

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.



3 items • Updated a few seconds ago

 Search this list...    

	Permit Num...	Permit Type	Permit Sub Type	Phase	Status	Created Date	Issue Date	Expiration D...	Finalized 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 



Select Parcel

Use Class 

--None--

1. Search for you Address or Parcel

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

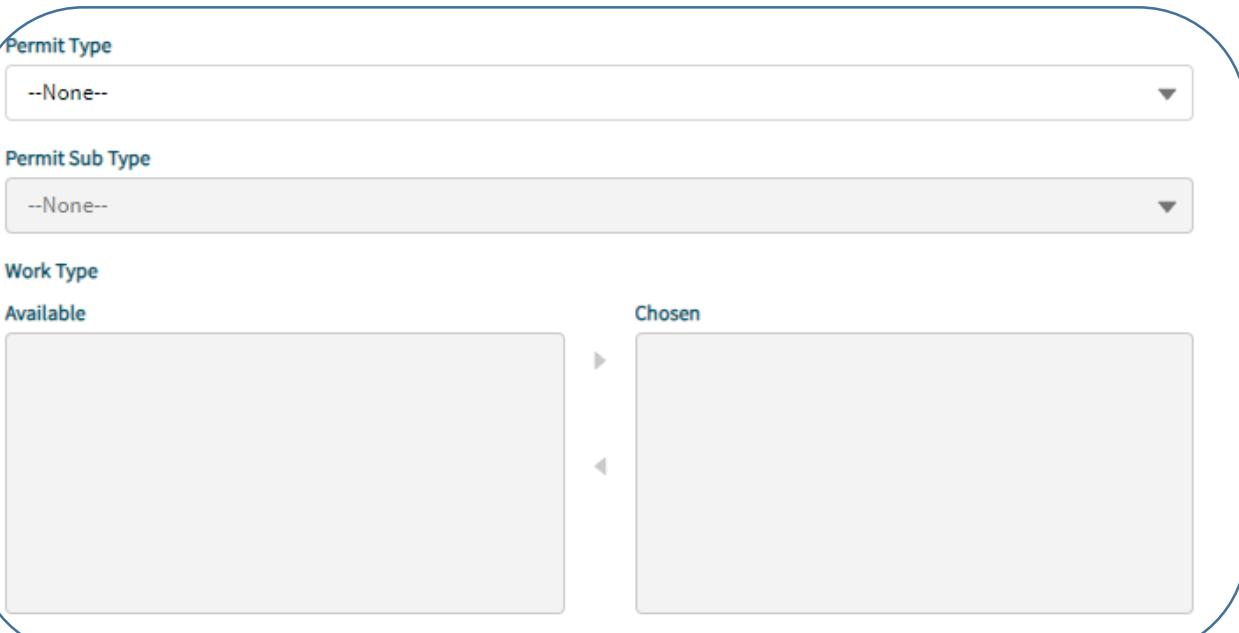
--None--

Permit Sub Type

--None--

Work Type

Available



Chosen



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.

Previous

Next

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

* Applicant
--None--

* Project Description

* Valuation

* Active Enforcement Code ⓘ
--None--

Discretionary Action Number ⓘ

Project Has Affordable Housing Component
--None--

Additional Information

Total SF of main residence ⓘ
--None--

Proposing any Grading of Single Family
--None--

Provide APN of Single Family Parcel
--None--

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

Permit Contacts

Contact Type

Contractor

--None--

Contractor

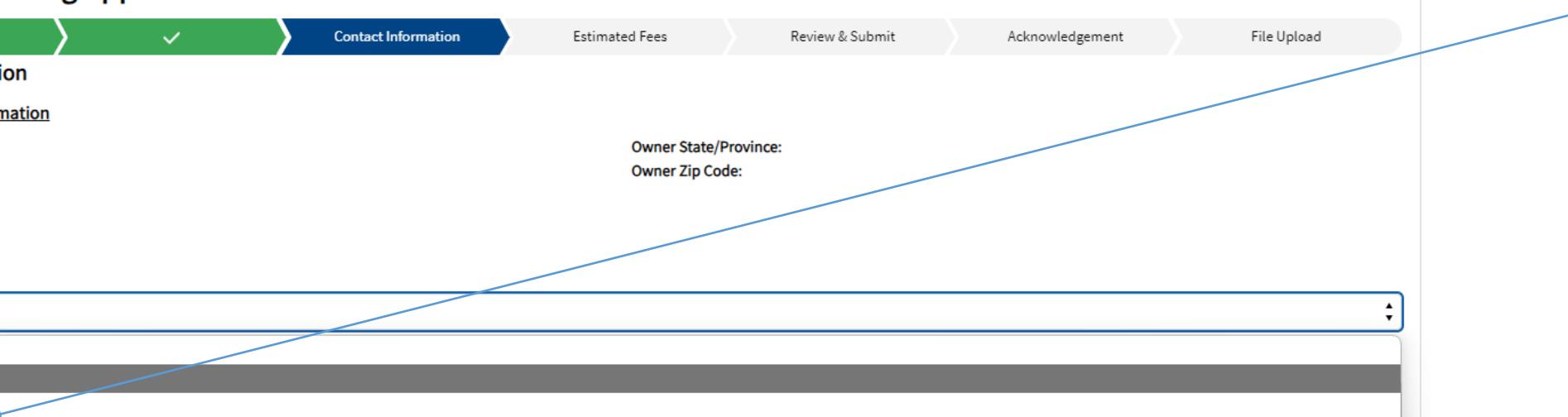
Designer

Engineer

Architect

Other

Previous Next



1. Select the contact type

New New Building Application

Contact Information

Property Owner Information

Owner Name:

Owner Street:

Owner City:

Owner State/Province:

Owner Zip Code:

Permit Contacts

Contact Type

Contractor

Search Contact

Anna Frozen

AS I HASTINGS INC HASTINGS

AS I HASTINGS INC HASTINGS

Permit Applications

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

New New Building Application

Contact Information

Property Owner Information

Owner Name:

Owner Street:

Owner City:

Owner State/Province:

Owner Zip Code:

Permit Contacts

Contact Type

Contractor

Search Contact

Anna Frozen

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

How to Add Contacts – Existing Contact

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

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 below.

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'

Designer

Create Contact

Personal Information

* First Name

* Last Name

Email

* 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 – New Contact

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

How to Add Contacts – Additional New Contact

The screenshot shows a form for adding a new contact. It includes sections for 'Architect/Designer/Engineer Information' (License Number and License Expiration) and 'Address Information' (Address, Country, Street, City, Zip/Postal Code, State/Province). A 'Create Additional Contact' button is highlighted with a blue box and an arrow pointing to it from the text on the right.

License Number

License Expiration

Architect/Designer/Engineer Information

Address Information

Address

Country

--None--

Street

City

Zip/Postal Code

State/Province

--None--

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

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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 :

State :

Street :

Zip Code :

City :

Applicant Information

Name : Trinity Bushnell

City : San Marcos

Email : trinbushnell@yopmail.com

State : CA

Phone : 4064658913

Zip Code : 93301

Street : 123 San Marcos Lane

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

Estimated Fees

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

Previous

Next

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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 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.

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

Submissions

Title	Required
Plans	✓
Structural Calculations	✓
Deferred Submittals	

Fees

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

[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.

Or drop files

Structural Calculations *

Upload Structural Calculations

Or drop files

Deferred Submittals

Upload Deferred Submittals

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		Trinity Bushnell

Application → Initial Review → Plan Check Review → Final Review → Issuance → Inspection → Final

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	Phone
Trinity Bushnell	4064658913