

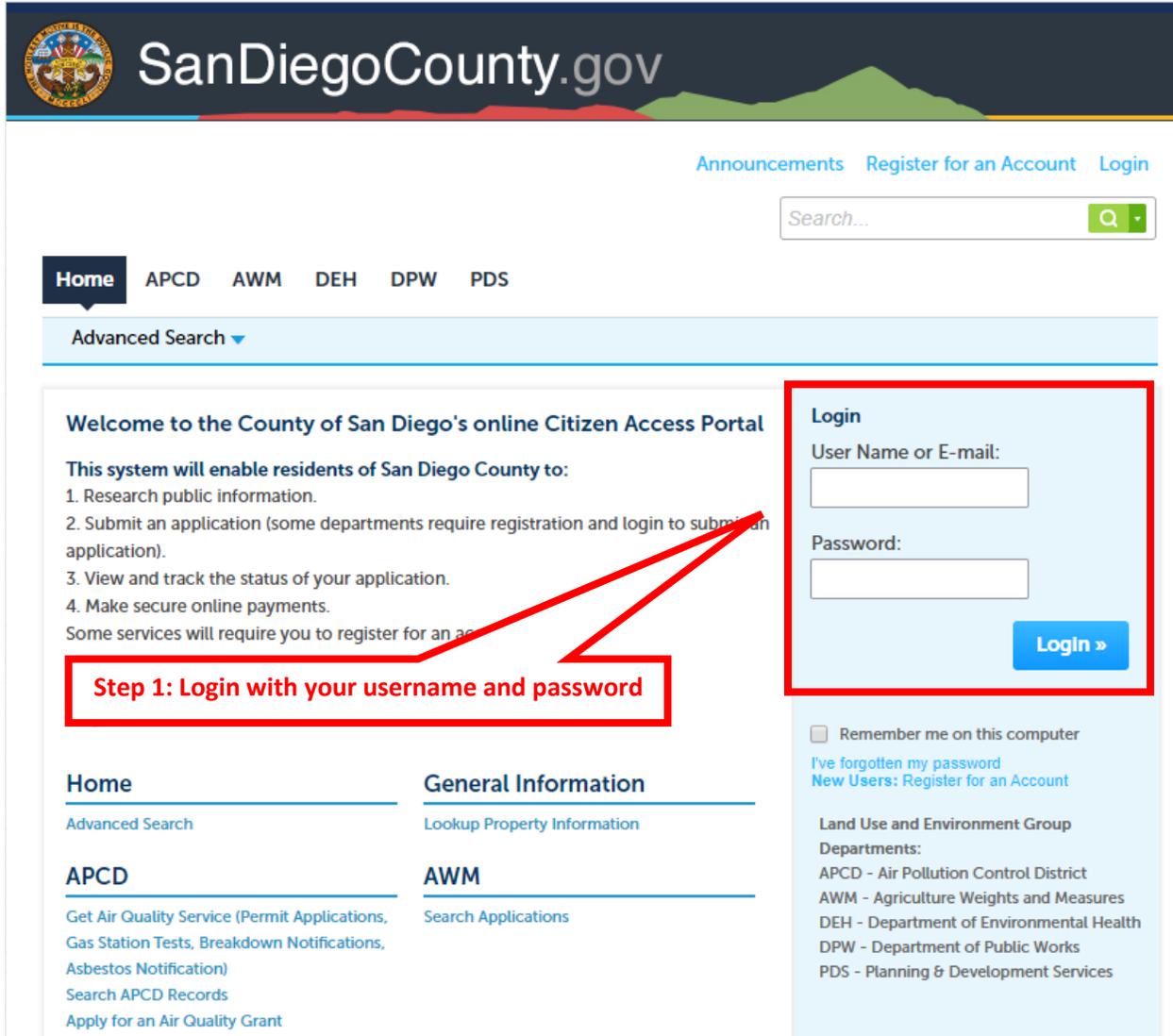


How to submit a Permit Inactivation

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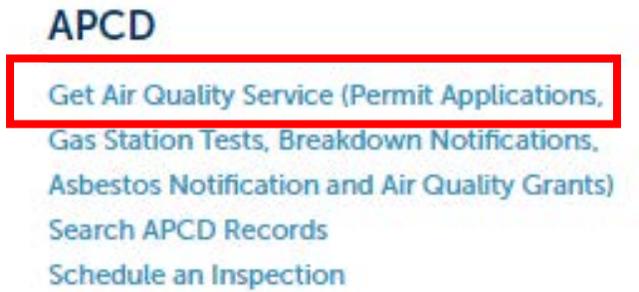
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Step 1: From Accela Citizen Access login screen, enter a username and password the click “Login”.

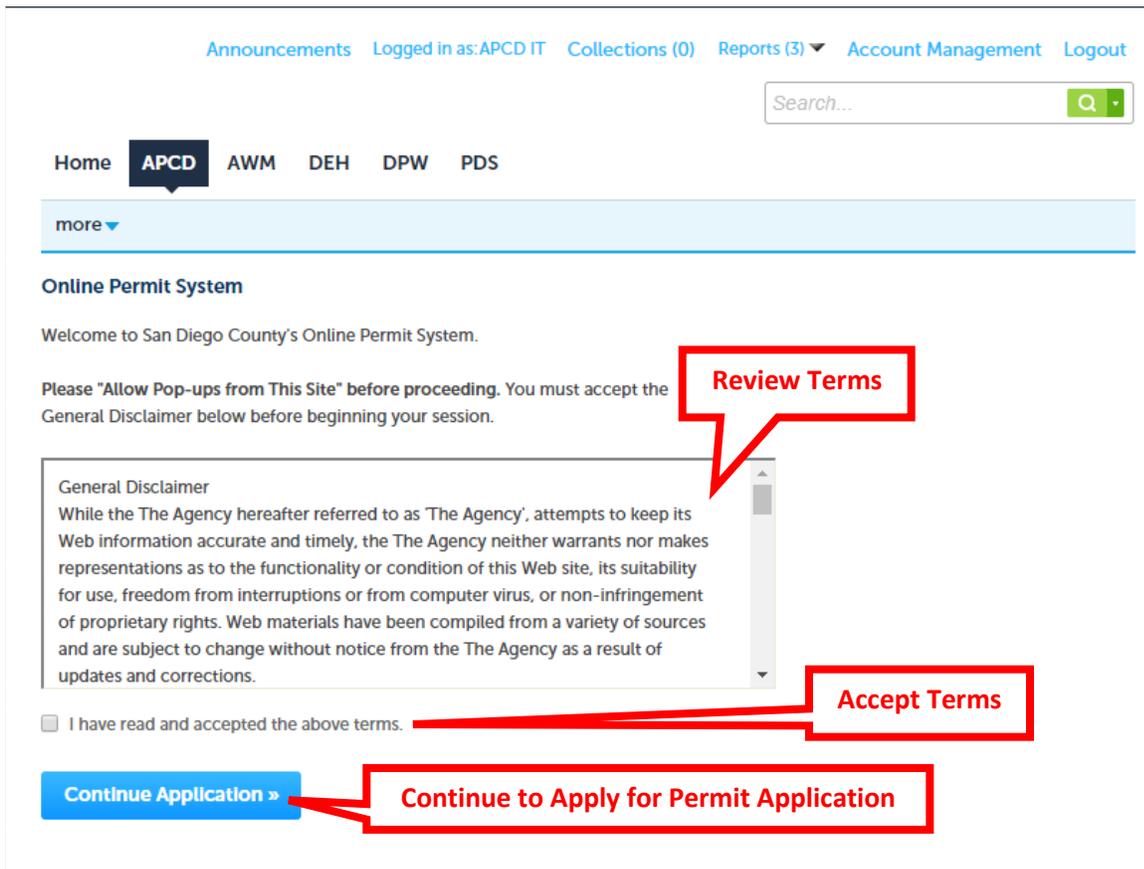


The screenshot shows the San Diego County.gov website. At the top, there is a navigation bar with links for "Announcements", "Register for an Account", and "Login". Below this is a search bar. A main navigation menu includes "Home", "APCD", "AWM", "DEH", "DPW", and "PDS". The "Home" link is highlighted. Below the navigation is an "Advanced Search" dropdown. The main content area features a "Welcome to the County of San Diego's online Citizen Access Portal" section. This section lists four benefits of the system: 1. Research public information, 2. Submit an application (some departments require registration and login to submit an application), 3. View and track the status of your application, and 4. Make secure online payments. Below this list, it states "Some services will require you to register for an account". To the right of this text is a "Login" form with fields for "User Name or E-mail:" and "Password:", and a "Login >" button. A red box highlights the "Login" form, and a red arrow points from a red-bordered box containing the text "Step 1: Login with your username and password" to the "Login" form. Below the welcome message are sections for "Home" (with a link to "Advanced Search"), "APCD" (with links to "Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications, Asbestos Notification)", "Search APCD Records", and "Apply for an Air Quality Grant"), "General Information" (with a link to "Lookup Property Information"), and "AWM" (with a link to "Search Applications"). On the right side, there are links for "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account". Below these are the "Land Use and Environment Group Departments:" listed as APCD - Air Pollution Control District, AWM - Agriculture Weights and Measures, DEH - Department of Environmental Health, DPW - Department of Public Works, and PDS - Planning & Development Services.

Step 2: Once signed in navigate to the Homepage and click on “Get Air Quality Service” under the APCD Section



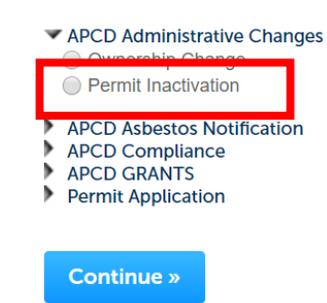
Step 3: Review General Disclaimer and check the box below to “Continue Application.”





Step 4: Review APCD Administrative Changes section then expand Permit Application to select type.

- Per District Rule 40, an Initial Evaluation Fee for of \$210 is required to process a permit inactivation application.



Step 5: Section 1 – Enter Permit information

Please enter up a Permit Record ID for the permit you want to inactivate.

more ▾

Permit Inactivation

1 Enter permit information	2 Attach Documentation	3 Review	4 Pay Fees	5 Complete
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Step 1: Enter permit information > Permit Inactivation

Please enter up a Permit Record ID for the permit you want to inactivate. If you are inactivating multiple permits, please contact APCD at (858) 586-2600 or apcdpermits@sdcounty.ca.gov. You may be contacted by the District staff if additional fees are due (e.g. unpaid renewal fees).

* indicates a required field.

Permit Information

PERMIT

Please enter a permit ID (e.g. APCDYyyy-PTO-NNNNNN) in the space below.

* Permit ID:

Permit Owner:

spell check

Note: Permit Owner is not a fillable field.

Continue »

Save and resume later

By entering the Permit Id, the Permit Owner information will auto populate.

Permit Information

PERMIT

Permit found for APCD2019-SITE-03007. Please continue the inactivation process below.

* Permit ID:

Permit Owner:

spell check

Entering Permit ID auto populates the Permit Owner

Continue »

Click on "Continue" to proceed.

Save and resume later

Step 6: Section 2 – Attach General Application for Permit Inactivation

Home **APCD** AWM DEH DPW PDS

Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications, Asbestos Notification) [more](#) ▾

Permit Inactivation

1 Enter permit information	2 Attach Documentation	3 Review	4 Pay Fees	5 Complete
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Step 2: Attach Documentation > Please Attach documentation
Attach supporting documentation for the permit inactivation (Escrow papers, Bill of Sale, etc).

* indicates a required field.

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add Click on "Add" to upload documentation

Continue » **Save and resume later**

Click on Add to select file to be uploaded for permit inactivation.

File Upload

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

TEST DOC.docx	100%
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Click on Add to select document, then Continue to proceed

Continue Add Remove All Cancel

*Type: APCD-General-Application Remove

File: TEST DOC.docx 100%

*Description: This is a description for the document attached |

spell check

Click on Save to save document for application

Save Add Remove All

Continue » Click on "Continue" to proceed. Save and resume later



Step 7: Section 3 – Review all details for Permit Inactivation are correct before submitting.

Permit Inactivation

1 Enter permit information	2 Attach Documentation	3 Review	4 Pay Fees	5 Complete
----------------------------	------------------------	----------	------------	------------

Step 3: Review

[Continue »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or click the "Continue Application" button. By submitting this application, you hereby agree to the conditions of the program/permit for which you are applying.

Submission Type

Permit Inactivation

Permit Information

PERMIT

[Edit](#)

Permit ID: APCD2019-PTO-003403

Permit Owner: County of San Diego;10144 Mission Gorge Road, Santee, CA, 92071

Attachment

[Edit](#)

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
TEST DOC.docx	APCD-General-Application	11.54 KB	03/16/2020	Actions ▼

[Continue »](#)

Click on "Continue" to proceed.

[Save and resume later](#)



Step 8: Section 4 – Pay Fees

Home **APCD** AWM DEH DPW PDS

Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications, Asbestos Notification) [more](#) ▾

Permit Inactivation

1 Enter permit information	2 Attach Documentation	3 Review	4 Pay Fees	5 Complete
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Step 4 : Pay Fees

Notes regarding Fees (where applicable):

- 1) The Fees contained in this estimate are based on APCD Rule 40.
- 2) Final fee may be more or less than this estimate (see Rule 40(d)(1)(iii)).
- 3) Emissions determined to be greater than 5 tons per year will be charged an emission fee on a ton per year basis (see Rule 40(e)(iv)(A)).

Important: Please click the "Calculate" button before proceeding to the payment screen.

Application Fees

Fees	Qty.	Amount
Permit Inactivation (App FF)	1	\$210.00

Click on Recalculate to display the actual fee.

[Recalculate](#)

TOTAL FEES: \$210.00

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

Click on "Continue" to proceed.

Step 9: Submit Payment via Online Payment Processor: Heartland



County of San Diego Air Pollution Control District
Bill Pay Site

This site is a redirect from the County of San Diego Accela Citizen Access (ACA) page for the purpose of accepting payments on County of San Diego APCD records

[Español](#)

Bills to Pay

Record

Record Number	Amount
20TMP-005243	\$210.00

[Pay by Card](#) [Pay with E-Check](#)

[Cancel](#)

Enter billing and payment information then review t

▶ Credit Card Billing Information

▼ Payment Information

Bill Payment Amount \$210.00
 Service Fee \$4.60
Total Payment Amount \$214.60

* - Required Field

Credit Card Number * 

Expiration Date Month * Year *

Name on Card *

Card Verification Number * 

PAYMENT TERMS AND CONDITIONS

CONVENIENCE FEE

Terms and Conditions A convenience fee is charged by Heartland Payment Systems for making payments on this website. The convenience fee is 2.19 % and will appear as a separate transaction on your monthly statement.. The convenience fee is

I agree to the terms and conditions.

▶ Verification

Review Terms and Conditions. Please be advised of the 2.19% Convenience Fee.

I agree to the terms and conditions.

- **Credit Card - 2.19% convenience fee will be charged by Heartland Payment Systems.**
- **Bank Account - No transaction fee.**

After entering payment information, proceed to submit.

Permit Inactivation

1 Enter permit information	2 Attach Documentation	3 Review	4 Pay Fees	5 Complete
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Step 6: Complete

