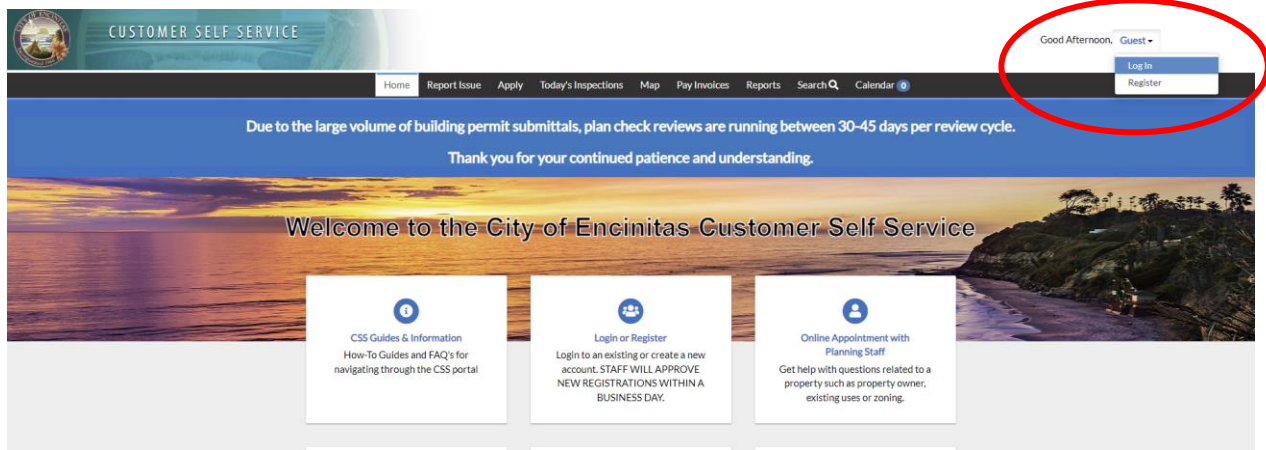


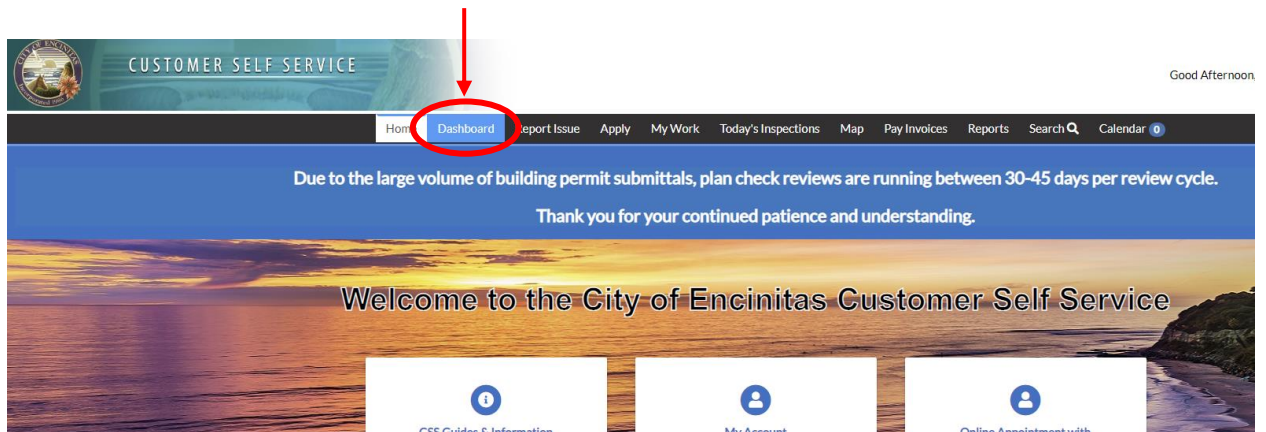
**CITY OF ENCINITAS**  
Development Services Department  
505 S. Vulcan Ave  
Encinitas, CA 92024  
[www.encinitasca.gov](http://www.encinitasca.gov)  
Phone: 760-633-2730  
Email: [building@encinitasca.gov](mailto:building@encinitasca.gov)

# HOW TO SUBMIT A REVISION

1. You will need to email the Building Department at [building@encinitasca.gov](mailto:building@encinitasca.gov) to notify them you need to submit a revision for your permit.
2. Log in to your CSS account.



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



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

**CUSTOMER SELF SERVICE**

Home Dashboard Report Issue Apply My Permits

Due to the large volume of building permit submissions, we are experiencing a delay in processing. Thank you for your patience.

### My Permits

Attention 0	Pending 0
----------------	--------------

[View My Permits](#)

### My Plans

Attention	Pending
-----------	---------

5. Click on the permit number to navigate to the permit record.

My Work

MY PERMITS

Search... Export to Excel

Display: Active

Permit Number	Project	Address	Permit Type	Status	State
<a href="#">MEPR-000000-2024</a>		505 S Vulcan Ave	Energy Efficiency Permits (Residential)   Solar (Roof Mount or Ground Mount), EV Charger, Grey water	Issued	Active

6. Click on 'Attachments' in the row of buttons.

Permit Details | Tab Elements | Main Menu

**Type:** Energy Efficiency Permits (Residential) | Solar (Roof Mount or Ground Mount), EV Charger, Grey water  
**Status:** Issued  
**Project Name:**

**Applied Date:**  
**Issue Date:**

**District:** New Encinitas  
**Assigned To:** Hjalmarson, Sandy  
**Expire Date:**

**Valuation:** \$0.00  
**Finalized Date:**

**Description:** Residential Roof mount solar PV: 3160W, 8 Modules, 1 Inverter

Summary | Locations | Fees | Reviews | Inspections | **Attachments** | Contacts | Sub-Records | More Info

**Progress**  
20% Completed  
● Completed  
● In Progress  
● Not Started

**Workflow**  
✔ Issue MEP Permit - Passed  
✔ Review Energy Efficiency (eRoute) - Passed :  
✔ Assess Fee Energy Efficiency (Waived) - Passed  
✔ Approved Ready To Issue - Passed

**Available Actions**  
Request Inspection  
Inspection BLDG - Underground  
Request  
Request Inspection  
Inspection BLDG - Foundation  
Request  
Request Inspection  
Request

7. Open the drop-down menu in the blue 'Add Attachment' box to select an attachment type. You will need to submit the original approved plans, revised plans (full set), and a revision cover sheet which will include the narrative.

Summary | Locations | Fees | Reviews | Inspections | **Attachments** | Contacts | Sub-Records | More Info

Attachments | Next Tab | Permit Details | Main Menu

Sort: Needs Action

Plans - Energy Efficiency  
Version: 1  
Status: In Review

Notes: Auto-Attached

Plans - Energy Efficiency  
Notes: Plans - Energy Efficiency

Owner Authorization Affidavit  
Notes: Owner Authorization Affidavit

Application - Energy Efficiency  
Notes: Application - Energy Efficiency

Proof of Ownership/Owner Permission  
Notes: Proof of Ownership/Owner Permission

**Add Attachment**  
Supported: pdf, jpg, png, jpeg, tiff, zip

Application - Energy Efficiency  
Notes: Application - Energy Efficiency

Proof of Ownership/Owner Permission  
Notes: Proof of Ownership/Owner Permission

Select Type  
Application - Energy Efficiency  
Owner Authorization Affidavit  
Plans - Energy Efficiency  
Proof of Ownership/Owner Permission  
Specification - Manufacturers Manual

Supported: pdf, jpg, png, jpeg, tiff, zip

Submit