing the most current San Diego County Hydrology Manual.
Tech Study - Lighting	Study evaluating the effects of lighting on the local environment and community
Tech Study - Noise	Study analyzing noise impacts.
Tech Study - Parking	Study analyzing parking.
Tech Study - PDP SWQMP	A Priority Development Project Stormwater Quality Management Plan is required for all Priority Development Projects.
Tech Study - Sewer	Study reviewing sewer system.
Tech Study - Site Assessment Phase I	Environmental site assessment study.
Tech Study - Site Assessment Phase II	Environmental site assessment study, if required from Phase I results
Tech Study - Soils Removal Plan	Study for removal of contaminant impacted soil.
Tech Study - Stormwater	Use this for all other stormwater related reports/studies. i.e SWMM, SCCWRP, HEC-RAS, etc
Tech Study - Traffic	Study analyzing potential traffic impacts.
Tech Study - Water System Analysis	Study evaluating water service to the project.
Ticket Sample	If using tickets to distribute prizes or awards, provide a copy of the ticket
Title 24 - Energy Requirement Forms	State required forms related to energy compliance.
Vehicle Registration	State Vehicle Registration issued by Department of Motor Vehicles; provide one for each vehicle
Weights & Measures Inspection	Issued by State after inspection of merchandise: <a href="https://www.cdffa.ca.gov/dms/programs/wm/wm.html">https://www.cdffa.ca.gov/dms/programs/wm/wm.html</a>
Work Order - SDGE	Required for new, upgraded, or relocated gas and/or electric meters. (Site plan is included with work order)