

How to Create a Permit

The City of San Marcos Clariti Portal



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

Click 'New Permit Application' on the My Permits screen in your portal account.

 **Permits**
Recently Viewed ▾ 

3 items • Updated a few seconds ago

🔍 Search this list...



	Permit Numb... ▾	Permit Type ▾	Permit Sub Type ▾	Phase ▾	Status ▾	Created Date ▾	Issue Date ▾	Expiration D... ▾	Finaled Date ▾	Total Bala... ▾	
1	B24-0002	Electrical	New - Electrical	Inspection	Completed	2/14/2024, 6:49 AM	2/16/2024	2/16/2025		\$0.00	▾
2	B23-0002	EV Charging Station	Alter	Application	In Progress	12/21/2023, 6:02 AM				\$0.00	▾
3	B24-1480	Plumbing	New - Plumbing	Initial Review	Completed	12/5/2024, 9:32 PM				\$0.00	▾

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**.

Click 'Start New Application'



Start New Application

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.

* Address 

Search Addresses...



☐ Select Parcel

Use Class

--None--



Previous

Next

1. Search for you Address or Parcel

2. Select the appropriate use class that is associated with your address or parcel.

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

Residential

Permit Type

--None--

Permit Sub Type

--None--

Work Type

Available

Chosen

1. Select Permit Type, Permit Subtype, and work type.
 2. Continue to Next page.
- Note: Subtypes and work types may not be applicable for certain permit types.

For this scenario I have selected these permit details.

Use Class

Residential

Permit Type

New Building

Permit Sub Type

New - Residential New Building

Work Type

Available

Multi Family

Chosen

Single Family

Permit Applications

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

New New Building Application

✓

Job Information

Contact Information

Estimated Fees

Review & Submit

Acknowledgement

File Upload

Job Information

* Applicant

--None--

* Project Description

* Valuation

Discretionary Action Number

* Active Enforcement Code

Project Has Affordable Housing Component

--None--

Additional Information

Total SF of main residence

Proposing any Grading of Single Family

--None--

Provide APN of Single Family Parcel

Proposing Additional Accessory Structure

--None--

Previous

Next

1. Select the applicants name from the list, start by typing their name and then select.
2. Enter the project description, Valuation, and indicate if there is an active code enforcement case associated with this address.
3. Enter any other additional information that is required. These questions are dependent on permit type, there may or may not be additional information for your permit.
4. Continue to next, once all required details are given.

Permit Applications

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

New New Building Application

✓

✓

Contact Information

Estimated Fees

Review & Submit

Acknowledgement

File Upload

Contact Information

Property Owner Information

Owner Name:

Owner Street:

Owner City:

Owner State/Province:

Owner Zip Code:

Permit Contacts

Contact Type

--None--

Create Additional Contact

Previous

Next

On this screen, you can add any additional contacts you would like to add to this permit for reference. You may also proceed with out adding more contacts by selecting Next.

Follow the next slides for direction on how to add more contacts.

How to Add Contacts

New New Building Application

✓

✓

Contact Information

Estimated Fees

Review & Submit

Acknowledgement

File Upload

Contact Information

Property Owner Information

Owner Name:
Owner Street:
Owner City:

Owner State/Province:
Owner Zip Code:

Permit Contacts

Contact Type

Contractor

--None--
Contractor
Designer
Engineer
Architect
Other

Previous

Next

1. Select the contact type

New New Building Application

✓

✓

Contact Information

Estimated Fees

Review & Submit

Acknowledgement

File Upload

Contact Information

Property Owner Information

Owner Name:Owner State/Province:Owner Street:Owner City:Owner Zip Code:

Permit Contacts

Contact TypeContractor

Search Contact

A

Anna Frozen

A S I HASTINGS INC HASTINGS

A S I HASTINGS INC HASTINGS

How to Add Contacts – Existing Contact

1. Search for an existing contact and select their name if they are in the list of contacts.

Permit Applications

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

✓

✓

Contact Information

Estimated Fees

Review & Submit

Acknowledgement

File Upload

Contact Information

Property Owner Information

Owner Name:Owner State/Province:Owner Street:Owner City:Owner Zip Code:

Permit Contacts

Contact TypeContractor

Search Contact

Anna Frozen

Name: GRANITE ROCK COMPANY

This license is in good standing.

Classification: A:GENERAL ENGINEERING,B:GENERAL BUILDING,C12:EARTHWORK AND PAVING

Address: 350 TECHNOLOGY DRIVE

Expiry Date: 2025-04-30

☐ Create Contact

Create Additional Contact

Previous

Next

2. Depending on contact type, details about this contact will be shown on the screen.

3. Continue to next page once contacts are successfully added.

Permit Applications

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

New New Building Application

✓

✓

Contact Information

Property Owner Information

Owner Name:
Owner Street:
Owner City:

Permit Contacts

Contact Type

Designer

Select Contact

☐ Create Contact

Create Additional Contact

1. To create a new contact, click the checkbox next to 'Create Contact'

How to Add Contacts – New Contact

2. You will be required to enter personal details about this contact. Required details are dependent on which contact type is selected.

Designer

☒ Create Contact

Personal Information

* First Name

* Last Name

Email

you@example.com

* Phone

Company

Architect/ Designer/Engineer Information

License Number

License Expiration

Address Information

Address

Country

--None--

Street

City

State/Province

--None--

Zip/Postal Code

Create Additional Contact

How to Add Contacts – Additional New Contact

▼ Architect/ Designer/Engineer Information

License Number

License Expiration

▼ Address Information

Address

Country

--None--

Street

City

State/Province

--None--

Zip/Postal Code

Create Additional Contact

Previous

Next

You may create multiple new contacts using the ‘Create Additional Contact’ button on the bottom of the screen. You will see confirmation of your newly created contacts on the Review and Submit phase of your permit.

Permit Applications

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

New New Building Application

✓

✓

✓

Estimated Fees

Review & Submit

Acknowledgement

File Upload

Estimated Fees

Description	Total
Plan Check Reimbursement Building-Single Family	\$500.00
Upfront Transaction Fee	\$10.00

Previous

Next

Estimated Fees are shown here, you will be able to pay these fees once your permit has been created.

New New Building Application



Review & Submit

If any of the information below is incorrect, use the “Previous” button below to navigate to the appropriate section and update the incorrect information.

Permit Details

Use Class : Residential
Permit Type : New Building
Permit Sub Type : New - Residential New Building
Work Type : None

Project Description : jflksijfld
Valuation : 2,000
Address :1286 DISCOVERY ST #45

Owner Information

Name :
Street :
City :

State :
Zip Code :

Review all details of your permit before submitting, select previous if you need to make any corrections.

Applicant Information

Name : Trinity Bushnell
Email : trimbushnell@yopmail.com
Phone : 4064658913
Street : 123 San Marcos Lane

City : San Marcos
State : CA
Zip Code : 93301

Estimated Fees

Description	Total
Plan Check Reimbursement Building-Single Family	\$500.00
Upfront Transaction Fee	\$10.00

Previous

Next

Permit Applications

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

New New Building Application

✓

✓

✓

✓

✓

Acknowledgement

File Upload

Acknowledgement

☒ I, Trinity Bushnell acknowledge that I have completed the information truthfully and to the best of my ability.

Previous

Next

Acknowledge all details are correct on this permit.

Permit Applications

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

New New Building Application

Success

Your New Building Application has been submitted. Your reference number is **B25-0077**.

This permit will not be processed until all required file uploads are submitted. You may submit this permit and upload files up to three months after the permit is submitted. This permit will also not be processed until all fees have been paid. You may pay fees on the permit after submitting. After files are submitted and all fees are paid, your permit will be routed for review.

Submissions

Title	Required
Plans	✓
Structural Calculations	✓
Deferred Submittals	

Fees

Description	Total
Plan Check Reimbursement Building-Single Family	\$500.00
Upfront Transaction Fee	\$10.00

You can submit any required documents at this stage, or wait until after the permit is created.

Submit Documents

Next

Permit Applications


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

Submission Requests

Upload your required documentation to the submission request(s) below for **B25-0077**. Ensure that each document is no larger than 1GB in size. You may upload multiple documents to each submission request.

Plans *


Architectural, Mechanical, Electrical, Plumbing, Title 24, Green Req., Structural plans, etc.

 Upload Files

Or drop files

Structural Calculations *


Upload Structural Calculations

 Upload Files

Or drop files

Deferred Submittals

Upload Deferred Submittals

 Upload Files

Or drop files

If you are choosing to upload files at this time, you will see this screen to upload documents. Note: only PDF files are permitted to be uploaded.

You may upload or drop files in.

Asterisk indicates a required submission

Next

Permit Applications

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


Submission Requests

You have successfully uploaded documents to your pending submission request(s) for [B25-0077](#).

Finish

After choosing next, your permit will be created. You can navigate to the permit by selecting the hyperlink provided here, or selecting finish.

Congratulations, you have successfully created a permit in Clariti, Thank you!

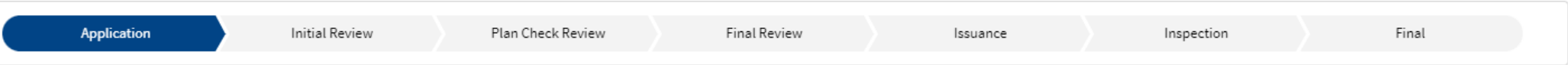
 Permit
B25-0077

Pay Outstanding Items

Request Inspection Date

Request Refund

Phase	Status	Type	Issue Date	Applicant
Application	Pending	Building		<u>Trinity Bushnell</u>



Details

Permit Contacts

Submissions

Reviews

Inspections

Fees

Files

Revisions

Map

Requests

▼ Permit details

Permit Number B25-0077	Use Class Residential
Permit Type New Building	Permit Sub Type New - Residential New Building
Work Type Single Family	Valuation \$2,000.00
Description ⓘ jflksijfld	Address ⓘ 1286 DISCOVERY ST #45
Phase Application	Status Pending
Reinstating/Extending	Expiration Date
Permit Title B25-0077 New Building	Active Code Enforcement Case ⓘ No
Discretionary Action Number ⓘ	

▼ Applicant Details

Applicant Trinity Bushnell	Phone 4064658913
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