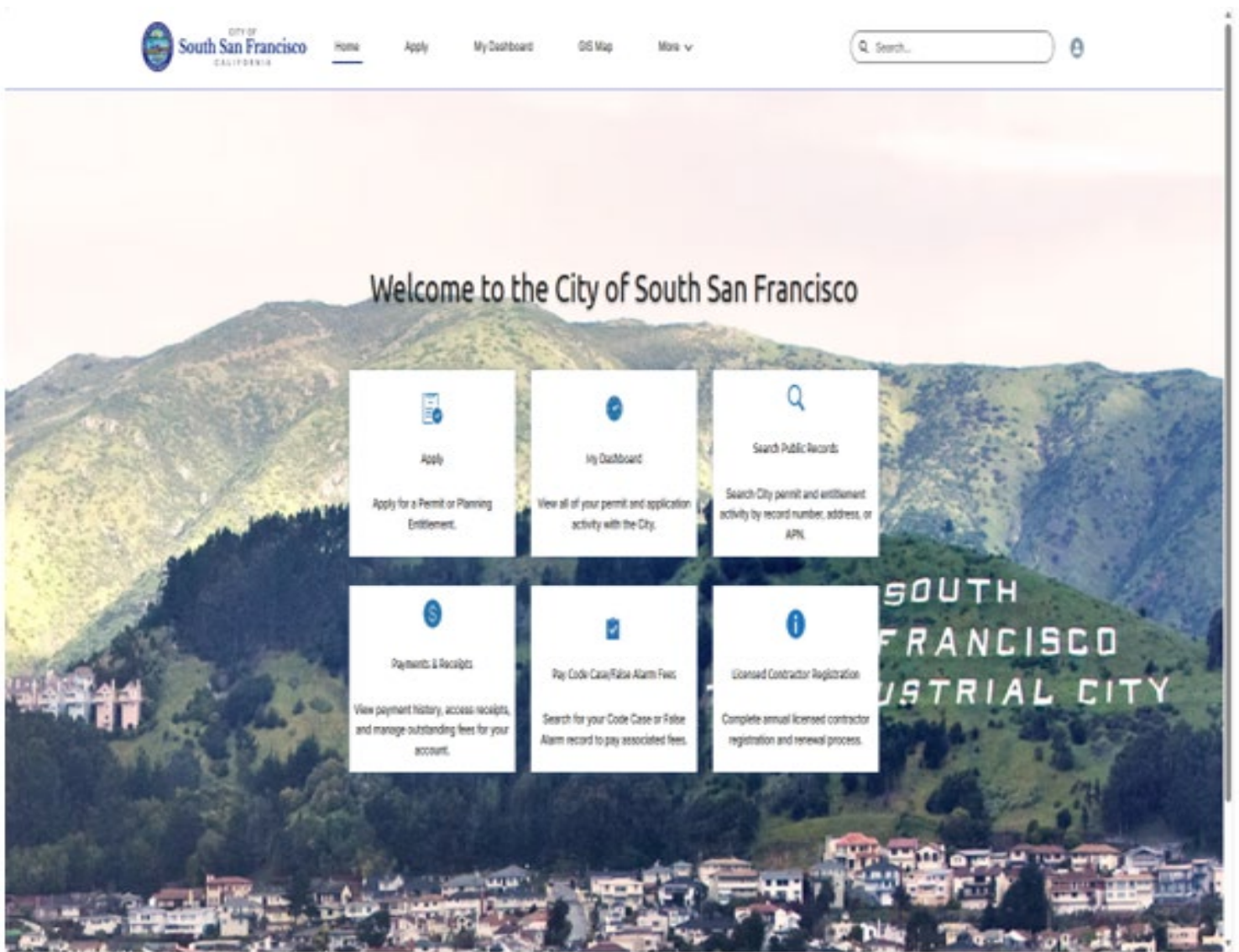


How to submit an Online Planning application

1. Navigate to URL- <https://permits.ssfca.gov> and this screen will pop up & select the “apply tab”

Should you have any issues creating an account or with the portal, email permitsupport@ssfca.gov



2. Then this screen will pop up, and you will need to create an account

The screenshot shows the City of South San Francisco website's login and registration interface. At the top, there is a header with the city logo, name, and a 'Home' link. A search bar and a 'Log in' button are also present. The main content area features a 'Welcome to the City of South San Francisco' message, followed by instructions on how to log in or register. Below this, there are input fields for 'Username' and 'Password', a 'Log in' button, and a 'Forgot password' link. To the right, a 'Register for an Account' section offers two options: 'Public User' (for homeowners, tenants, etc.) and 'Professional' (for businesses and licensed professionals). Each option includes a 'Register' button and a brief description of the user type.

CITY OF
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CALIFORNIA

Home

Search...

Log in

Welcome to the City of South San Francisco

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

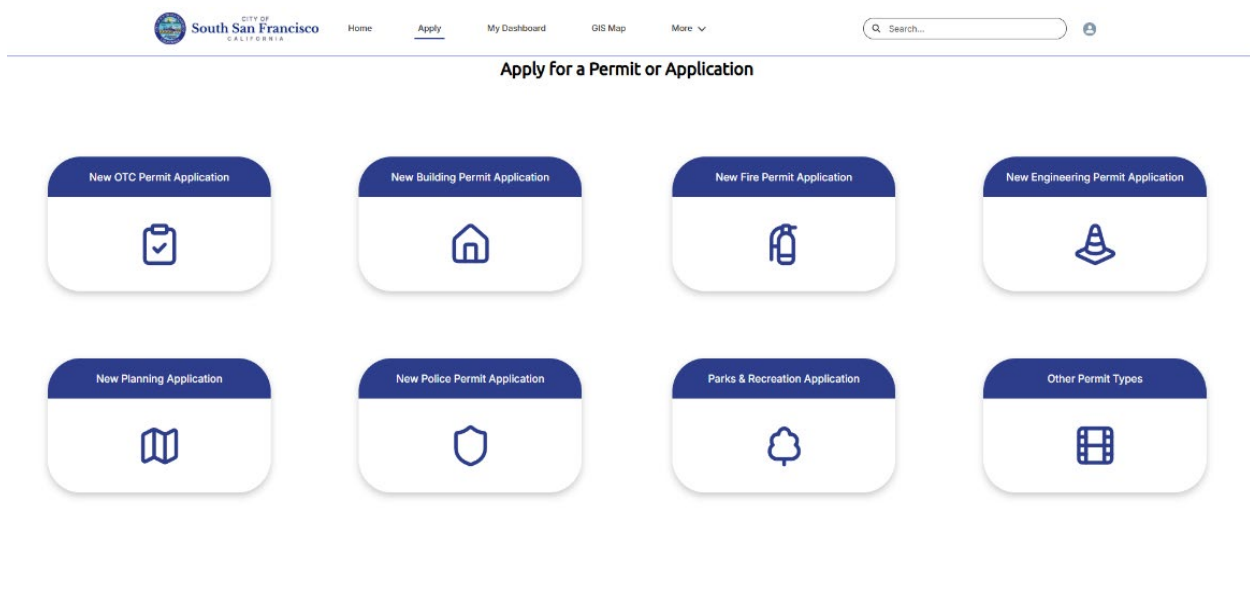
Forgot password

Register for an Account

Public User Homeowners, tenants, property owners, etc.	Professional Businesses and licensed professionals (contractors, architects, developers, etc.) including sole proprietors
Register	Register

Before registering, please confirm if your business already has an account. If it does, contact your company administrator to be added as a user. If your business is registering for the first time, click Register to continue.

3. Once the account has been created, you will be directed to this screen: make your selection for a “new planning permit”



4. You will be direct to “new application”

Make your selection type by using the drop down arrow:

Residential

Non Residential

Signs

Short-term rental

Etc...

5. Select “next” and fill in the fields



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CALIFORNIA

[Home](#)[Apply](#)[My Dashboard](#)[GIS Map](#)[More](#) 

 Search...



Questions about your online application? Pause your application using the Pause button and submit a question to the appropriate City department.

New Application

Application Type

Please select the Application you are applying for.

Application Type

Application Location

Application Details

Application Contacts

Application Review

Acknowledgement

Upload Submissions

Type

Residential

Sub Type

--None--

Use Type

--None--

Pause

Next

Fill in every field and select “next and the window tabs above will move you to the next screen

6. When you reach the location tab, you can use “address” or “parcel” to find the site and find the address and move to the next screen

New Application

Application Location

Please provide the location where your permit activity will take place.



Application Location

Application Details

Application Contacts

Application Review

Acknowledgement

Upload Submissions

* Select the method you'd like to use to indicate the location associated with this Application:

☐ Address

☐ Parcel

☐ Address Map Selection

☐ Parcel Map Selection

Pause

Previous

Next

New Planning Application Application

✓

✓

✓

✓

✓

Acknowledgement

Upload Submissions

Acknowledgement

I understand that by checking "I agree" and submitting this application, I certify and agree to each of the following:

- I am the property owner or authorized to act on behalf of the property owner as his or her agent or representative. I understand that if I am an authorized agent that I must have written approval from the property owner to submit an application.
- I have carefully reviewed and prepared the application and plans in accordance with the instructions and materials required on the applicable entitlement checklist.
- I certify that the information, data, plans, design, drawings, and supporting documents provided in my application are true and accurate; otherwise, I understand this Planning application is not valid and will be automatically rescinded by the Chief Planner, regardless of any fees paid or project review conducted by the City.
- I understand that the application is not deemed submitted for the purpose of the Permit Streamlining Act (CA Government Code § 65921) until all required materials and fees have been paid.
- I understand that the submittal of incomplete information or plans, or failure to comply with the instructions, may result in processing delays and/or denial of my application.
- I understand that upon further evaluation, additional information, including, but not limited to, documents, reports, entitlements and fees, may be required.
- I understand that when applicable, the environmental review associated with the submittal of this application is preliminary, and that after further evaluation, additional information, reports, studies, applications and/or fees may be required.
- I agree to provide all additional requested documents and information that may be requested by the City as necessary to review and process my application.
- I understand that failure to submit any such required fees or information requested after submittal may result in processing delays and/or denial of my application.
- For any information, plans, design, data, drawings, and supporting documents that I am providing in support of my application, I have the permission of the licensed professional who prepared said information, plans, design, drawings, and supporting documents, to use their work product for the submission of this application. I agree to release, indemnify, defend, and hold harmless the City of South San Francisco and its officers, employees and agents from all liabilities, claims, suits, or other expenses and costs arising from my failure to obtain permission or misrepresentation of same.

Need to accept the “acknowledgement” at the end of this page

You will now move onto the next screen, **“Upload Submission”** to download the required documents.

- Sign application by the applicant & property owner, (required)
- Project Plans (plan set must be a complete set)

Once the files have been uploaded & select “next”, you will receive this message screen

CITY OF
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Home

Apply

My Dashboard

GIS Map

More ▾

Q Search...



Questions about your online application? Pause your application using the Pause button and submit a question to the appropriate City department.

Submission Requests

You have successfully uploaded documents to your pending submission request(s) for [T28-1161](#).

Finish

Planning will receive notification of a new submittal, planning staff will review and complete an initial review. Once approved, you will receive notification to log back into the portal, go to the dashboard, locate the permit and proceed to pay the filing fees, **“NOTE: 2.2% CONVENIENCE FEE TO ALL CREDIT CARD TRANSACTIONS”**

To pay by check please mail the check to: The City of SSF- Planning Department, 315 Maple Ave, SSF, 94080 (include the project number)

Link to the [Master Fee Schedule](#)