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

ABOUT THE PROPERTY SUMMARY REPORT
This report includes general property characteristics 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.

County Permit Center
5510 Overland Ave, Suite 110
San Diego, CA 92123

PDS Website
www.sdcpds.org

858.565.5920
888.336.7553
**PROPERTY SUMMARY REPORT HELP GUIDE**


**STEP 2:** Click the **PDS** tab. You do not need to register for an account to use ACA.

![PDS Tab](image.png)

**STEP 3:** From the Reports drop-down menu select **Property Summary Report**.

![Property Summary Report](image.png)

**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.

![Report Parameter](image.png)

**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. ***