



Submit Applications Online in 7 Easy Steps

1. Create an Online Portal account <https://cwols.escondido.org/portal>
 - a. NOTE: Use Google Chrome or FireFox and allow pop-ups
2. Once created, login and choose “Create a New Application”
3. At the [Location](#) tab
 - a. Select the location using the appropriate type of project
 - i. Enter an address or navigate to the point in the map
4. At the [Permit/License Type](#) tab
 - a. Enter a short description project number/address, project name.
 - b. For example:
 - i. Tract/Parcel Map Projects: Tract #, Tract Name, Plan Description
 1. SUB17-9997, Escondido Estates, Model Precise GP
 - ii. Address Projects: Address, Project Name
 1. 201 N Broadway, Car Wash
 - iii. Fiber Optic/General Utility Projects
 1. Utility Company Name, Project Description
 - c. Select application type

5. At the [People](#) tab
 - a. Applicant People Role is required
 - i. NOTE: The email entered here is the only email used to for sending all email notification.
6. At the [Permit/License Details](#) tab
 - a. Enter all relevant details. If applicable, some fields are required.
7. At the [Certification](#) tab
 - a. Agree to certification and submit. If applicable, payment can be made at this time. Make note of the Permit number created at the end of this process and upload documents and plans.
**Documents and plans are required to be uploaded for the submittal to be deemed complete.*

Step by Step Screen Shots Below





City of Escondido Permit & License Portal

To link an existing permit or business license so it can be updated through this portal, click Create Account or sign in, and select the option to "review permits or renew a license". Follow the instructions on that page.

Sign In

Enter your email address and password to access the portal.

Enter email

Enter password

[Forgot password?](#)

Log In

Don't have an account? [Create account](#)



 Select Language ▼

2 [Create New Application](#)

NAVIGATION

- Home
- Create New Application
- Incomplete Applications

ACCOUNT

- Modify Account
- Log Out

Select Language

My Applications

My Fees

To link an existing permit or business license, **enter the renewal code from your license renewal form into the Search box below**

NOTE: If your business has changed location, you will not be able to make that change during online renewal. Please call our Business License department at 760-839-4659 before renewing. Moving a business into or out of the City of Escondido can change your license sub-type, and associated fees.

Actions Button Glossary

- This button allows you to renew your Business License.
- This button allows you to view a detailed summary of the application.

Show 10 entries

Search:

Actions	Permit Number	Project Name	Status	Sub-Type	Location	Date Created
🔍						
🔍						
🔍						

Location	Permit/License Type	People	Licenses	NAICS	Permit/License Details	Certification
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- Business License (Zoom in and click the address's corresponding number on the map, or search for business's physical location [no P.O. boxes accepted])
- Land-based permit or project (Click one or more parcels on the map; search by APN; e.g. entitlements and new construction)
- Building-based permit or project (Zoom in and click one or more address numbers on the map, or search by address; e.g. building permits for existing buildings, and encroachment permits)
- Right of Way-based permit or project (Zoom in and click on street segments)



- Selected Address Points >
- My location is in the orange area (inside the incorporated City of Escondido), but I can't find a number for it >
- My location is in the blue area (Outside the incorporated City of Escondido) >

Previous Cancel

Next

Using the application type selection trees below, select the appropriate business license or permit type

Short Description of Permit/License required. The description should not be an email address

Project Type Project Name Example Names

Select application type:

> Business License [More Info](#)

> Building Permit

> Planning Permit

> Field Engineering - Right of Way & Grading Permits

√ Engineering

> Real Property Applications

√ Public Improvement and Land

- Parcel Maps [More Info](#)
- Tract Maps [More Info](#)
- Drainage Plan [More Info](#)
- Grading Plan [More Info](#)
- Improvement Plan [More Info](#)
- Landscaping Plan [More Info](#)
- Sewer Plan [More Info](#)
- Traffic Plan [More Info](#)
- Water Plan [More Info](#)

> Telecommunications Drawings

[Previous](#) [Cancel](#)

[Next](#)

Enter a short description: Project Number/Address, Project Name
For Example:

- i. Tract/Parcel Map Projects: Tract #, Tract Name, Plan Description
1. SUB07-9997, Escondido Estates, Model Precise GP
- ii. Address Projects: Address, Project Name
1. 201 N. Broadway, Car Wash
- iii. Fiber Optic/General Utility Projects
1. Utility Company Name, Project Description

Engineering Projects:

All Drawings must be submitted concurrently by submitting separate applications for each drawing.

Click on the "More Info" buttons throughout the site to see additional information / instructions

CREATE APPLICATION

Location

Permit/License Type

5

People

Permit/License Details

Certification

Add all people related to the permit below. Use the "Person" icon to add additional people within the same role. The + icon expands the card for data entry.

Required Roles

Applicant



The email entered for the Applicant will be used for all email notifications.

Optional Roles

Owner



Developer



Engineer



Previous

Cancel

Next

CREATE APPLICATION

Location

Permit/License Type

People

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Permit/License Details

Certification

ENGINEERING APPLICATION

Related Planning Case Number

Applicant agrees to upload all documents on the initial submittal checklist when submitting application.

[More Info](#)

Yes No

Previous

Cancel

Next

I hereby certify that the information provided in this request is true and correct. If additional information or documents are determined to be necessary, I understand that I am responsible for providing them.

I agree with the Certification.

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Submit

Previous

Cancel

Next

CREATE APPLICATION

Location

Permit/License Type

People

Permit/License Details

Certification

At this point, you may have received a signed "Receipt of Documents," which only certifies that materials were submitted on a specific date and accepted by the portal. This "Receipt" is not an indication of the "completeness" of submitted materials or that the documents submitted constitute a valid application.

Please follow the steps to make payment for your application. All applicable plan check fees and/or permit fees must be received by the City to complete the submittal process and qualify as a valid application for development services.

Please be advised that statutes, policies, or guidelines that establish time frames by which local governments must review applications for completeness, such as, for example, the Permit Streamlining Act (Government Code § 65920 et seq.), the California Environmental Quality Act (Public Resources Code § 21000 et seq.), the Subdivision Map Act (Government Code § 66410 et seq.), and the Federal Communications Commission's Declaratory Ruling and Third Report and Order (adopted September 26, 2018), are not triggered until a full application submittal, including payment of all applicable fees, has been made. Please note that further document or payment submissions may be necessary in order to qualify as a valid application for processing by development services.

Fees for development permit applications submitted through the portal are processed through the Invoice Cloud Payment Portal. A non-refundable convenience fee of 2.95% is charged by the vendor for credit card transactions. ACH (e-check) transactions have no added fee.



Permit/License Created

Your permit/case/license is submitted. Please record the following permit/case/license number for your records: GP21-0007

Upload Docs & Plans

A Permit is created. Documents and , plans can now be uploaded

Step by Step Screen Shots to Upload Documents and Plans Below



- Steps to add files:
- A) Browse for files
 - B) Provide Discipline and Sheet type
 - C) Provide file Description
 - D) Upload all documents
 - E) Submit for Review

Plan Review

- Project Information
- Plan Documents **A**
- Review Documents **D**
- Approved Documents
- Related Projects

Project
FE21-0003
Group
<None>
Name
test
Status
Pending Plan Upload (Plan Submission)

	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	0001-A-ELEVATION - ARCHITECTURAL - ELEVATION	Architectural	Elevation		New	Pending Upload	
<input type="checkbox"/>	0001-A-SCHEDULE - ARCHITECTURAL - SCHEDULE	Architectural	Schedule		New	Pending Upload	
<input type="checkbox"/>	0001-A-SITEPLAN - ARCHITECTURAL - SITEPLAN	Architectural	Siteplan		New	Pending Upload	

Review Status
None

Actions

Add Plan Documents **E**

Submit for Review

All Drawings must be submitted concurrently by submitting separate applications for each drawing.

NOTE:
* There is a maximum file size of 350 MB
* And maximum upload time of 3 minutes

Please contact the City for options to upload files greater than 350 MB or that take longer than 3 minutes to load.



POWERED BY **OnBase**

Plan Review

Projects Settings Profile

Project Information Plan Documents Review Documents Approved Documents Related Projects

Project: B21-0601
Group: <None>
Name: test
Status: Plans Approved

Review Status: Review Cycle 4, Cancelled

Browse... Clear Upload Cancel Edit Names Status: Ready

To perform a complete review of an uploaded file copy, the Reviewing Body requires permission to repurpose the file copy contents. By uploading a file copy, you give the Reviewing Body permission to repurpose the file copy for the purpose of reviewing your submission.

5 Yes No

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input checked="" type="checkbox"/>	0001-A-ELEVATION - ARCHITECTURAL - ELEVATION	Architectural	Elevation		1	Pending Upload	
<input type="checkbox"/>	0001-A-SCHEDULE - ARCHITECTURAL - SCHEDULE	Architectural	Schedule		1		
<input type="checkbox"/>	0001-A-SITEPLAN - ARCHITECTURAL - SITEPLAN	Architectural	Siteplan		1		

Submittals to Engineering: First submittals through the portal to Engineering are submitted for screen-check to verify completeness and initial submittal fees. Once the submittal is determined to be complete by City staff, City staff will contact the applicant to provide initial fees due and schedule a submittal appointment for payment of fees and submittal of hard copies of the whole project. The application will be deemed submitted once fees are paid and hard copies submitted.

Construction Revisions for Engineering: For revisions to Engineering drawings, please contact Engineering office staff to coordinate submittal of revisions.

Submittals to Building: Do not upload individual pages as their own file. Upload full set of plans for review, to include: Site plan, general notes, architectural, ADA, mechanical, plumbing, electrical, structural, and structural details. Structural calculations and trusses may be uploaded separately.