



Step 10: Verify that all the information is correct on the **Review** page. If any information is incorrect, select the **Edit** button associated with the section. This will take you to the applicable section and allow you to make any changes/edits you need to make. Follow the associated steps in this guide for the applicable sections. Once all the information has been verified, check the **Certification Agreement** box and click **Continue Application**.

Please note: The date will auto populate when the Certification Agreement is clicked.

SCOPE CODE	Edit
Pre-Application Request Type: Standard	


I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date:

[Continue Application >](#)

Step 11: The application has been submitted and a **Record ID** has been assigned. Please take note of the **Record ID** as this will be the easiest way to identify the project. You will be contacted by PDS staff with an **invoice** and the project will be **assigned to a planner**.

Step 7: Application Acceptance

 We have received your record application and will be reviewing the information you submitted. Please write down your Record ID for future reference. We will contact you with further information.

You will need your Record ID to check the status of your application. For Building applications, once you have been notified that your permit has been issued use your Record ID to schedule/check results of inspections.

Your Record ID is PDS2020-MPA-20-xxx

We have received your record application and will be reviewing the information you gave us. Please write down your Record ID for future reference. We will contact you when a decision has been made.

You will need your Record ID to check the status of your application. For Building applications, once you have been notified that your permit has been issued use your Record ID to schedule/check results of inspections., check status, or track other updates.

[View Record Details >](#) For questions please contact PDS staff at (858) 694-2960 or (800) 411-0017.