

How to Make a Payment Online

Without Logging into DSD's Permitting Portal



1

Visit DSD's Permitting Portal:

<https://aca-prod.accela.com/SANDIEGO/Default.aspx>

- Click "DSD Permits"

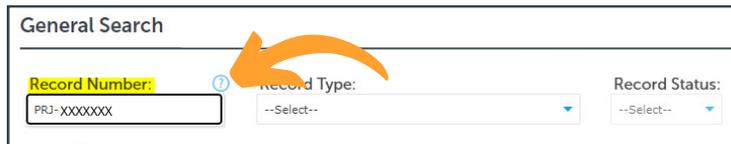


2

From the General Search:

Under 'Record Number' input any of the following which are associated with the invoice being paid:

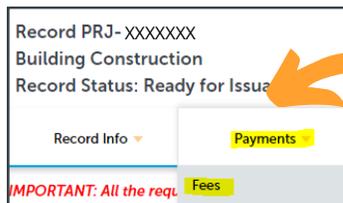
- Project number (PRJ-XXXXXXX)
- Permit number (PMT-XXXXXXX)
- Other (I.e., CC-XXXXXXX)



3

From the Project Dashboard:

- Click "Payments"
- Click "Fees"



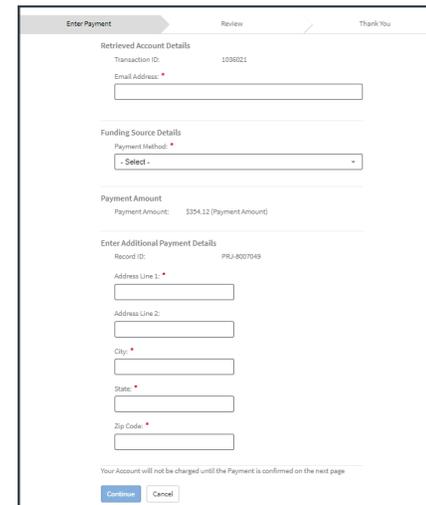
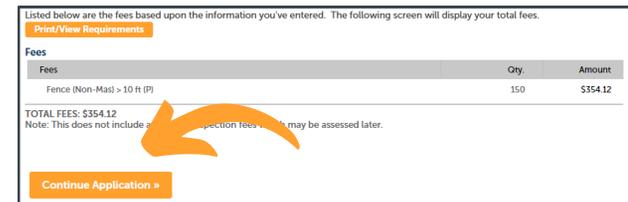
4

- Click "Pay Fees"



5

- Click "Continue Application"
- Fill out the form to enter payment and Information
- Review and finish



How to Make a Payment Online

Logging into DSD's Permitting Portal



1

Visit the DSD Citizen Portal

<https://aca-prod.accela.com/SANDIEGO/Default.aspx>

- Log into your Online Permitting Account using your username or email and password.

2

Open the "Approved" email

- Click on the email link that says "Online Permitting Account" to login to your account and upload documents

Applications will be pre-screened by issuance staff. If additional scope changes, issuance documents, or plan check fees are required, you will be notified.

If no additional information is required, a final invoice will be sent to you via email. Once the invoice is paid your application/permit will be issued.

The progress of your application can be tracked through your [Online Permitting Account](#)

For questions about your user account or help uploading, contact [619-446-5000](tel:619-446-5000)

Thank you,
City of San Diego
Development Services Department

3

Click the "Development Permits" tab:

- Select the record listed in the email; OR
- Scroll down to the search field for Records:
 - Input the PRJ into the General Search in this format: PRJ-1234567

Home **Development Permits** Code Enforcement Short Term Rental

+ Add a Permit Search for a Permit Application

Records

In the dropdown list of filters above, choosing "Exclude Packages" will filter only Project and Permit records. To sort the table below, click the column name to perform an alphabetical sort on that column. Click the column name again to sort in descending order (Z-A).

Show on Map

Showing 1-10 of 100+ | Download Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	02/16/2021	PRJ-1004641	Photo-voltaic Residential Project
<input type="checkbox"/>	02/16/2021	PMT-3004537	Approval - Construction - Electrical Pmt - PV Combo

OR

General Search

Record Number: PRJ-XXXXXXX

4

Verify that the record has the status: "Approved Upon Final Payment"

- Click "Payments"
- Then, select "Fees"

Record PMT: [REDACTED]

Approval - Construction - Electrical Pmt - PV Combo

Record Status: Approved Upon Final Payment

Record Info Payments Fees

IMPORTANT: All the req. Fees

5

Click on 'Pay Fees'

Fees

Outstanding:

Date	Invoice Number	Amount
09/26/2023	89385	\$354.12

Total outstanding fees: \$354.12

Pay Fees

6

- Click "Continue Application"
- Fill out the form to enter payment and Information
- Review and finish

Listed below are the fees based upon the information you've entered. The following screen will display your total fees.

Print/View Requirements

Fees

Fees	Qty	Amount
Fence (Non-Mat) > 10 ft (P)	150	\$354.12

TOTAL FEES: \$354.12

Note: This does not include [REDACTED] fees which will be assessed later.

Continue Application >

Enter Payment Review Thank You

Retrieved Account Details

Transaction ID: 1036021

Email Address: [REDACTED]

Funding Source Details

Payment Method: [REDACTED]

Payment Amount

Payment Amount: \$354.12 (Payment Amount)

Enter Additional Payment Details

Record ID: PRJ-8007049

Address Line 1: [REDACTED]

Address Line 2: [REDACTED]

City: [REDACTED]

State: [REDACTED]

Zip Code: [REDACTED]

Your Account will not be charged until the Payment is confirmed on the next page.

Continue Cancel