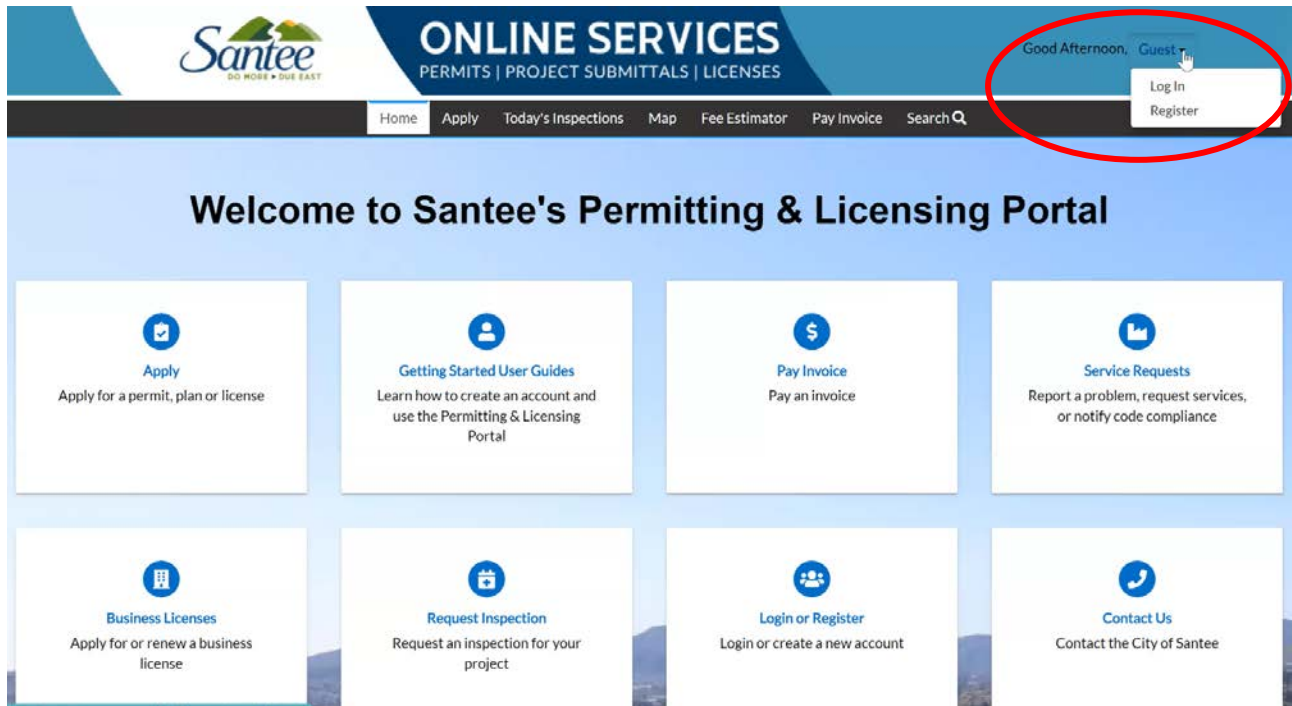


Apply for a Permit

Welcome to Santee's Permitting and Licensing Portal. In this guide, we will show you how to apply for a permit. Throughout this guide, we will cover multiple steps and tips.

Log in to your account using the Log In or Register link at the top right corner of the page. If you don't have a Santee's Permitting and Licensing Portal account, click the register link at the top of the page and see our video outlining the account creation process.



Once logged in, click Apply from the menu bar across the top of the page. You can now use the application assistant to find the service you need. You can search the permit or click the permits section to narrow results on the page.

Application Assistant

Search for application names and keywords

All Trending My History LICENSES PERMITS PLANS

Show Categories Show My Templates

Grading Permit Apply
Category Name: Grading Permit Description: Apply for a Grading Permit for all projects involving any grading, filling, or excavating. **See Retaining Wall application for retaining wall permits.

In City Business License Apply
Category Name: Business Located Within Santee Description: This license is for a business located in a brick and mortar business location. If your business is located within your own residence, please apply for a home occupation business license.

Moving Permit - Single Trip Apply

Once you've identified the correct permit, click the apply button next to that permit to start the application process.

Application Assistant

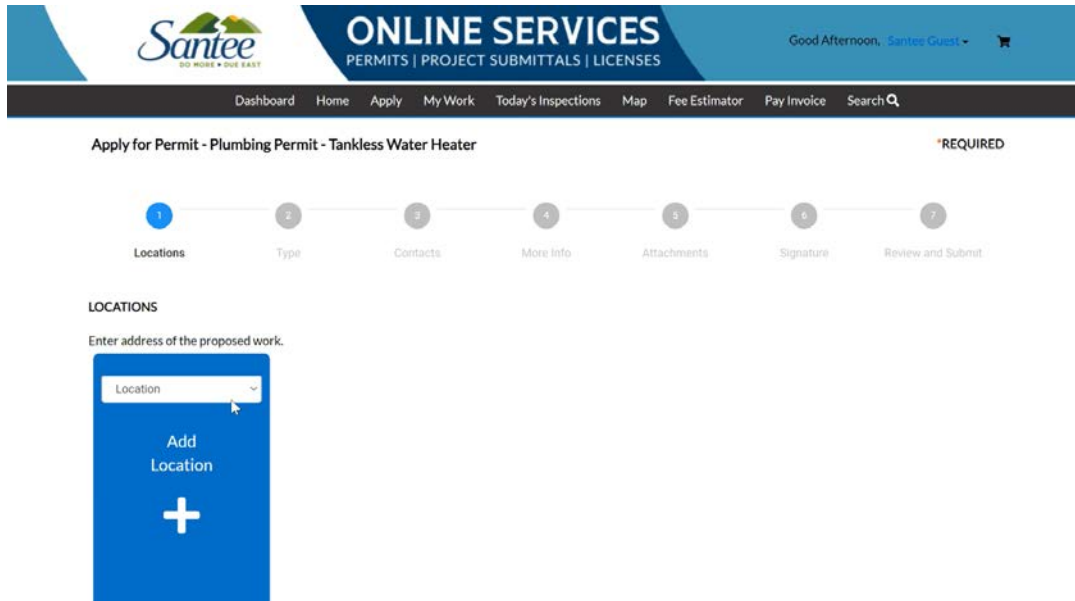
Plumbing Permit - Tankless Water Heater

All Trending My History LICENSES PERMITS PLANS

Show Categories Show My Templates

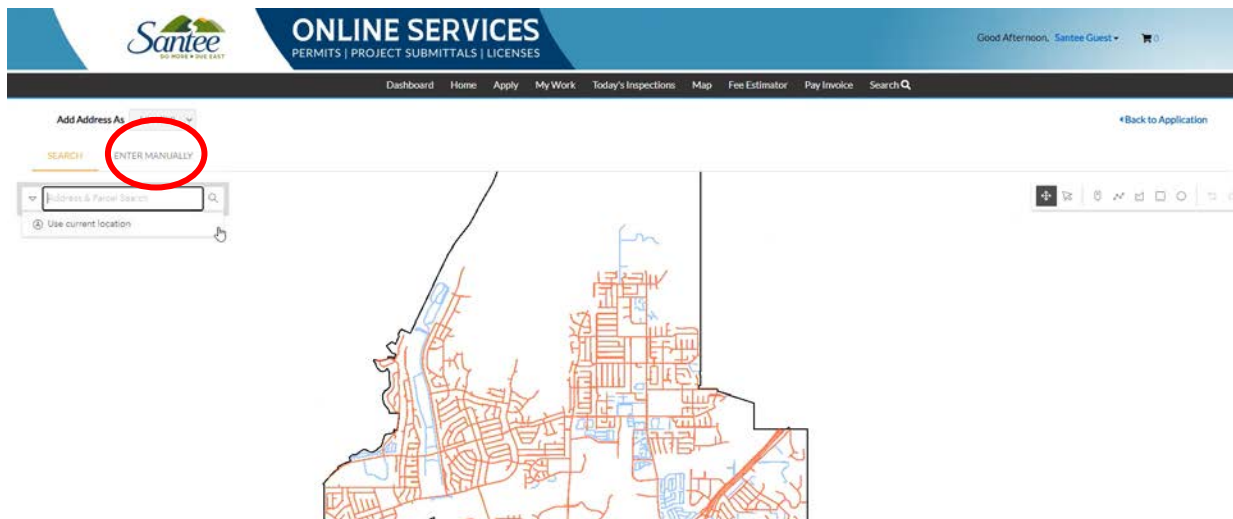
Plumbing Permit - Tankless Water Heater Apply
Category Name: Mechanical, Electrical, Plumbing Description: Permit for the replacement, repair, or installation of a tankless water heater.

In step 1, select the location type from the drop-down menu that applies to this application.

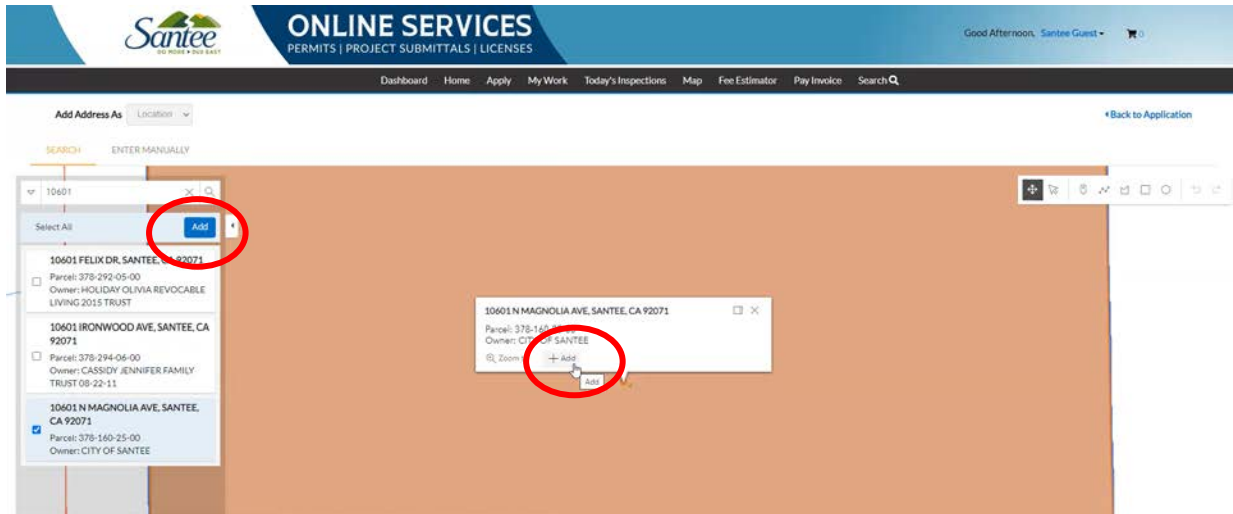


Then click the plus symbol to add a location.

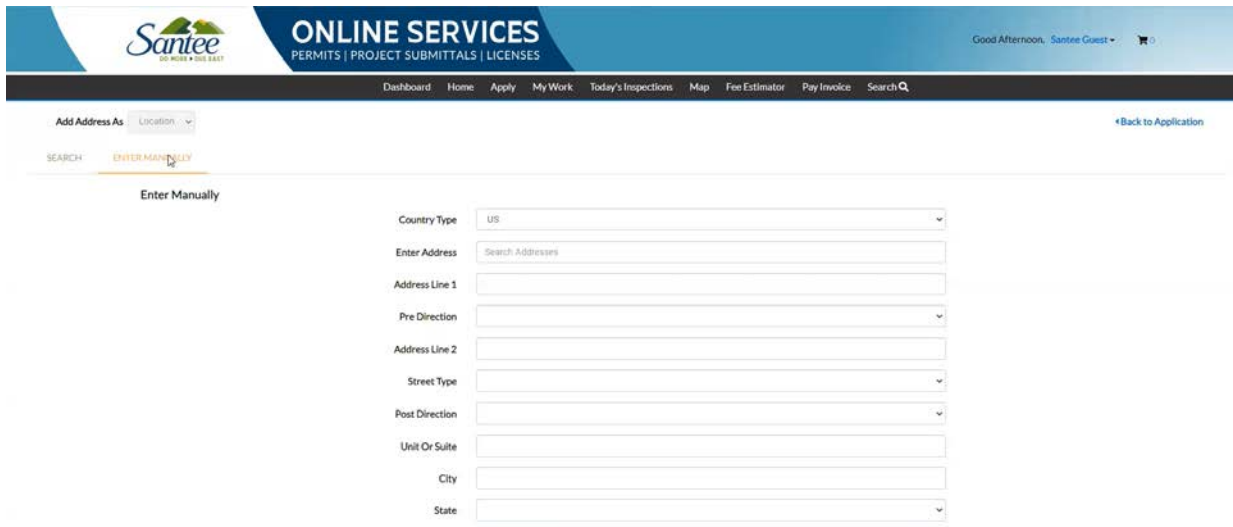
This location should match the primary mailing address of your work. You can search for your address automatically by typing it into the search box. If your address doesn't populate in the search, you can also enter it manually by clicking the enter manually button.



Once you find your address on the list, click the add button either on the map or the blue button near the search bar.



Manual entry will need to be done for all PO boxes. Click the enter manually button and fill out the form with your PO box information then click save. Once all addresses for your permit are entered, click next.



In step 2, we'll be entering the details for your permit type. Fill out the form completely with a work description and valuation then click next.

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Good Afternoon, *Santee Guest*

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Pay Invoice Search

Apply for Permit - Plumbing Permit - Tankless Water Heater *REQUIRED

Progress: 1 (Locations) **2 (Type)** 3 (Contacts) 4 (More Info) 5 (Attachments) 6 (Signature) 7 (Review and Submit)

PERMIT DETAILS
Provide a brief description of the proposed scope of work.

* Permit Type:

* Description:

* Valuation:

Back Create Template Save Draft Next

In step 3, we'll enter official contacts for the permit. As the account owner, your information will automatically appear in this section as a contact for the permit. You can add additional contacts in the blue box by first selecting the type of contact from the drop-down menu and then clicking the plus symbol to enter the contact information.

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Apply for Permit - Plumbing Permit - Tankless Water Heater *REQUIRED

Progress: 1 (Locations) 2 (Type) **3 (Contacts)** 4 (More Info) 5 (Attachments) 6 (Signature) 7 (Review and Submit)

CONTACTS
Enter the names of the Property Owner, Contractor, etc.

Applicant: Santee Guest (You) CityofSantee 10601 N Magnolia Ave., Santee, CA, 92071

Property Owner: Add Contact

Add Contact

Please note that the contacts entered in this section are the only people who will manage this permit and any associated permits through Santee's Permitting & Licensing portal. Once all contacts have been entered, click next.

In step 4, we'll enter some more information needed for your permit. Fill out this form completely including all required fields relative to your work or project to avoid processing delays. Review all the fields on this form and if they are correct, click next.

The screenshot shows the 'Apply for Permit - Plumbing Permit - Tankless Water Heater' form at Step 4, 'More Info'. The progress bar at the top indicates that Steps 1 (Locations), 2 (Type), and 3 (Contacts) are completed, Step 4 is the current step, and Steps 5 (Attachments), 6 (Signature), and 7 (Review and Submit) are pending. The form includes a 'MORE INFO' section with instructions to fill out fields to the best of knowledge and a note that missing or inaccurate responses may cause delays. Below this is the 'General Information' section, which includes a dropdown menu for 'Includes Tankless Water Heater'. The 'Plumbing' section contains a text input field for 'Number of Water Heaters' with the value '0'. Navigation links for 'Next Section | Top | Main Menu' and 'Previous Section | Top | Main Menu' are visible.

Step 5 allows you to add attachments to your permit application. After uploading any necessary documents, click next.

The screenshot shows the 'Apply for Permit - Plumbing Permit - Tankless Water Heater' form at Step 5, 'Attachments'. The progress bar at the top indicates that Steps 1 (Locations), 2 (Type), 3 (Contacts), and 4 (More Info) are completed, Step 5 is the current step, and Steps 6 (Signature) and 7 (Review and Submit) are pending. The 'Attachments' section includes instructions to upload plans, structural calculations, and reports. A blue 'Add Attachment' button with a plus sign is prominently displayed, with a dropdown menu for 'Select Type' above it. Below the button, supported file formats are listed: pdf, jpg, png, jpeg, doc, docx, xlsx. At the bottom of the form, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

In step 6, we will sign our application digitally. Begin by typing your name in this small box. Then click the toggle button to enable type signature. Type your name a second time in the box that appears and an electronic signature will be generated in the large box at the bottom of the page. After signing your application, click next.

The screenshot shows a web form with a navigation bar at the top containing: Locations, Type, Contacts, More Info, Attachments, Signature, and Review and Submit. The 'Signature' tab is active. Below the navigation bar, the section is titled 'SIGNATURE'. A paragraph of legal text follows. Below the text is a red asterisk and the instruction: '* Please type your name as consent to electronically sign this application.' To the right of this text is a text input field containing 'Santee'. Below the instruction is a toggle switch labeled 'Enable Type Signature', which is currently turned on (blue). To the right of the toggle is another text input field containing 'S'. Below these elements is a large rectangular box for the signature. The top left corner of this box contains the text 'Santee Guest' and 'August, 24 2023'. The rest of the box is mostly empty, with a faint 'X' and a handwritten-style 'S' visible on the left side. At the bottom of the form, there are four buttons: 'Back', 'Create Template', 'Save Draft', and 'Next'.

In the final step, you can review all of your application details. To make any changes, use the back button at the bottom of the page to return to the previous sections. Once you're satisfied with the responses on your application, click submit at the bottom of the page.

The screenshot shows a list of application details. The list items are: Number of Water Heaters (1), Number of Plumbing Fixtures (0), Number of Drain-Vents Repair/Altered (0), Number of Gas System Outlets (0), Building Sewer, Number of Backflow Preventers (0), Number of Grease Traps (0), Number of Medical Gas System Outlets (0), Number of Drinking Fountains (0), Number of Solar Water System Fixtures (0), and Roof Drain - Rainwater System. Below the list is a section titled 'Attachments'. At the bottom of the form, there are four buttons: 'Back', 'Create Template', 'Save Draft', and 'Submit'.

You'll then get a message confirming that your application was successfully submitted.

✔ Your application was successfully submitted!

We will contact you via email or phone upon completion of the set up. Please allow us 3 business days to complete the set up prior to calling or emailing for a status. Thank you!

Continue to permit

Selecting continue to permit will take you to a page displaying the status of your permit.

IVR Number:	100084	Applied Date:	08/24/2023	Issue Date:	
District:	_Santee	Assigned To:		Expire Date:	
		Valuation:	\$123.00	Finalized Date:	
Description:	Water Heater				

Summary Locations Fees Inspections Attachments Contacts Sub-Records More Info

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

- Issue Permit Document
- 1200 PLMG - Rough Plumbing
- 1800 PLMG - Pre Final
- 1999 PLMG - Final Approval

Available Actions

No Actions

Please note that online applications can take 3 business days. If you have any questions, contact the City of Santee's Planning and Building Department at 619-258-4100 x167.