

Instructions on how to submit Planning Application Online

<https://permits.ssf.net>

1. Create a username and password.
2. Select **“Projects”** & click apply
3. Accept the disclaimer acknowledging your responses and truthfulness
4. Complete Planning Application (Step 1 through Step 3)

Step 1 – Project type information:

Enter Planning permit information such as project type and a brief description of scope of work. Select the address location. Add attachments and make sure that all the required attachments consistent with the Planning Application checklist such as completed plan set, application form, photos, renderings, elevations, written narrative are included.

Failure to include all the required documents will delay the application review process.

Do not submit individual plan set separately - it must be a combined digital set. If your plans are too large to upload, you can email a set of plans to an FTP site in coordination with the Planning Division or an online hosting site like Dropbox, Box or Google Drive.

Step 2 – Contact Information

1. Owner information - Owner is the property owner. If the property has been recently sold, please provide a recorded deed for our review.
2. Applicant information, ex – Architect, Engineer, Developer
3. If there is no architect, engineer or developer, put N/A in each box to prevent an error message.

Step 3 – Review and submit the information prior to submitting the project. Once you click submit, a confirmation email will be sent to the email address on file.

Once the planning fees have been calculated, an email will be sent to the applicant and owner to finalize payment through our online system.

How to pay Planning application fees:

1. To pay online, please log into your account at <https://permits.ssf.net> locate and link your Planning project number as your reference number and select fee's due that will lead you to the shopping cart to pay the fees. **NOTE:**
2.2% CONVENIENCE FEE TO ALL CREDIT CARD TRANSACTIONS.
2. To pay by check, please mail the check to:
(add the project number on the check)

The City of SSF
Att: Planning Department
315 Maple Avenue
South San Francisco, CA 94080