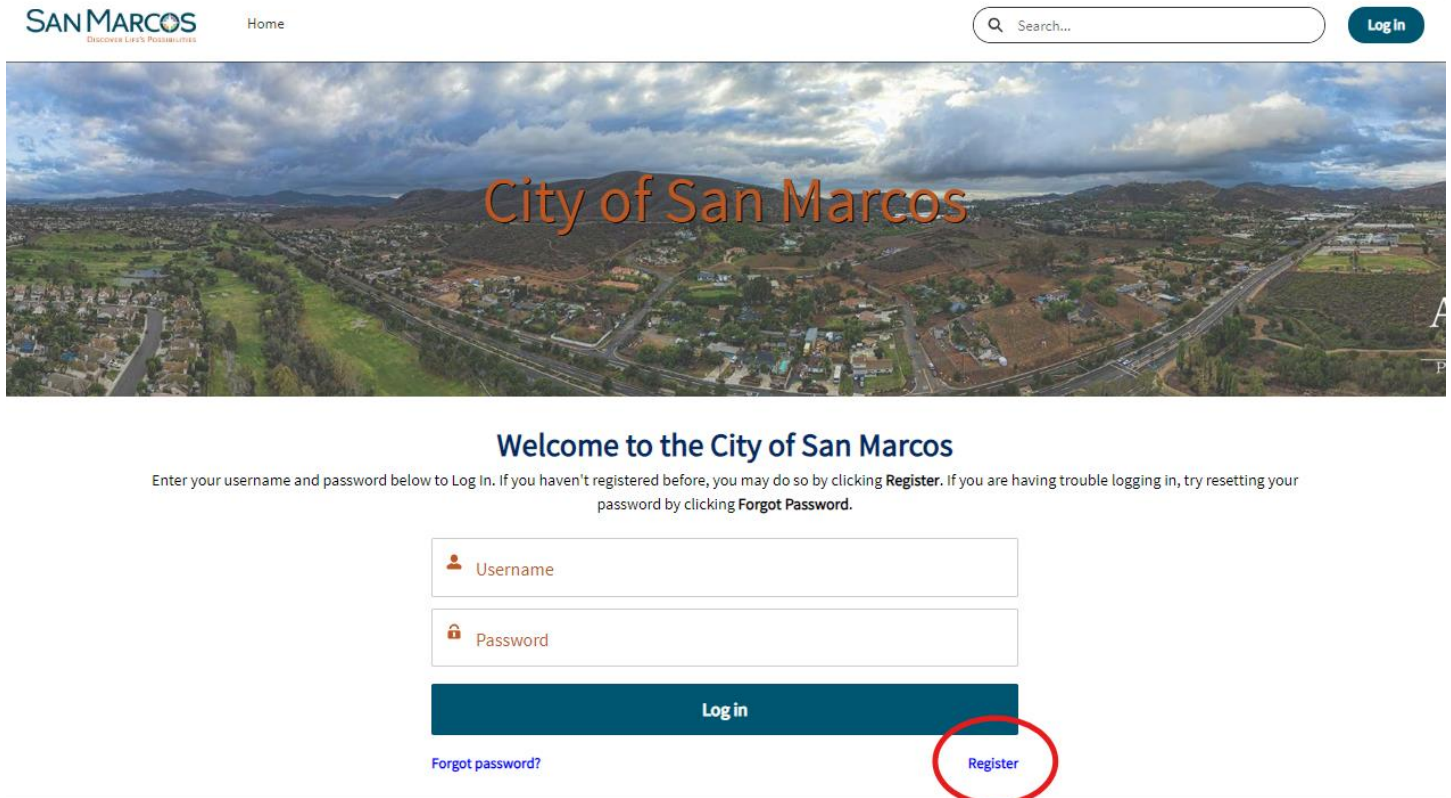


Guide to Setup New Account

Visit the following website: <https://san-marcos.my.site.com/SanMarcos/s/>

The following screenshots will walk you through to register and create a new account:

On the landing page select the Register link.



SAN MARCOS Home Search... Log In

City of San Marcos

Welcome to the City of San Marcos

Enter your username and password below to Log In. If you haven't registered before, you may do so by clicking **Register**. If you are having trouble logging in, try resetting your password by clicking **Forgot Password**.

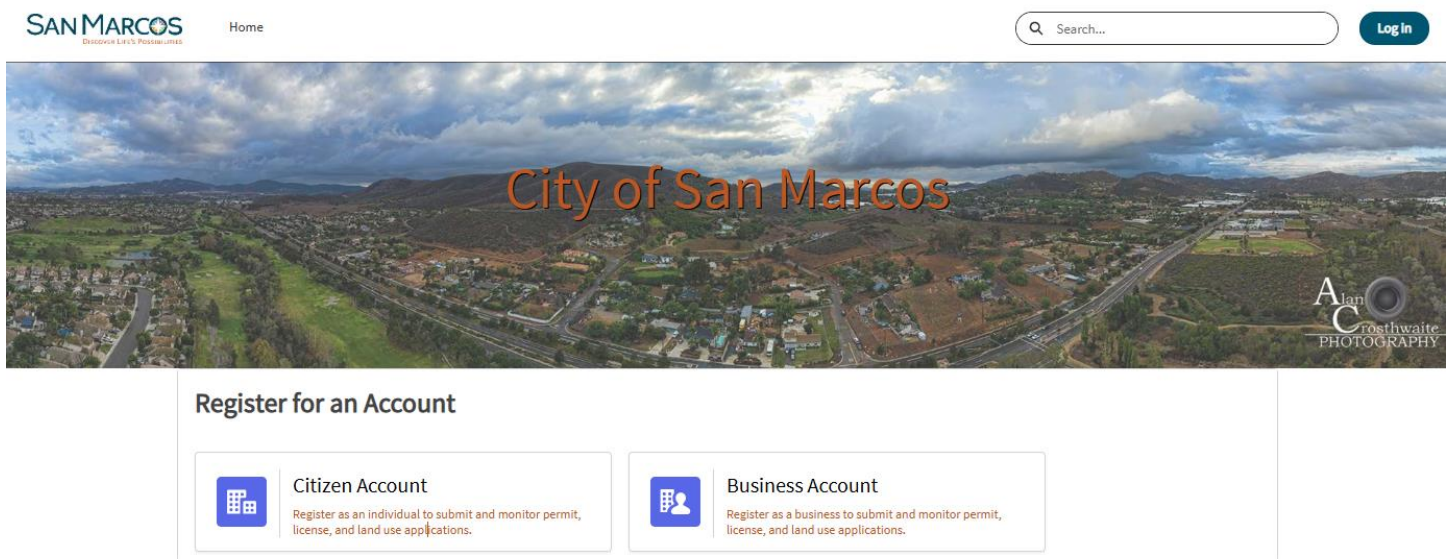
Username

Password

Log in

[Forgot password?](#) [Register](#)

Next, select the applicable account type (Citizen or Business).



SAN MARCOS Home Search... Log In

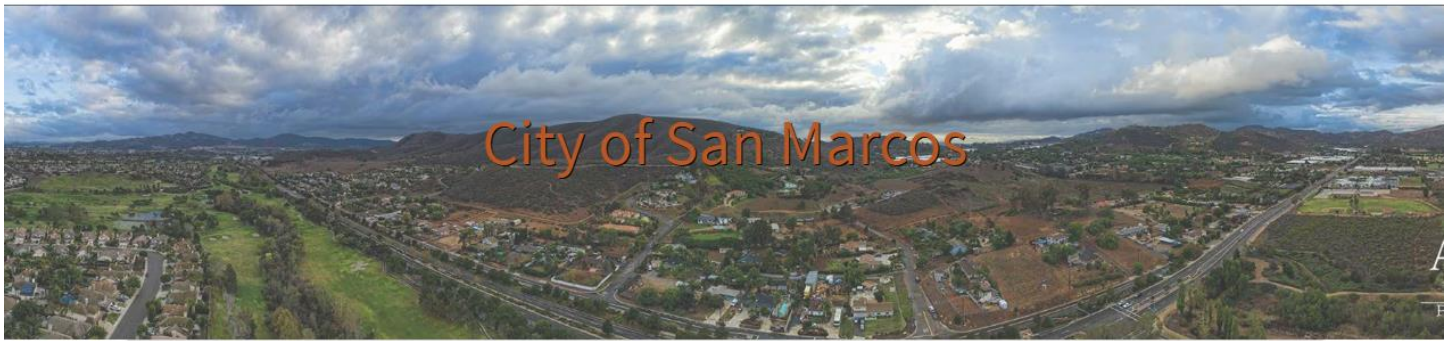
City of San Marcos

Register for an Account

Citizen Account
Register as an individual to submit and monitor permit, license, and land use applications.

Business Account
Register as a business to submit and monitor permit, license, and land use applications.

Fill in your User Information, then click on Next.



User Information

Fill out the required information below to continue your registration.

- First Name

Complete this field.

• Last Name

--

Complete this field.

Phone

Address

Country

--None--

Street

City

State/Province

--None--

Zip/Postal Code

- Email

you@example.com

Complete this field.

[Previous](#)

Next

[illegible]

Next

SAN MARCOS
Discover Life's Possibilities

Home

Q Search...

Log In

City of San Marcos

Alan C. Crosthwaite PHOTOGRAPHY

Welcome!

Your registration was successful. To finish the registration process, check your email for instructions on setting your password. Remember to look in your spam folder where automated messages sometimes filter. If you still can't log in, contact your administrator.

Finish

Once you click Finish, you will be directed back to the login page. Once you have finished the registration process in the previous step, you can now log in. Your Username is your email address that was used to create your account.

SAN MARCOS
Discover Life's Possibilities

Home

Search...

Log In

City of San Marcos

Welcome to the City of San Marcos

Enter your username and password below to Log In. If you haven't registered before, you may do so by clicking **Register**. If you are having trouble logging in, try resetting your password by clicking **Forgot Password**.

Username

Password

Log in

[Forgot password?](#) [Register](#)

Once you have logged in you will see the following homepage. You can select the Permit menu option to create a new permit by submitting a New Permit Application.

SAN MARCOS
Discover Life's Possibilities

Home Permit Scheduled Inspection

Search...

CITY OF SAN MARCOS


Regular City hours are Monday through Thursday 8.30 a.m - 4.30 p.m and alternating Fridays. Virtual services are available on this website or by calling (760) 744-1050. Public Counters are open from 8.30 a.m- 4.30 p.m

My Permits

Create Permit

VALLEY OF DISCOVERY

To start a new application, click on the New Permit Application button.

 Home **Permit** Scheduled Inspection

Search...

My Permits

Below is a list of your active permits. To see all of your permits, click the "View All" link at the bottom of the list. To see the details of a specific permit, click on the permit number.

If you would like to start a new permit application, click the "New Permit Application" button. To resume a paused application, go to "My Paused Applications."

New Permit Application

T

Permits


Recently Viewed

0 items • Updated a few seconds ago

Search this list...

Permit Num...	Permit Type	Permit Sub ...	Phase	Status	Created Date	Issue Date	Expiration D...	Finalea Date	Total Balance	
---------------	-------------	----------------	-------	--------	--------------	------------	-----------------	--------------	---------------	--

Next, click on the Start New Application button on this screen.

 Home **Permit** Scheduled Inspection

Search...

Permit Applications

You can start a new application by clicking the "Start New Application" button below.

New Permit Application

To get started, click **Start New Application**.

Start New Application

Enter your permit application information as applicable.

Permit Applications

You can start a new application by clicking the "Start New Application" button below.

New Permit Application

Permit Details

Select Permit Address below.

Building Permit: Building Permits are issued for the construction of all structures including new buildings, additions, interior finishing, signs, building moving and building demolitions. Generally, plan reviews are required and should be included with the application.

Parcel

Search Parcels...

Q

☒ Select Parcel

Use Class

--None--

Pause

Previous

Next

SAN MARCOS

Discover Life's Possibilities

Home

Permit ▾

Scheduled Inspection

Q Search...

Permit Applications

You can start a new application by clicking the "Start New Application" button below.

New Application

Permit Type

Job Information

Contact Information

Estimated Fees

Review & Submit

Acknowledgement

File Upload

Type Details

Select the type of from the list below.

Building Permit: Building Permits are issued for the construction of all structures including new buildings, additions, interior finishing, signs, building moving and building demolitions. Generally, plan reviews are required and should be included with the application.

Use Class

Permit Type

--None--

Permit Sub Type

--None--

Work Type

Available

Chosen

Pause

Previous

Next