NEW!

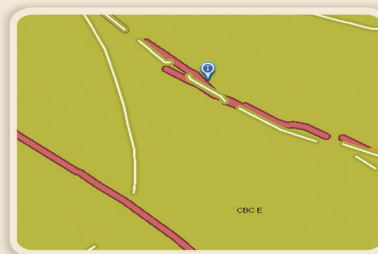# PROPERTY SUMMARY REPORT
for Building Permit Applicants

PREPARE PRE-REVIEW

Print the Property Summary Report prior to arriving at the County Permit Center to facilitate the Pre-Review process.

RESEARCH ZONING

Review Zoning information for the subject parcel prior to completing project design and plans.

IDENTIFY HAZARDS

Identify potential hazards such as flood or special seismic design restrictions. Design the project to mitigate these risks and comply with code up front.

INFORMATION INCLUDED

- ☑ General parcel info
- ☑ Unresolved parcel flags
- ☑ Zoning information
- ☑ Districts
- ☑ Flood
- ☑ Fire hazard severity
- ☑ Agencies
- ☑ Climate zone
- ☑ Seismic design info
- ☑ and more...

ABOUT THE PROPERTY SUMMARY REPORT

This report includes general property characateristics to aid in preparing plans and documentation for the submittal of a building permit application. The information included on the report will be used by Permit Center staff to streamline the pre-review of applications for all Building projects.

The report is available on the County of San Diego's Citizen Access online portal at https://publicservices.sdcounty.ca.gov/citizenaccess.

Please see the reverse side of this handout for step-by-step instructions on how to generate the report.

STEP 1: Go to the Accela Citizen Access home page: https://publicservices.sandiegocounty.gov/CitizenAccess/Default.aspx.
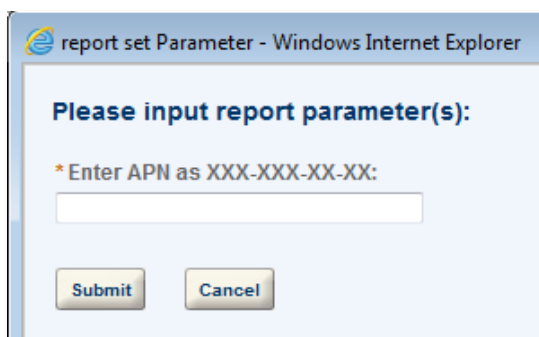
STEP 2: Click the **PDS** tab. You do not need to register for an account to use ACA.
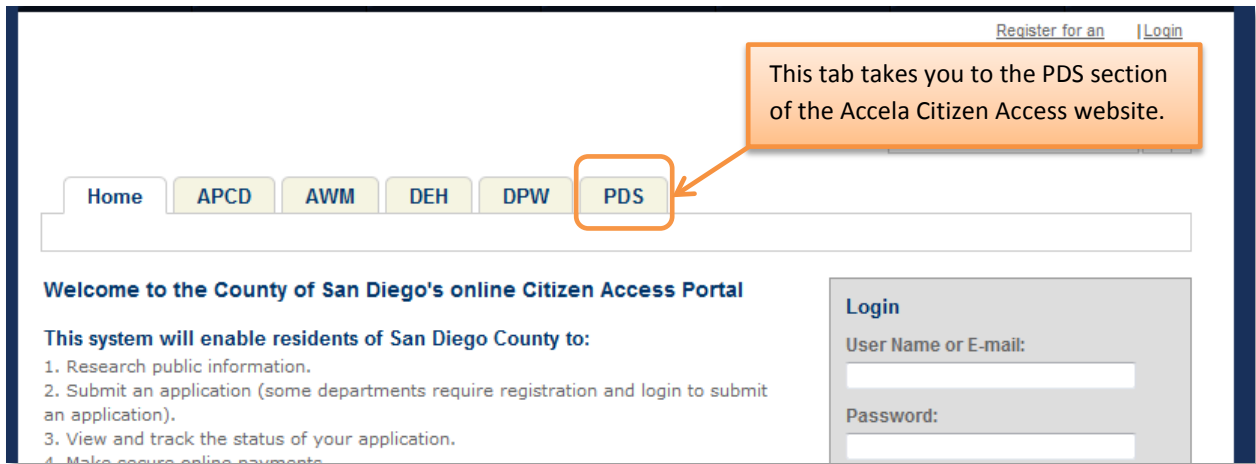
STEP 3: From the Reports drop-down menu select **Property Summary Report**.
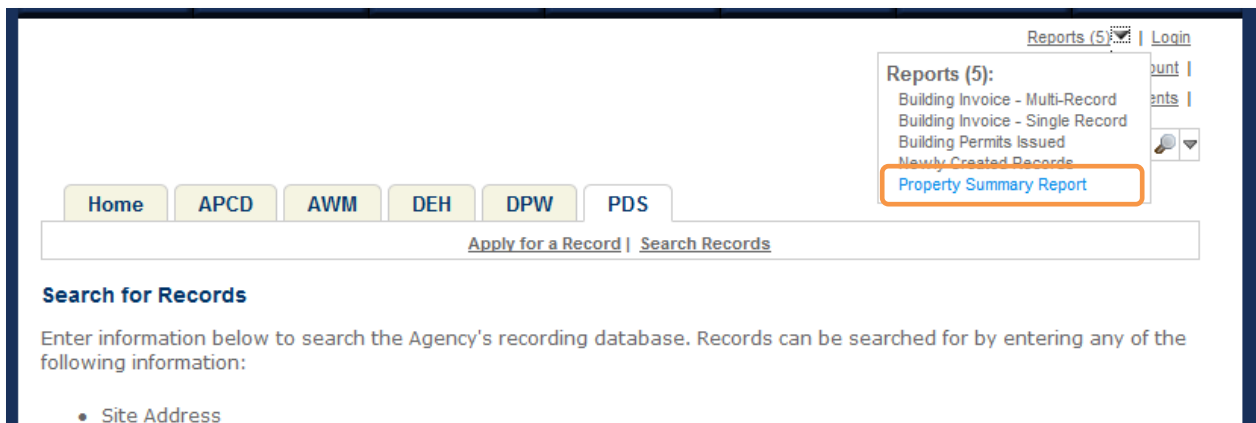
STEP 4: Enter the **Assessor Parcel Number (APN)** for the project you will be submitting in the report parameter pop-up window. Click the **Submit** button to generate the report.

STEP 5: Print the report and bring it with you when visiting the County Permit Center to begin pre-review of your project.
        *** We recommend saving the report output before clicking any hyperlinks within the document. ***