

## Guide for Multifamily High Rise

### 1. Login and Apply

The screenshot shows the 'Application Assistant' interface on the Santee Online Services website. At the top, there is a navigation bar with the Santee logo and the text 'ONLINE SERVICES PERMITS | PROJECT SUBMITTALS | LICENSES'. Below this is a secondary navigation bar with links for Dashboard, Home, Service Requests, Apply, My Work, Today's Inspections, Map, Fee Estimator, Pay Invoice, and Search. The main content area is titled 'Application Assistant' and features a search bar with 'Multifamily High Rise' entered. Below the search bar are several filter buttons: All, Trending, My History, LICENSES, PERMITS, and PLANS. A red circle highlights the 'Show Categories' section, which displays a card for 'Multifamily High Rise'. The card includes the category name, a sub-category 'Building Permit - Residential', and a description: 'Permit for a multifamily high rise building 4 stories and over.' An 'Apply' button is visible on the right side of the card.

### 2. Provide Site Address – if not in system enter manually

The screenshot shows the address selection interface on the Santee Online Services website. At the top, there is a navigation bar with the Santee logo and the text 'ONLINE SERVICES PERMITS | PROJECT SUBMITTALS | LICENSES'. Below this is a secondary navigation bar with links for Dashboard, Home, Service Requests, Apply, My Work, Today's Inspections, Map, Fee Estimator, Pay Invoice, and Search. The main content area is titled 'Add Address As' and features a 'Location' dropdown menu. Below this are two options: 'SEARCH' and 'ENTER MANUALLY'. A red circle highlights these two options. The 'SEARCH' option is selected, and a search bar is visible with the text 'Address & Parcel Search' and a search icon. Below the search bar is a radio button labeled 'Use current location'. The background of the page shows a map of a city street grid.

3. Provide Description – Scope of Work, Square Footage (total) and Valuation of all Materials and Labor

**Santee** ONLINE SERVICES  
PERMITS | PROJECT SUBMITTALS | LICENSES

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

Apply for Permit - Multifamily High Rise \*REQUIRED

Locations **Type** Contacts More Info Attachments Signature Review and Submit

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

\* Permit Type: Multifamily High Rise

\* Description: New 3 Story Multifamily High Rise - 25 units (28700 SQ FT), Underground Garage (5000 SQFT)

\* Square Feet: 31700

\* Valuation: 4054541

Back Create Template Save Draft Next

4. Add Property Owner and Applicant

**Santee** ONLINE SERVICES  
PERMITS | PROJECT SUBMITTALS | LICENSES

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

Apply for Permit - Multifamily High Rise \*REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

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

<b>Applicant</b> [Name Redacted]	<b>Property Owner</b> City of Santee 10601 Magnolia Ave , Santee... Remove	Select Type Add Contact +
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Back Create Template Save Draft Next

## 5. Add General Project Information

General Information

[Top](#) | [Main Menu](#)

Permit Occupancy and Construction Details			
<a href="#">+ Add Row</a>			
	Occupancy Type	Construction Type	Occupancy SqFt

Number of Levels

Number of Units Proposed

Total New Square Footage

Sprinkler Type

New Garage Square Footage

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

### MORE INFO

Please fill out all fields to the best of your knowledge.

Please note: Missing, Incomplete or Inaccurate responses may result in a denial of the permit.

### General Information

Permit Occupancy and Construction Details			
<a href="#">+ Add Row</a>			
	Occupancy Type	Construction Type	Occupancy SqFt
<a href="#">Edit</a>	R-2 Residential—Permanent	(V-B)	26700

Number of Levels

Number of Units Proposed

Edit

Occupancy Type

Construction Type

Occupancy SqFt

[Top](#) | [Main Menu](#)

## 6. Upload Plans, Calculation, Reports...etc.

### ONLINE SERVICES

PERMITS | PROJECT SUBMITTALS | LICENSES

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

#### Apply for Permit - Multifamily High Rise \*REQUIRED

Locations  Type  Contacts  More Info  **Attachments**  Signature  Review and Submit

#### Attachments

Upload plans, structural calculations, and reports.

**Building Plans**

Add Attachment

Supported: .pdf

REQUIRED

Select Type

- Select Type
- Agent Letter of Authorization
- Building Plans
- Construction & Demolition Program Form
- Contractor Declaration
- Grading Plan
- Owner/Builder Declaration
- Padre Dam Water District Easement Plan Stamp
- Related Documents
- Soils Report / Geotechnical Study
- Storm Water Intake Form
- Storm Water Quality Management Plan (SWQMP)
- Structural Calculations
- Title 24 Report
- Truss Plans/Calculations

Back Create Template Save Draft Next

### ONLINE SERVICES

PERMITS | PROJECT SUBMITTALS | LICENSES

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

#### Apply for Permit - Multifamily High Rise \*REQUIRED

Locations  Type  Contacts  More Info  **Attachments**  Signature  Review and Submit

#### Attachments

Upload plans, structural calculations, and reports.

**Building Plans**

Plot Plan Example.pdf

Size: 719.11 KB

Remove

**Soils Report / Geotechnical Study**

20240716092112339\_v1.pdf

Size: 60.38 KB

Remove

Select Type

Add Attachment

Supported: pdf, jpg, png, jpeg, doc, docx, xlsx

Back Create Template Save Draft Next

## 7. Sign Declaration

### ONLINE SERVICES

PERMITS | PROJECT SUBMITTALS | LICENSES

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

#### Apply for Permit - Multifamily High Rise REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ **Signature 6** Review and Submit 7

#### SIGNATURE

I certify, I have carefully examined this completed application for permit and do hereby certify, under penalty of perjury, that all information herein including any applicable attachments and declarations are correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of the jurisdiction to enter upon the property on which the work subject to this permit is to take place for inspection purposes. I also agree to save, indemnify, and keep harmless the city and its agents against all liabilities, costs, and expenses which may, in any way, accrue against them in consequence of granting of this permit.

\* Please type your name as consent to electronically sign this application.

Enable Type Signature

Adrian Moon  
July, 16 2024

X *John Doe*

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

## 8. Verify all Data and Submit

Submit

### Locations

Location 10601 N MAGNOLIA AVE, Santee, CA 92071

Parcel Number 378-160-25-00

### Basic Info

Type Master Plan Single Family Residence - Model Home  
 Description New Master Planned Attached Single Family Residence (1500 SQFT), Attached Garage (400 SQFT), and Patio (250 QFT).  
 Square Feet 1900  
 Valuation 251515  
 Applied Date 07/17/2024

### Contacts

Applicant ADR [REDACTED]

Property Owner City of Santee  
 10601 Magnolia Ave, Santee, CA, 92071

### Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
BD R-3:V Dwellings—First Master Plan (I)	\$3,351.53
BD R-3:V Dwellings—First Master Plan (PC)	\$2,421.48
Building Permit Issuance	\$52.31
Residential - SB 1473	\$10.00
Residential - SMIP	\$32.70

Total: \$5,868.02

### More Info

#### General Information

[Top | Main Menu](#)

#### Permit Occupancy and Construction

Occupancy Type	Construction Type	Occupancy SqFt
R-3 Dwellings—First Master Plan	(V-B)	1,500

Number of Levels 02

Plan Type 1A

Sprinkler Type NFPA 13D

Total New Habitable Square Footage 1500

### Attachments

Building Plans Plot Plan Example\_v1.pdf  
 Soils Report / Geotechnical Study Expansive Soil Foundation Design\_v1.pdf  
 Structural Calculations Building Plan Review Submittal Checklist\_v1.pdf

Back

Create Template

Save Draft

Submit

Submit

Locations

Location 10601 N MAGNOLIA AVE, Santee, CA 92071

Parcel Number 378-160-25-00

Basic Info

Type Multifamily High Rise  
Description New 3 Story Multifamily Highrise - 25 units (26700 SQFT), Underground Garage (5000 SQFT)  
Square Feet 31700  
Valuation 4054541  
Applied Date 07/16/2024

Contacts

Applicant ADRIAN S. MOCN

Property Owner City of Santee  
10601 Magnolia Ave, Santee, CA, 92071

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
BD R-2V Residential—Permanent (I)	\$10,720.57
BD R-2V Residential—Permanent (PC)	\$6,565.15
Building Permit Issuance	\$52.31
Commercial - SB 1473 BSC	\$162.00
Commercial - SMIP	\$1,135.00

Total: \$18,635.03

More Info

General Information

[Top](#) | [Main Menu](#)

Permit Occupancy and Construction

Occupancy Type	Construction Type	Occupancy SqFt
R-2 Residential—Permanent	(V-B)	26,700

Number of Levels 03

Number of Units Proposed 025

Total New Square Footage 026700

Sprinkler Type NFPA 13

New Garage Square Footage 5000

Attachments

Building Plans Plot Plan Example\_v1.pdf  
Soils Report / Geotechnical Study 20240716092112339\_v1\_v1.pdf

Back

Create Template

Save Draft

Submit

