View and Upload Plan Documents in 10 Easy Steps

1. Log into the Online Portal [https://cwols.escondido.org/portal](https://cwols.escondido.org/portal) and select “My Permits and Licenses”
2. Select the “My Applications” button
3. Locate the Permit Record and select “View Permit License Info”
4. Select “Open Plan Review”
5. View the Plan Review Dashboard that opens with default tab “Plan Documents”
6. Select “Review Documents” tab to view documents grouped by submittal. This is noted in the Online Portal as the “Review Cycle”
7. Select “Approved Documents” tab to view the approved documents
8. Upload updated documents at the “Plan Documents” tab
9. Give permission for the City to use the plan documents
10. Note the uploaded document revision
Step by Step Screen Shots

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 "My Permits, Licenses, and Projects," then choose "Existing Permits/Licenses/Projects". Follow the instructions on that page.

Sign In

Enter your email address and password to access the portal.

Enter email

Enter password

Log In
Permit/License Info

- Permit/License Number:
- Location:
- Case Type:
- Sub Type:
- Status:
- Date Issued:
- Parent Permit/License:
- Child Permit/License:

OnBase Plan Review Project

- Identifier

Open Plan Review

for review comments and to submit plans and documents
PLAN DOCUMENTS TAB
- List of all documents added to the project.
- NOTE: Documents cannot be added or deleted during the review cycle.

REVIEW DOCUMENTS TAB
- List of all documents grouped by Review Cycle.
- Use drop down to select Review Cycle, list will filter documents to the review cycle.
- Download document to view
APPROVED DOCUMENTS TAB

* List of all Approved Documents.
* Download document to view
UPLOADING UPDATED PLAN DOCUMENTS

* Select the files to Update
* Browse, locate and upload updated documents
* Submit for Review

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.

To submit for review the upload status needs to be “Success”.

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.

Yes
No
**DOCUMENT UPLOADS & REVISIONS**

- For this purpose, a "Revision" is a revised version of a previously submitted document & Upload Status = "Success".

- Replacing documents using the process defined will automatically mark the file as a new revision of the previous document.

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