



# 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 password	Forgot password
	Log In
_	



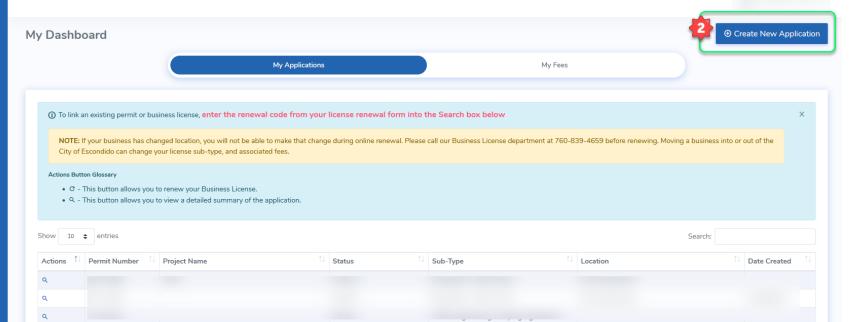
#### NAVIGATION

- ★ Home
- ⊕ Create New
- Incomplete Applications

#### ACCOUN

▲ Modify Account





### CREATE APPLICATION

Location

Permit/License Type

People

Licenses

NAICS

Permit/License Details

Certification

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)

Search Address

Selected Address Points

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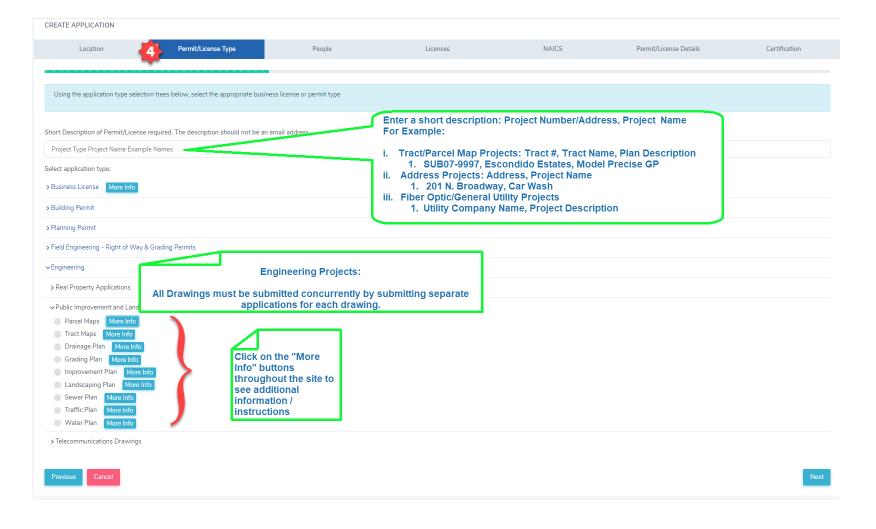
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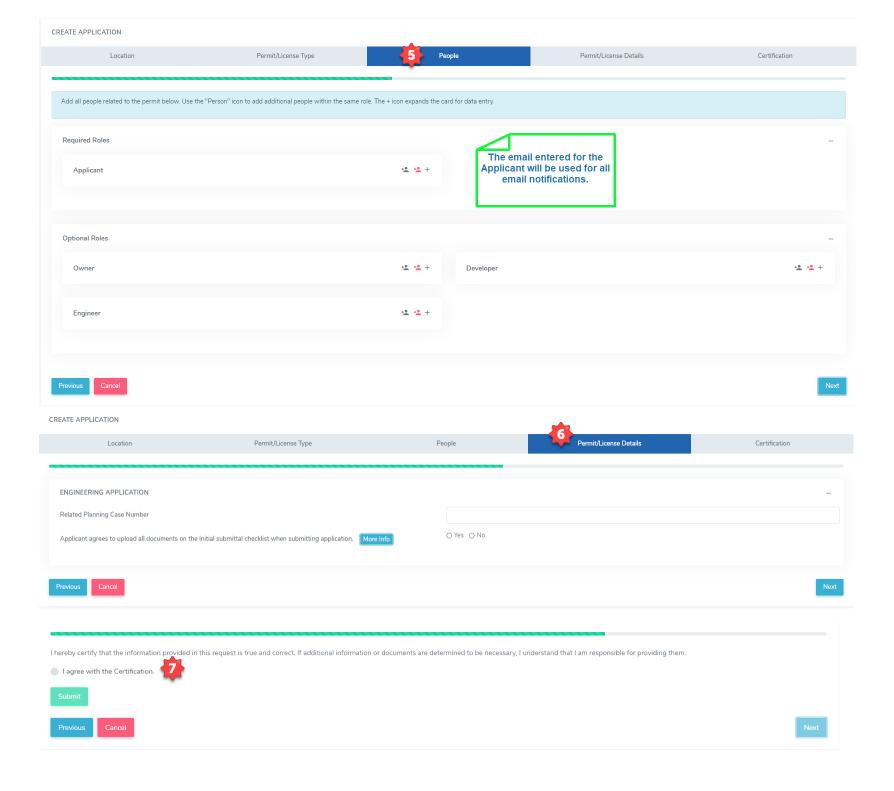
Previous

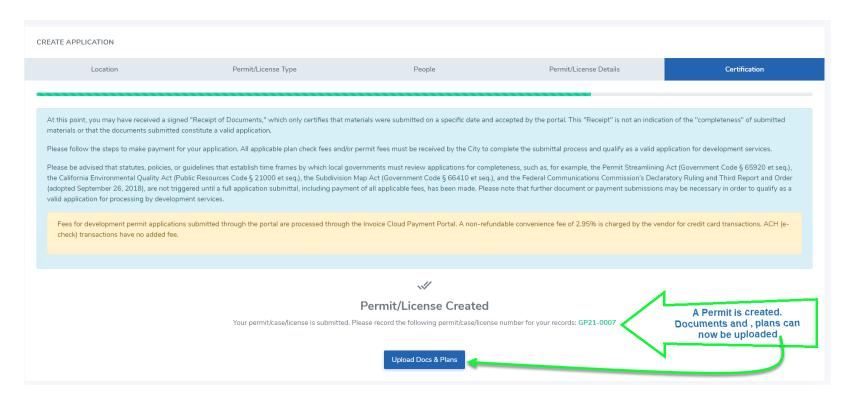


Sangis, Bureau of Land Management, Esri, HERE, Garmin, INCREMENT P. USGS, METI/NASA, EPA, USDA | City of Escondido

Next

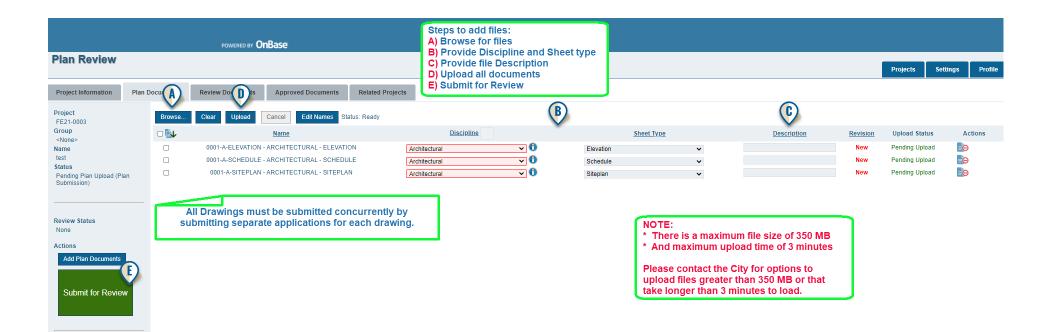


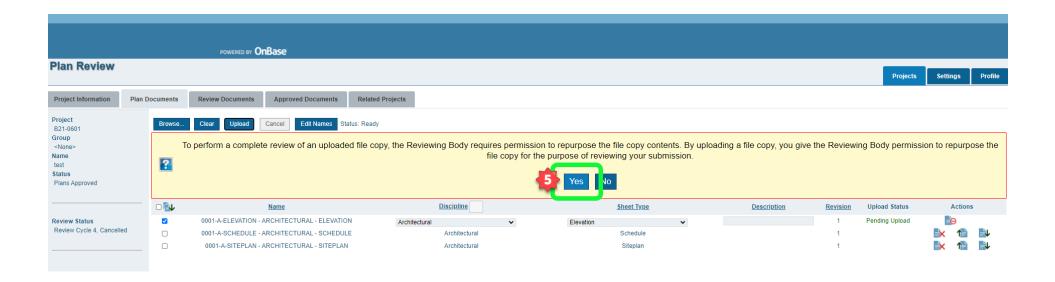




Step by Step Screen Shots to Upload Documents and Plans Below







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.